

**Holy Spirit  
Catholic School**

**Parent / Student  
Handbook and Agreement  
for**

**2017-2018**

11665 Ft. Caroline Rd.  
Jacksonville, Fl. 32225  
(904)642-9165 Fax (904)642-1047  
[www.hscatholicschool.com](http://www.hscatholicschool.com)

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### III

Dear Parents and Guardians,

Welcome to Holy Spirit Catholic School. As we begin our 28th year of service, we hope that the main reason you selected this school was to provide your child with a sound Christian value system upon which he or she can base their future life. We strive to provide a broad-based academic program designed for average to above average students, and a faculty dedicated to the principles of Christ-centered education.

This Handbook contains the rules and policies which guide the operation of our school. Please take the time to read it. The Pastor and I are always at your service if you should have any questions or concerns about the school. The faculty, staff, and administration at Holy Spirit Catholic School wish you a blessed and rewarding school year.

Sincerely Yours In Christ,

Dr. John A. Luciano  
Principal  
Dr.luciano@hscatholicschool.com

## **PHILOSOPHY**

Following the Bishops' pastoral, "To Teach as Jesus Did", Holy Spirit Catholic School strives to assist all students, regardless of race, or ethnic background, in the task of maturing into well-rounded, followers of Jesus Christ, and capable citizens of this great country.

As a Catholic school, Holy Spirit is dedicated to integrating the teachings of God and Gospel values within the total curriculum. Holy Spirit School develops social and emotional skills through positive guidance techniques set forth by this faith community. We try to view each child as a unique person with an individual pattern and timing of growth. We try to instruct each child, in order for them to reach their personal potential. Working together, the faculty and parents create an atmosphere of love and understanding in which all students are encouraged to use their God-given gifts and talents to the fullest extent.

## **OBJECTIVES OF HOLY SPIRIT CATHOLIC SCHOOL**

The document of Vatican II, *Declaration of Christian Education*, defines the school as an instrument of social importance among all educational instruments. Most distinctive about the document is the insistence upon the integration for Christian education into the whole pattern of human life in all its aspects.

Holy Spirit recognizes and subscribes to the following objectives:

1. To offer students an opportunity for spiritual growth in a distinctive Christian environment in order that they may pursue a life centered on Jesus Christ.
2. To provide a learning environment that promotes emotional and physical well-being, as well as intellectual stimulation.
3. To instill in students a strong sense of responsibility for their own learning.
4. To enhance relationships with the community through frequent and meaningful communication among students, parents, staff, parish, and the community at large.
5. To encourage the development of standards of behavior which enable students to function successfully in school and in society.
6. To prepare students spiritually, intellectually, and physically to meet life's many and varied challenges.
7. To foster achievement through a child-centered curriculum that offers students ample opportunities for success and heightened awareness of the Gospels.
8. To foster attitudes of respect and dignity toward self, peers, and those in authority.

## **MISSION STATEMENT OF THE DIOCESE OF ST. AUGUSTINE**

We, the Catholic School community, recognizing the history of education in the Diocese of St. Augustine, strive to provide *a Christ-centered environment* rooted in Gospel values and in our rich Catholic heritage. Each student's intellectual, social, emotional, and physical growth develops in an atmosphere which stresses Gospel values, worship, community, service, self discipline, and academic excellence. We are committed to enabling our students to examine the implications of moral, social, and technological issues, and, by our example, offer models of Christian witness.

## **MISSION STATEMENT OF HOLY SPIRIT SCHOOL**

Revised March 2007  
Reviewed Annually

Holy Spirit Catholic School, will provide a nurturing and faith-filled setting for each unique child of God. Through a variety of methods, our students will learn the gospel of Jesus Christ and the traditions of the Catholic Church. Holy Spirit students will develop skills for future success and the desire to serve others.



## ADMISSIONS POLICY

Holy Spirit Catholic School is open to children, regardless of race, color or national origin. Some of the criteria which are examined when determining student acceptance include the length of time that a child's parents have been contributing members of Holy Spirit Church, a child's academic background, and a child's prior school records indicating student conduct and study habits.

The procedure in which students are accepted into Holy Spirit School is as follows:

- 1) We first accept those currently enrolled students who wish to remain in the school for the following year,
- 2) We then accept any qualified siblings of those current students who may not be already attending Holy Spirit School,
- 3) Then we accept children of Holy Spirit parishioners based upon the length of time the family has been contributing at least \$20 per week to Holy Spirit Church.
- 4) We then accept the children of other registered Holy Spirit families who did not meet the minimum contribution level.
- 5) We then consider other practicing Catholics from other parishes
- 6) We then consider other Christians who attend services at other churches
- 7) And we then consider all other Christian applicants.

Since our school has only one class of every grade level, spaces are often limited.

Address of school-	Holy Spirit Catholic School 11665 Ft. Caroline Rd. Jacksonville, Fl. 32225
Phone-	(904)642-9165 Fax (904) 642-1047
Pastor-	Fr. Amar Nagothu (904) 641-7244
Principal-	Dr. John A. Luciano (904) 642-9165
School hours-	Monday through Friday 7:50 a.m.-3:00 p.m. (Students must be present until 11:30 AM in order to be counted as "present" for any school day.)
Office Hours-	Monday through Friday 7:30 a.m.-4:00 p.m.
School colors	Red and White - "The Hurricanes"

## **HISTORY**

The Church of The Holy Spirit became a parish on January 17, 1966 with Father Richard J. Bowles as administrator. The old church and hall were constructed in 1970. In 1987 four new classrooms were added to the parish complex. Msgr. James J. Heslin, pastor of Holy Spirit Church, started construction on our present church in June 1991.

Holy Spirit Church started a preschool in 1988 with Jan Mato as director. The following year, a Kindergarten class was added. In 1992, Msgr. James J. Heslin began the expansion into the elementary grades with the addition of First Grade.

In 1999, Holy Spirit added the Eighth grade and began their self study towards final accreditation. In 2000, Holy Spirit became a fully accredited school under the requirements of the Florida Catholic Conference and the National Catholic Education Association. The school has now graduated 14 classes of 8<sup>th</sup> graders and placed numerous students onto the Honor Roll at Bishop Kenny High, Stanton College Prep, and Paxon School for Advanced Studies. The ITBS scores for the graduating class of 2010 ranked among the top 10% of all private school 8<sup>th</sup> grades in America. 6 of the 7 grades that took the Iowa Assessment in 2014 scored above the national average AND the Diocese of St. Augustine average on 69 of the 72 skills which were tested.

## **CURRICULUM**

The grade level objectives approved by the Diocese of St. Augustine are the basis for our school program. Textbooks and programs are chosen which will meet students' needs as determined by our faculty or diocesan-appointed committees. These objectives are updated and revised in accordance with sound educational and developmental research and can be viewed in hard copy form in the Principal's office or from any grade level teacher.

## **CHILD ABUSE ISSUES**

The staff of Holy Spirit Catholic School is required, by law, to report incidents of suspected child abuse or neglect to the Department of Children and Family Services.

## **PRIVATE PROPERTY**

Holy Spirit School is housed at 11665 Ft. Caroline Rd and is a private property. Any use of the facilities or grounds during or after school hours must take place only with consent of either the school or church administration. Activities on school property are recorded by surveillance cameras.

## **REGISTRATION AND ADMISSIONS PROCEDURES**

Students presently attending Holy Spirit Catholic School, grades K-through Eighth grade, will be allowed to register for the following year first. The beginning of the annual registration will be announced in the church bulletin. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. All book fees are nonrefundable. Siblings of current students are given next priority for admission, followed by the children of contributing members (\$20 per week) of Holy Spirit Church. Other Catholics are assigned if space is available, and finally, all other Christian applicants are considered.

Children of families who owe money to the school, will not be permitted to begin a new school year, or return after Christmas break until their account balance in back to zero. Tuition costs and school fees are listed on the annual Cost Sheet which is printed by the end of January each year and available for viewing on the school's web site. . Admission to Holy Spirit School requires proof of previous average to above average academic performance and good conduct and study habits. An examination of recent standardized test scores may also be required. Final acceptance for admissions and re-admissions rests with the principal and pastor of the school.

All newly accepted students remain on "academic probation" for the first 90 days of enrollment and may be dismissed from the school if, in the opinion of the school Principal, they are not able to be academically successful or exhibit conduct that is not appropriate in a Catholic school setting. Note: all students, regardless of religious affiliation, must study Catholicism and participate in all religious activities as deemed appropriate by the school Principal. These activities include attending Mass, receiving ashes, singing religious songs, receiving blessings from a priest, and attending liturgy celebrations, and prayer services.

All school costs, tuition, and fees are presented to incoming families and must be paid by the due dates. Students who owe money to the school will not be given Report Cards until a zero balance is in place. Students may not begin a new school year, or return from a Christmas break, unless all school fees are current. Every family is required to complete 15 hours of volunteer service to the school (or church) or pay a fee of \$250 to "buy out" of that obligation. 5 hours of the 15 will have to be done at the church's Saturday Bingo operation.

## **AGE REQUIREMENTS**

Holy Spirit School will abide by the state of Florida Health Department age requirements for entering pre-Kindergarten 4-year old program (age 4 by September 1 and potty trained), Kindergarten (age 5 by September 1) and/or First Grade (age 6 by September 1).

## **BIRTH AND BAPTISMAL CERTIFICATES**

These certificates are to be submitted upon registration (New students).

## **HEALTH CERTIFICATES**

Holy Spirit School will abide by the 1981 Florida Statutes, Chapter 232.0315 regarding school-entry medical examinations as well as Chapter 232.032 regarding proof of immunization. These certificates must be on file when the student begins classes. Effective 1997/98 school year, all children enrolling in 7th grade will need to provide a second dose of measles (preferably MMR), a TB booster, and completion of Hepatitis B Vaccine Series. Effective 1998/99 school year, proof of completion of Hepatitis B vaccine series will be required for enrollment in Kindergarten. School personnel are reminded that student personal health information is strictly protected for privacy by HIPPA regulations.

## **Vaccinations**

The Diocese of St. Augustine requires that every child have all necessary vaccinations in order to attend Holy Spirit School. Effective August 12, 2015. Only those children who provide a medical doctor's note indicating that they are not vaccinated because of health related issues, can be exempt from this requirement. Religious or personal conscious exemptions are no longer accepted.

## **EMERGENCY INFORMATION**

Each family should have on file, in the school office, an Emergency Information sheet indicating the parents' names, e-mail address, and telephone numbers (both home and work). **TWO PEOPLE**, other than parents, should be listed to contact in case we are unable to contact parents. These persons should be known by you to be available in your absence. **This information should be kept up to date throughout the school year.** Please let us know of **ANY CHANGE**.

## **SCHOOL HOURS**

The school day is from 7:50 a.m. to 3:00 p.m. each day. Students may be dropped off between 7:30-7:50 in front of the gym. After 7:50, students will be marked tardy. The school day closes at 3:00. Any student not picked up by 3:10 p.m. will be held in the main office. After 3:10, students will be supervised in our Extended Day Program and a fee of \$5 for every fifteen minutes will be charged. Pre-K classes meet from 8:27 to 11:30 AM or 12:00 to 3:03 five days per week.

Extended Day is available from 7:00-7:45 AM and 2:50-6:00 PM each day. Students must be in attendance until at least 11:30 AM in order to be counted as “present” for a school day. No student is to be on school or church property without adult supervision; this includes all sports functions. Holy Spirit does not accept responsibility for any student who does not adhere to these policies.

### **ARRIVAL AND DISMISSAL PROCEDURES**

When arriving in the morning, please enter the school from the main entrance next to the Church off of Ft. Caroline Rd., proceed to your right around the rear of the complex and stop at the red traffic cones in front of the gym. Arriving children will be off loaded starting at 7:35 a.m. in front of the gymnasium. School begins at 7:50 a.m.

**For the safety of our students, please refrain from using hand-held cell phones while operating a motor vehicle on school or church property.**

**Picking up students after school . . . all vehicles will enter the complex at the small entrance next to the Rosary Garden. Cars will be routed around the church parking lot and students will be loaded into cars adjacent to the school library.**

**NOTE Students can only enter cars from the passenger side and students are not permitted to pass in between car bumpers or load items into trunks of cars. Students cannot be walked out of the parking lot by a parent unless it is an extreme emergency**

Dismissal for all students in grades K-8<sup>th</sup> is 2:40-3:00.

Walkers and bike riders should go immediately to the gymnasium upon arrival or proceed home immediately upon dismissal. Bicycles must be walked on school grounds. Locks are strongly recommended. Bicycles are to be ridden by the owner only. Children in grades one through three are **NOT** encouraged to ride bicycles to school. The school is not responsible for bicycles. A written note indicating the child has permission to ride his/her bike or walk home must be on file in the office.

### **ATTENDANCE**

A minimum attendance requirement of 36 days in each grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences. Students must be present until 11:30 AM in order to be counted as present for the day.

Parents will be notified by phone or email upon the fourth absence of a student during any 45 day grading period. After the fifth day of absence, written notification will be sent to the parents assigning an after-school detention and requesting their cooperation in preventing further absences. Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

**Please observe the following:**

1. Attendance is checked by the homeroom teacher. Students who are tardy are to report to the school office. Students arriving after 7:50 a.m. must obtain a tardy slip before going to their classroom.

2. If a student is absent, a dated written note should be presented to the school office when the student returns in order for the absence to be noted as “excused.” If a student is out for one day due to illness, they will be given one day to “make-up” any missed assignments. If they are absent two days due to illness, they will be given two days to complete any missed assignments, etc. **Parents wishing to “pick-up” daily assignments for a sick child can do so only after the child has been out for more than one full day.** You will need to request the assignments before 10:00 AM and they cannot be picked-up until after 2:00 PM that afternoon.

3. Regular and punctual attendance of students is necessary for success in school. All absences are unexcused except those due to illness, accident, or death in the immediate family. Arrangements for requesting any make-up work is the responsibility of students and parents. **Homework or classwork missed due to an absence can only be requested over the phone if a child has been out for more than one entire day. Students absent for only one day will be assigned their missed work upon returning to school.**

4. If your child is on vacation when school is in session, your child will be allowed to make up the missed assignments after they return. The child will be responsible for all missed tests and all graded assignments given during his/her absence. Classwork and homework will be assigned when the child returns. The work will be due back according to the teacher’s directions. Any work not returned may affect the child’s grade.

5. Please try to make doctor and dentist appointments after school hours whenever possible. Check the school calendar for days off and any early dismissal dates as these would be good days for making such appointments. Early departures should be requested in writing.

6. Students leaving school early **Must Be Signed Out In The Office.** Students must be picked by their parents or other duly authorized adults at least 18 years of age.

## TARDINESS

- Students are to be in the gym by 7:50 a.m. each day.
1. A student is allowed to be marked tardy three times per grading period to allow for any medical appointments, family emergencies, and transportation problems which might arise.
  2. Once a student has been marked tardy for the fourth time in a grading period, a 45 minute after-school Detention may be assigned. For each additional tardy throughout the grading period, another Detention may be served, and a Saturday School (\$25) may be assigned.

## INCLEMENT WEATHER CONDITIONS

Holy Spirit Catholic School will follow the Duval County Public Schools in emergencies, such as hurricanes. If the Duval County School Board cancels classes due to inclement weather, Holy Spirit Catholic School will also cancel classes. Announcements of canceled classes will be made on radio and TV. Parents are encouraged to check the school web site for additional information during these times. [www.hscatholicschool.com](http://www.hscatholicschool.com)

## TEXTBOOKS

All hardback books remain the property of Holy Spirit School. Part of your annual book fee is rental of these hard covered books. The proper care and handling of these is the responsibility of the student. Any damage, defacing or loss will necessitate reimbursing Holy Spirit for the full purchase price of the textbook. Most books range from \$8 - \$55. **Keep all hard covered books covered at all times and handle them very carefully.** The condition of your books will be assessed at the end of each school year.

## COMMUNICATIONS

Our school maintains communication with parents/guardians, students and the community in the following ways:

1. Handbook
2. Monthly calendars - brought home by the youngest student in the family. Please keep for reference.
3. Open House
4. Conferences
5. Parent Portal website
6. HSA (Home and School Association)
7. Telephone

8. Parish Bulletin
9. Newsletters
10. Notes from teachers or administrators.
11. School web site [www.hscatholicschool.com](http://www.hscatholicschool.com)
12. Renweb e-mail “blasts” and Facebook updates

Please observe protocol in arranging appointments for conferences. Communication is much more meaningful when parents and teachers have had some time to prepare. Calling the office initiates the process for arranging a mutually agreeable time.

### **PARENTS AND VISITORS**

Parents and visitors are welcome to visit the school. Please report to the office at the time of your arrival. Parents are welcome to visit their child during lunch time. Also, parents may visit the child’s classroom with a scheduled visit by the teacher. During regular school hours, all visits must be scheduled with the teacher.

### **PARENT COOPERATION AGREEMENT**

Parents and guardians of Holy Spirit students must conduct themselves in a manner which is appropriate for a Catholic school setting at all times. Use of inappropriate tone of voice, comments of a threatening nature, or unfounded accusations of misconduct against staff members may result in the administrative dismissal of students from the school. A signed copy of this agreement must be on file in order for a child to begin a school year at this school.

### **VOLUNTEERS / VISITORS**

All volunteers and school visitors must sign-in at the school office and wear a badge. Fingerprinting is required of all school volunteers. An application must be kept on file along with three telephone reference checks. This is a Diocese requirement. Also, volunteers who will have regular contact with students, or any parent wishing to chaperon a field trip, must complete the Protecting God’s Children program on child abuse education. Volunteer committee chairmen will provide volunteers with duties and responsibilities. The family of each student will be required to provide at least 15 hours of volunteer service to the school with 5 of those being at the church’s Saturday Bingo program.

### **INSURANCE**



Subscribing to the Diocese “secondary accident insurance” program is mandatory and is now required of all students attending Diocesan schools. This charge is included with your Registration fee.

### **WRITTEN WORK AND NOTES REQUIRING PARENTAL SIGNATURES**

Parents will be contacted when a student neglects to return written work or notes that required a parent signature. Parents will be contacted at least two weeks ahead of time if a child is in danger of receiving an F or a 1 on a Report Card.

### **STUDENTS’ SCHOOL RECORDS**

Parents have the right to review the cumulative records of their children with a person designated by the principal. These records are the property of Holy Spirit Catholic School. Copies of these documents will only be forwarded to other schools when all financial obligations have been met.

### **LOST AND FOUND**

Students are expected to be responsible for their own property. Students who find articles which have been lost or misplaced are asked to turn them in at the school office. PARENTS ARE ASKED TO SEE THAT ARTICLES SUCH AS SWEATERS, BOOK BAGS, LUNCH BOXES, BOOKS, ETC. ARE LABELED. Lost textbooks will be returned to the respective classrooms. Unlabeled and unclaimed items will be disposed of quarterly. Holy Spirit School cannot be held responsible for replacement of lost or stolen property of any kind.

### **Electronic Devices**

Electronic devices such as Kindle’s, tablets, laptops and Nooks are only permitted at school with a signed Parent Form and can only be used for reading text. They cannot be used for playing games of any kind. Lost or damaged electronic devices are not the responsibility of the school. This includes i-pads, and lap top computers. **By directive from our Pastor, students are not permitted to be in possession of cell phones on school grounds.**

### **SCHOOL SAFETY PATROL**

The School Safety Patrol exists in order to assist in maintaining safe and orderly conduct on the school grounds. Parents and students should show respect and obey the instructions of the school Safety Patrol. Consistent violations will be considered an infraction of the Code of Conduct. See page 35 for other info on Safety Patrols.

### **SICK CALL**

If a student becomes too ill to remain in class, his/her teacher will send him/her to the school office. If it is necessary for the student to be sent home, parents will be called by the office personnel. The student should be met and signed out at the office by a duly authorized person (name found on emergency card). **NO MEDICATION** may be given to a child by any staff member of the school unless a written parental consent with instructions is provided. If a child is under doctor's care and Tylenol or over the counter medication is prescribed, a physician's authorization is required. Prescription medications will be given only if they are dropped off at the office in original containers properly labeled with the child's name, the name of the medication and the dosage to be administered, accompanied by a signed note from the parent/guardian giving permission for the medication to be dispensed to the child.

In addition, a Medications Release Form must be signed by the parent and placed on file at the school. **ALL MEDICINES** sent to school must be clearly labeled and kept in the school office during school hours. **NO STUDENT MAY HAVE MEDICINE ON THEIR PERSON OR IN LUNCH BOXES DURING THE SCHOOL DAY. OTHER THAN A PRESCRIBED Epi Pen or INSULIN; THIS INCLUDES HEADACHE PAIN RELIEVER MEDICINE.** If at all possible, please arrange dosage times to avoid the necessity of bringing medications to school.

### **CLINIC**

An area has been set aside in our school for children to go when they are ill or have sustained an injury. After parents have been called, the child may remain in the clinic until an authorized adult has arrived to take the child home. Parents are asked to please pick up your child as quickly as possible. Our Office staff will remain with your child until your arrival and we appreciate your efforts to arrive at school within the hour. Accident reports are always kept on file.

### **WITHDRAWALS**

When a student withdraws from school, parents must notify the school in writing giving the new address and the moving date. Any student withdrawing during the school year will be charged the full tuition payment for the month he/she leaves if it occurs after the 15th of the month, or half the payment if the withdrawal is before the 15th of the month. The monthly tuition payment does not substitute for the payment, nor is it

refundable. All financial responsibilities must be taken care of at the time of withdrawal. Student records will not be forwarded to the transferring school until all fees have been paid. We will ask for an Exit Survey or written assessment of your child's experience here at Holy Spirit, as well as any suggestions for ways in which we can improve our school.

### **HEAD LICE POLICY**

Periodic checks will be made by the school on a grade by grade basis. If your child is found to have live head lice or nits (eggs) in the hair, you will be called and asked to pick up your child immediately from school. This same day, an informational letter will go home with the students in the class where the head lice were found (and if siblings, the letter will go home with their classes, as well) so that parents will know to watch for signs of head lice for a period of 7 to 10 days (nightly checks recommended.) Those parents dealing with a head lice problem must follow the policy below before the student may return or remain in school:

- Following treatment, your child may return to school. They should report directly to the school office with proof of treatment (the box top of the medication used). They will then be rechecked for signs of nits(eggs) in the hair or live head lice.
- Should nits(eggs) or live lice be found, you will be asked to, once again, remove your child from school until the nits and/or lice have been removed.
- Should your child be clear of **all** signs of head lice, he/she will be allowed to return to the classroom.
- After a period of seven days, you must bring the box top of the second medication used to retreat your child's head lice to the school office. At this time, your child will be checked again to be sure all signs of head lice have been removed from the hair. (please check with school personnel to find out when the second box top is required).
- The school will make periodic checks of children found to have head lice within the seven to ten day treatment period. Any sign of nits (eggs) or live lice will result in the child being temporarily removed from school.

### **DRESS CODE**

School uniform regulations must be adhered to daily. Students should appear in a neat and orderly manner at all times when on school grounds. Any additions to the uniform or body will be left to the discretion of the principal. All articles of clothing must be permanently labeled. Any exceptions to the following school uniform must be accompanied by a note from the parent. No body piercings are permitted for girls or boys, and no visible tattoos are permitted. No artificial nails or nail polish or hair coloration of any kind (including highlights) can be worn by students.

### **Boys School Uniform**

**Pants** -solid navy blue or tan khaki pants (navy blue or tan khaki uniform shorts for boys in kindergarten and first grade). Pants must fit properly and not be faded or torn. Belt buckles cannot be decorative or larger than the width of the belt. Dark leather, or leather-like belts only. Belts must be worn by boys in grades 2-8<sup>th</sup>.

**Shirts** -white or red knit with collar in kindergarten through fifth. White oxford button-down shirts for sixth through eighth grade. Shirts are to be adjusted properly in order for plain brown or black belts on trousers to be visible. Belt loops on pants require a belt. Long sleeve shirts worn under regular school uniform shirts for primary grade students can only be white or red. Red school t-shirts for Pre-K students are optional.

**Shoes –Brown** leather oxford or loafer cut below ankle, closed shoe no more than one and a half inch heel. Brown Dock-siders are OK. No boots or athletic shoes (except on P.E. days.)

Dress **Socks**-required plain black, blue, or white. Socks must be tall enough to cover the ankle bone, including socks worn for P.E. Socks can have no markings of any kind. Not a Nike swoosh, or an Addias logo, And One wording, etc.

**Sweaters**-kindergarten through fifth may wear the solid red cardigan sweaters. All grades may also wear the blue cardigan or pull-over sweaters and sweatshirts with school logo.

**Sweatshirts**-with school emblem may be worn by all grades. Sixth through eighth grade may also wear the blue cardigan or pull-over sweater, or vest with school logo.

**Hair/Accessories** -must be above the eyebrows, top of ears, and above the collar neatly styled. Boys may not use special hair products to style hair to meet requirements. Completely or partially shaven with long hair over the shaved area or dread-lock style haircuts are not permitted. No temporary tattoos are permitted. Any use of products to change the natural coloring of the hair will not be allowed. No highlighting of any kind. No gel “spiking” of hair. Students should avoid using any product to style their hair in an unnatural manner. Closely shaven areas of the head will not be allowed unless the entire head has the same length of hair. At least one half inch of hair must be present on all surfaces of the head unless the entire head is shaved closer. Bushy or un-kempt hair is not acceptable. Significant contrast of long and short hair will not be acceptable. Hair cannot touch the eyebrows. Outlandish or fad-styles, including partially shaved, fauxhawk or Mohawk cuts will not be allowed. Sideburns may not extend below mid-ear. Older students are not allowed mustaches or facial hair. If necessary, must be clean shaven. No showy jewelry, earrings, necklaces made of shells, leather, string or plastic. Bracelets, tattoos, hats or caps will not be permitted. No rubber or plastic bracelets. 8<sup>th</sup> grade boys are required to wear the navy blue tie sold at R.C. Uniforms. Students cannot draw on their skin with pens or markers. No ankle bracelets of any kind can be worn.

## Girls School Uniform

Plaid **Jumpers** and/or **skorts** kindergarten through fifth grade ordered from R.C. Uniforms.

Plaid **Skirt**-grades sixth through eighth.

**\*\*Length may not be more than FOUR inches from the floor at a kneeling position.**

**Blouses**-White with “Peter Pan” collar kindergarten through fifth grade. White button-down oxford for sixth through eighth grade. No lace or ruffles or turtleneck shirts. Shirts and blouses are to be adjusted properly in order for the waistband on skirts to be visible. No colored undergarments will be permitted to be worn above the waist. No leggings allowed. Tights must have feet in them. Red school t-shirts for Pre-K students are optional.

**Shoes -Leather** oxford or loafer cut below ankle, closed shoe no more than one and a half inch heel. Shoes must have at least a half-inch heel, no flats. No slipper-looking, cloth shoes.

Dress **Socks** -required, plain red, white, black or blue, or tights in same colors. Socks must be tall enough to cover the ankle bone and no leggings will be permitted. All stockings must have feet in them. Socks can have no markings on them whatsoever. No Nike Swoosh, Addidas stripes etc. No ankle bracelets of any kind can be worn.

**Sweaters**-kindergarten through fifth grade may wear the solid red cardigan sweaters. All students may also wear the blue cardigan sweaters, and sweatshirts with school logo.

Sixth through eighth graders may also wear the blue vest with logo.

**Sweatshirts**-with school emblem sixth through eighth grade only.

**Hair/Accessories**- Showy jewelry or headbands are not acceptable. This includes casual necklaces and bracelets made of shells, leather, string, or plastic. Headbands can only be simple in color and free from distracting items. Pierced earrings are to be post only (no-dangling and no hoops of any kind and not larger than ½ inch in diameter. No more than two earrings may be worn at any time, one in each earlobe (earlobes only!). No make-up, nail polish or fake nails are permitted. No hair in eyes. Hair must be well- groomed, no beads in hair, no hat or caps are permitted and no tattoos. No use of any product to change the natural coloring of the hair will be allowed. No highlighting will be allowed in hair. No rubber or plastic bracelets. No artificial fingernails may be worn. No body piercings or visible tattoos permitted. Students cannot draw on their skin with pens or markers.

**P.E. shorts** cannot be more than five inches above the knee. Shorts must fit loosely. Girls may wear khaki slacks during the months of December thru February. Must be straight leg, loose fitting, and not cut low on the hips. Dark leather or leather-like belts must be worn with slacks. No temporary tattoos or writing on skin with pen or markers are permitted.

The school principal has the final determination on all uniform related matters.

Uniforms may be ordered directly from: R.C. Uniforms  
11160 Beach Blvd.  
Jacksonville, Fl. 32246  
(904)646-0493 fax (904) 646-1944

E-mail: orders@rcuniforms.com  
web site: www.rcuniforms.com

### **P E Uniforms**

Required for grades Kindergarten through Eighth Holy Spirit red school shirt  
Navy blue cotton pull-on shorts and sneakers.  
(P.E. uniforms are now **required** for grades K and 1<sup>st</sup>)

PE Uniforms **must** be bought from R.C. Uniforms.

During cold weather, children may wear plain navy blue sweats. Sweat pants cannot be worn under girls' skirts.

### **GUIDANCE SERVICES**

In conjunction with the Diocese of St. Augustine, a guidance counselor is part of our regular school staff. The school counselor is on hand three days a week. The school counselor is available for individual assistance to students and parents. Small group and whole class guidance activities will also be provided. In grades K through 5, parental permission is required for individual meetings. In grades 6 through 8, student, teacher, or parent requests will be honored. The guidance department is also in charge of special programs such as substance abuse prevention, stress management, and conflict management.

The guidance department is also involved in educational testing, behavior observations, as well as individual and small group academic tutoring. Some of the special topics that the counselor may address include; choices and decision-making, stress management, anger control, social skills, grief and loss, divorce, values, feelings, family friends, substance abuse prevention, organizational skills, and conflict resolution.

### **REPORT CARDS**

Report Cards are prepared at the end of each quarter. It is important that parents examine not only the grades, but also the conduct, and effort sections indicating where improvement is needed. Report Cards should be signed and returned to the homeroom teachers as soon as possible. If tuition is not up to date at report card time, it is the school's policy to withhold the student's report card until financial payments are made. We will attempt to notify parents at least two weeks in advance if their child is in danger of receiving an F or 1 on a Report Card.

**The grading system is in accordance with the St. Augustine Diocese:**

- |                           |                     |                          |
|---------------------------|---------------------|--------------------------|
| A - Outstanding (90-100)  | For specific skills | 4 - Exceeds Expectations |
| B - Above Average (80-89) | and Conduct         | 3 - Meets Expectations   |
| C - Average (70-79)       |                     | 2 - Working Toward Exp   |
| D - Below Average (60-69) |                     | 1 - Not Meeting Exp      |
| F - Failure (0-59)        |                     | * - Not Accessed         |
- 
- S - Student is Proficient
  - N - Student shows a developing understanding
  - U - Student shows little understanding

**AWARDS**

Students will receive Quarterly Awards as follows:

In order for the student to receive an A Honor Roll or A/B Honor Roll award at Holy Spirit School, the student must receive all 3's and 4's in Conduct and Participation from all teachers including P.E., Spanish, Computers, Library, Art, and Music in grades 4th through 8th. They also cannot receive a 1 or 2 as a Content grade in a "Specials" class.

Awards are as follows:

A Honor Roll with all 3's and 4's in Conduct (no 1's or 2's in "Specials")

AB Honor Roll with all 3's and 4's in Conduct (no 1's or 2's in "Specials")

Teacher's Award for Outstanding Christian Conduct (any 1 or 2 in Conduct MAY keep a child from receiving this award)

The Valedictorian and Salutatorian for the Graduating Class will be determined by the overall grade average for all subjects in the 8<sup>th</sup> grade year only.

**Statement of Academic Honesty**

Holy Spirit School considers cheating, in any form, to be a serious matter. Presenting someone else's work as your own, whether it is homework, classwork, a research paper, a test or a quiz is dishonest. If a student is found to be cheating, he or she will NOT be permitted to make up the work and will be given a zero for that assignment.

Note: In order for a student to qualify for quarterly Honor Roll status, they cannot have been involved in any incidents of academic dishonesty during that grading period.

### **National Jr. Honor Society**

7<sup>th</sup> and 8<sup>th</sup> grade students who have a 90% average in all major subjects and no 1's or 2's in "specials" classes or Conduct at the end of the third grading period, may submit an application for membership in Holy Spirit's Chapter of the National Jr. Honor Society. The eligibility process includes evidence of service to one's school and community.

### **HOMEWORK**

Homework is not to be equated with busy work and/or punishment, but as a strengthening device and as an extension of the learning experience that takes place in school. Parents are encouraged to take an interest in the homework, but must remember homework is only beneficial if done by the student. All students are responsible for their assignments to the extent that they are neatly done, completed, and presented on time. The results of incomplete homework will show on Report Cards. Parents will be notified if a student repeatedly fails to turn in homework. The following guidelines are suggested:

Grades:	1-2	20 minutes/evening
	3-4	30 minutes/evening
	5	45 minutes/evening
	6-8	60-90 minutes/evening or 20 minutes per subject

These time limits presume that the student is current with all assignments. At certain times "make-up" work, special projects, or other assignments may require more time.

### **TESTING**

Our yearly standardized testing program will be as follows:

**Spring Testing** Iowa Assessment

Grade 2 - IA Listening Skills Assessment or Complete Battery



Grade 3 - IA Core Battery  
Grade 4 - IA Complete Battery  
Grade 5 - IA Core Battery  
Grade 6 - IA Complete Battery  
Grade 7 - IA Core Battery,  
Grade 8 - IA Complete Battery

These testing procedures and schedule are approved by the Florida Catholic Conference and will be carried out in all Florida Catholic Schools. The Iowa Test of Basic Skills is one of the most-widely used standardized assessments in America. The Iowa Assessment allows parents to see how their child measures-up against a nationally-normed population of students of that same age.

### **SPECIAL NEEDS CHILDREN**

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally and spiritually. However, the staff members of Holy Spirit school have no certification or special training in serving the unique needs of learning disabled children.

Individual schools establish admission policies for their school which target students who are able to manage in a mainstream setting. Limited resources prevent us from accepting students who would require more than the most simple accommodations. (additional time or reduced assignment lengths). The Duval County Public School system MAY, however, provide on-site academic tutors and speech therapists to those Holy Spirit students who qualify for such services.

### **GIFTED**

It is the responsibility of the parent to inform the school when a child has been accepted into a Gifted program. Notes to the classroom teacher will be required to inform the school of any schedule changes of the weekly class. The note should be sent to school as soon as the change is made available. The acceptance of these changed dates is at the discretion of the classroom teacher.

All work that will be missed while the student is absent from Holy Spirit class will be assigned prior to the absence and will be due on the day of their return. All projects and long term assignments will be due on the regular designated date.

It is important that the child who attends these supplementary classes continue to maintain the work and responsibilities for their Holy Spirit Classroom teacher. If at any

point this fails to happen, a conference will be called with the parents, teacher, and principal.

### **HOME SCHOOLING**

Any parishioner's child that is being Home-Schooled is not allowed to participate in school activities unless allowed by the Diocese Grade School Athletics By-laws and approved by the Principal.

### **RETENTION**

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel will follow Criteria for Retention. The school may also choose to "transfer" a child to the next higher grade in lieu of standard promotion.

#### **Criteria for Possible Retention:**

1. The student has failed to pass the major subjects at each grade level. The list below indicates the specific failure on each Grade Level that could result in retention at a particular grade Level.

Kindergarten Failure to demonstrate readiness for First Grade

Grade 1 & 2 Failure in Reading

Grade 3 Failure in Reading and Mathematics

Grade 4 - 8 Failure to achieve an overall average of 60% in the major subject areas of Religion, Reading, Language Arts, Mathematics, Social Studies and Science. 3 subjects failed means an automatic retention.

Summer School work cannot promote this student.

2. The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable behavior

a. Consistent failure to complete school and homework assignments and projects.

b. Consistent inattention to classroom instruction.

c. Lack of preparation for school assignments. (These areas will be documented by the teacher).

The teacher(s) and Principal will give careful consideration to retaining a student whose performance falls under the two Criteria for Retention.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made no later than mid May. All necessary documentation is to be on file in the office of the Principal including a Possible Retention Form (to be signed by the parent along with any written response of the parents.)

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention. Although the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal.

### **SUMMER SCHOOL**

The Summer School session offered by St. Patrick's Catholic School on Airport Rd. is the only acceptable program that will be recognized as adequately remediating a failed Math or Reading, Science or Social Studies subjects at our school. On very rare occasions, the school principal may consider and evaluate other programs as possible promotion criteria.

### **RELIGIOUS EDUCATION**

All grades will attend Mass each Thursday morning. The expectation will be that every child makes a small monetary donation to the church each Thursday. We believe it is important to train children that we all have an obligation to "give back to God" and support the continued operation of His church. Parents and families are invited to celebrate Masses with the students. Parents should also attend Mass on Sundays with students and see that children participate in the yellow envelope church/school support program.

Sacramental preparation for First Reconciliation and First Communion takes place in Grade 2. Sacramental preparation for Confirmation takes place in Grades 7 & 8.

Religious devotions (Rosary, Stations of the Cross, Mary Crowing, etc.) are held at appropriate times of the Church year and all students must participate in these events.

### **FIELD TRIPS**

Although field trips are considered a part of the curriculum, they are also considered a privilege and the school reserves the right to deny students the ability to attend such trips if their conduct or academic status is a problem. Special forms are sent

to parents explaining policy, rules, and regulations relative to this type of activity. Written consent of the parent is required for each field trip in order that the student may accompany the class. Uniforms are to be worn except when circumstances, as defined by the administration, call for otherwise. Students are expected to attend. Chaperons for field trips must be at least 21 years of age AND have completed the diocese Protecting God's Children program AND have diocesan-approved finger-print clearance on file. No siblings can be brought on field trips by chaperons. Chaperons are under the authority of school personnel while on field trips. Only school employees can give directions to bus drivers or make decisions about field trip details.

## **PARTIES**

Parties are scheduled throughout the school year for holidays and special occasions. The teacher and homeroom parent decide the appropriate refreshments and activities. Parents may be asked to donate food or money to defray the cost of the party. Children in the lower grades may bring a treat (enough to share with the entire class) on their birthday. Prior arrangements must be made by the parents with the teacher and cafeteria manager. **Invitations to home parties are not to be distributed at school unless the entire class is included.**

## **SPORTS PROGRAM** **ATHLETES**

### **Rules of Eligibility (Academic)**

Any student with more than one (D) in a major subject (when Progress Reports or Report Cards are received) will be placed on probation for 10 academic days. The probation (sport suspension) will begin the day of the distribution of the Progress Report or Report Card. During this time, the student is ineligible to play or practice. After the ten academic days, written proof must be provided by the teacher showing the student's grade has improved. If the student has been unable to bring at least one of the letter grades up to a (C), then the student will be dropped from the team for the remainder of the season.

Those students receiving an F on a Progress Report or Report Card, will be ineligible to play for ten school days and must show written proof that their grade has improved to a D within the two week period in order to be allowed back on the school team. Two F's on a Progress Report or on a Report Card may result in the student being removed from the team for the remainder of the season.

To be eligible to stay on a team, a student must maintain a 2 or above in all Specials Classes for a Skills grade and at least a 2 in the area of Conduct/ Effort. Students receiving a 1 in Conduct/Effort will be placed on a two week probationary period (10 school days) which means they will be able to play, but must raise the mark to a 3 by the tenth day in order to remain on the team. If an athlete is absent on game day (must arrive by 11:00 A.M. to be counted present), the student will be ineligible to play

in the game that day. If a student receives a referral on the day of a game, it will be the decision of the Principal whether the student will be allowed to participate in the game.

Student athletes will be permitted to wear their “letterman” jackets in the building on the days of games only.

### **HOLY SPIRIT STUDENT CODE OF CONDUCT**

As we endeavor to help students grow into the well rounded mature adults, it is necessary that certain desirable behaviors are demonstrated by all members of Holy Spirit student body. It is also necessary that certain unproductive or harmful behaviors not take place. In order for this policy to work, it is necessary that the school and the home cooperate. Our children will all benefit and the school atmosphere will be enriched.

#### **Expectations for student conduct**

Holy Spirit students will show proper respect to faculty, staff, and adults by speaking, cooperating, and behaving in an appropriate manner at all times.

Holy Spirit students will be dressed according to the school uniform code at all times.

Holy Spirit students will arrive on time to school.

Holy Spirit students will have proper school supplies at all times.

Holy Spirit students demonstrate appropriate behavior while in church.

Holy Spirit students raise their hand and wait to be recognized before speaking in class.

Holy Spirit students will use appropriate language at all times.

Holy Spirit students will avoid any form of violence or physical confrontation.

Holy Spirit students will display proper treatment of school property.

Holy Spirit students will make sure to deliver all written school correspondence to their parents.

Holy Spirit students will maintain academic honesty and do their own work at all times.

Holy Spirit students will not use vulgar language or inappropriate gestures.

Holy Spirit students will not leave school grounds without permission.

Holy Spirit students will obey all federal, state, and local laws.

Holy Spirit students will behave correctly in restrooms and hallways.

Holy Spirit students will not take things which do not belong to them.

Holy Spirit students will display appropriate behavior and manners while in the lunchroom.

### **HOLY SPIRIT STUDENT CODE OF CONDUCT**

#### **Rules Infractions:**

##### **Level I Offenses**

Repeated violations of classroom rules

Disruptive behavior

Eating in unauthorized places or at inappropriate times  
Chewing gum on campus  
Dress code violation  
Not prepared for class  
Inappropriate language and/or innuendos, or gestures  
Tardiness

Level I Consequences may include one or more of the following actions; verbal reprimand or warning, temporary removal from classroom, written notice to parents, after-school detention, Principal office referral, or loss of privileges including resources classes and extra-curricular events.

### **Level II Offenses**

Multiple Level I offenses  
Academic dishonesty, plagiarism, and cheating of any kind  
Defilement, written or verbal remarks that degrade another person  
Damaging school property, or the property of others  
Hitting, pushing, kicking or other physical contact including fighting or encouraging others to fight  
Violation of internet use policy  
Harassment of a physical, verbal, emotional, or written nature  
Irreverence in church, at liturgies, in class or toward religious practices while at school  
Leaving school property during the school day without teacher or administrative permission  
Obscene language (written or verbal)  
Disrespect toward a staff member or adult visitor  
Possession or obscene or pornographic material  
Repeated dress code violations  
Use of racist or discriminatory remarks, written or verbal

Level II Consequences may include one or more of the following actions; Principal office referral, after-school detention, Saturday School, Removal from the school for the remainder of the day, parent conference, Probation (terms to be decided on a case by case basis), in-school suspension, financial restitution to the school or victim for damages caused by student's actions, restriction from extra-curricular activities, manual work detail.

### **Level III Offenses**

Multiple Level II offenses  
Any conduct in violation of state or federal law  
Gross disrespect of school staff or adult visitor  
Defiance of school staff authority, failure to obey directive  
Engaging in sexual or sexually suggestive behavior

Causing physical harm to others

Possession of, or transfer of prescription drugs, over the counter medication, vitamins, or other pills without proper authorization from parent, guardian, AND school administration.

Possession of, or transfer of controlled substances including but not limited to tobacco, alcohol, knives, firearms, or other weapons or dangerous objects which appear to be combustible or explosive

Stealing

Any other conduct deemed to be unbecoming of a Holy Spirit student on or off of the school property

Level III Consequences may include one or more of the following actions; Principal office referral, multiple after-school detentions, Saturday School, out of school suspension, parent conference, manual work detail, or expulsion.

### **PARENT NOTIFICATION FORMS**

A written discipline notice to the Administration may be written when your child has already received one warning under any Student Responsibilities in the Handbook. The following punishments may be applied.

Lunch detention-in main office

“Timed-out” in the office or another classroom

After-school detention with teacher

Loss of PE class or recess time

Service to school, cleaning debris from outdoor areas, cleaning desks, walls etc.

Meeting with parents/faculty - placed on probation.

In-school suspension from 1 to 3 days. Any child who repeatedly receives in school suspension will meet with the Pastor, faculty, and parents and out of school suspension or expulsion may occur.

Any detention not met may result in a parent & staff conference.

Out of school suspension

Expulsion

### **Dispute Resolution**

Although the Constitutional requirement of due process does not apply legally to private or parochial school systems, Holy Spirit Catholic School, as part of the larger faith community of the Church, desires to impart fairness and justice in all actions and judgments made by administrators and teachers. While it is important to maintain and protect the rights of students/guardians be made aware of their respective rights and responsibilities which arise from and complement these rights.

Students and parent/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct. Students and parents shall the right to be informed, either orally or in writing, of the school rules which have been violated and of the specific grounds for the disciplinary action.

The faculty and administration should work consistently and diligently toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary.

1. When there is a violation of the student code of conduct, which the student handbook states results in a suspension or expulsion, the student's parent or guardian will be contacted and informed of the violation. The parent may be required to immediately pickup the student from school. The student will thereafter be suspended from school until a decision is reached on the violation and consequences.

2. A review board may be convened within 72 hours after the suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, other appropriate persons identified by the principal, and a teacher chosen by the student. The student and at least one parent / guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a decision, which will be enforced by the school.

3. Parents or guardians may discuss the decision with the Pastor for further review.

4. The decision of the Pastor is final and will be upheld and carried out by the school administration.

5. The disciplinary consequences are NOT subject to appeal. However, failure of the school to follow stated disciplinary procedures as outlined in the student handbook under, "Dispute Resolutions," is appealable. If the school has followed its procedures as outlined in the student handbook, there will be no appeal.

### **SEXUAL HARASSMENT POLICY**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. This teaching should be modeled by faculty and students alike.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment , as defined above, may include but is not limited to the following:

- verbal or written harassment or abuse of a sexual nature



- pressure for sexual activity
- repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and his or her parents/guardians, teachers, and guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action.

Any other forms of verbal, written, or electronic harassment may also result in the administrative dismissal of students from the school. Information on reporting problems is posted in the Staff Lunchroom. Claims of this form of harassment will be investigated by the school Principal, his designee, or the Pastor.

### **INSPECTIONS & SEARCHES OF PERSONAL EFFECTS**

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for Holy Spirit Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or cubby will need to be examined to ensure that health, safety, and welfare is maintained. The school campus is "private property" and allows for searches that may not be permitted in public settings. This school reserves the right to search any items brought on school property; including handbags, backpacks, phones, tablets, and gym bags. The principal or building administrator may direct inspections of desks, and personal effects (backpacks) of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is the health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects, desk, or cubby of the students concerned when there is reasonable suspicion that the instrumentality of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

### **SNACKS**

Certain classes with late lunch will require the students to bring a snack. Please send only a healthy snack such as fruit, vegetables, cheese, etc. low in sugar.

## **LUNCH PROGRAM**

Holy Spirit Catholic School offers a daily hot lunch program from outside vendors. These lunches are ordered two weeks in advance. Orders are not accepted after Wednesday 10:00 a.m. Students are welcome to bring their lunches. Milk, juice, and snacks are available on a cash basis. No glass bottles please.

Lunch is eaten in the cafeteria between the hours of 11 a.m. and 1 p.m. Each class has a 25 minute lunch period. Parents are welcome to join their children for lunch, please check in with the office first. Lunchroom volunteers are needed everyday. Parents are responsible for any siblings that may be in their care while visiting or volunteering on school property.

## **TELEPHONE CALLS**

Teachers are not available for telephone calls during school hours. Students may use the telephone in the office only in the case of absolute necessity. Forgotten items are not necessities. Students will not be called out of class for telephone calls, however, a message will be given to the student in case of an emergency. Due to limited office personnel, we ask that parents make pick-up arrangements clear to students before they come to school and refrain from calling the school for minor issues. Please contact the school **prior to 2:00 PM** if pick-up plans for your child need to be changed.

## **EXTENDED DAY CARE**

Extended Day Care is a before and after-school program which provides a structured, caring economical service for Holy Spirit's students grades K - 8. Extended Care is provided only on days Holy Spirit is in session.

The program will follow this schedule on school days:

- Attendance / Prayers
- Snack and drink
- Supervised homework
- Outdoor play
- Inside free play, games, crafts, movies

**Any event held after school dismissal at 3:00 PM needs for the student to be chaperoned by an adult at least 18 years of age.** Students who stay after school between 2:50 - 6:00 need to be in Extended Day. Any student that chooses to return to school between 3:00 - 6:00 and is not chaperoned by an adult may be assigned out of school suspension for one or more days for being on school property without an adult chaperone.

NO STUDENT MAY REMAIN UNSUPERVISED ON SCHOOL GROUNDS AFTER REGULAR DISMISSAL TIME. This includes attending sporting events or any function in the Parish Hall.

### **SCHOOL ADVISORY BOARD**

The School Board is an advisory board which studies issues and makes recommendations to the school administration and the Pastor on matters which affect the operation of Holy Spirit Catholic School. The primary duties of the Board include:

1. Advising and assisting the Pastor and the Administrator in the formation of policies relating to the planning, operating, and maintenance of the school's facilities and equipment.
2. Assisting in formulating fiscal policy and rendering advice and assistance in the preparation of the annual budget, including the setting of tuition, monitoring of expenditures to revenues monthly, evaluating sources of revenue, and explaining the annual budget to parish members.
3. Advising, when consulted by the school administration or the pastor, on the retention and termination of personnel.

The Board encourages input from all the parents of the children who attend Holy Spirit. This should enable us to better serve our school community. Applications to serve on the School Board will be available on an "as-needed" basis and advertised in the church bulletin. Completed applications are reviewed by both the Principal and the School Board Chairperson.

### **HOME AND SCHOOL ASSOCIATION**

Home and School Association (HSA) of Holy Spirit Catholic School has as its main objective: bringing parents and teachers together to enhance the learning environment of our school through Open Meetings and social functions. Fundraising is a significant function of the HSA to aid in defraying the school expenses as related to the students of Holy Spirit. The membership consists of the Pastor, Principal, teachers, and parents/guardians. Annual membership dues of \$50 are required by all households who enroll their child in Holy Spirit School.

The H.S.A. Officers (Executive Board) consist of: President; Vice President; Secretary; Treasurer; Principal; and Fund Raiser/Volunteer coordinator. In the Spring of each year, the Executive Board prepares a slate of nominees to be voted on at the next general meeting.

## **SCHOOL SAFETY PATROL**

Students in grades 5 through 8 are eligible to serve on the school patrol. Their main function is the safe arrival and departure of all of their fellow students. Serving on the patrol is both an honor and a responsibility; therefore, only students who maintain satisfactory status (1, 2, or 3) in behavior and nothing less than a “C” in major subjects will be permitted to join the school patrol.

Parents are responsible for getting their children to school on time when they have morning duty. Parents will also be needed as chaperons on any field trip the patrol undertakes and as sponsors for fund raisers which directly benefit the school patrol.

## **STUDENT COUNCIL**

The Student Council is an elected, representative body for Holy Spirit Catholic School students which provides opportunities for student leadership and service experience. Among their projects are:

- Bimonthly meetings
- Sponsoring student social activities and fund-raisers  
Coordinating food drives
- Bringing student concerns to the administration
- Sponsoring student assemblies or service projects

## **INTERNET POLICY**

In virtue of the values professed in all Catholic school of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of the Internet connection will not be liable for the actions of anyone connecting to the Internet through this hookup. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

## **Internet Terms and Conditions of Use:**

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (E-mail) is not private. Others also have access to all mail. Student conduct on one's personal home computer or other electronic device that falls under this rule, may be subject to disciplinary action at the school level; including possible expulsion.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading a computer virus or by any other means.
7. The school specifically denies any responsibility for the accuracy of quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.
8. Users may not post anything on personal internet sites (ex. My Space, Facebook, Twitter), that they may have access to away from school, that reflects a negative image of the school or school personnel, other students, races or nationalities.

9. Students and staff members of Holy Spirit School may not communicate electronically. Parents are to contact school personnel only at their school-assigned e-mail address, not on personal e-mail accounts or social net-working web sites

### **Ipad Lease Agreement**

Holy Spirit School will configure the Apple iPad device for connection to the school's wireless network, available to current students. The school grants the student the personal, non-exclusive right to utilize the iPad beginning with the first day of the school year and ending on the day that school year ends. The device should be used for school related work only. Upon entrustment of the device into your care, you assume the responsibility and liability of the device. Furthermore, you agree to return the device on the scheduled or arranged date in the same condition as which you received it, with only ordinary use and wear expected.

An additional separate document will be signed with more details about the use and lease of these devices.

### **PHOTO AND VIDEO RELEASE INFORMATION**

When registering a student in Holy Spirit School, you are giving consent for their photo image to appear on our publications, in the church bulletin, and on our internet web site. It is a parent's obligation to inform the school if they DO NOT wish for their child's picture to appear in those forms.

### **POLICY ON THREATS AND VIOLENCE**

It is the desire and expectation of every administrator, teacher, parent and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when we fail to measure up to this standard and we need to act accordingly. A threat is any verbal intent to cause bodily harm to another person. All threats of violence that are verified will be taken seriously. A threat is an expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional of future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

**Students:**

If a student makes a threat, the principal, at his/her discretion may suspend or expel the student from school. The student may be required to receive psychological assessment and counseling, and if required the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

**Other Adults:**

Any person coming on campus who presents a threat to anyone in the school will be asked to leave the premises. If he/she refuses, law enforcement will be notified.

The school reserves the right to amend the contents of this Handbook at any time when such a change appears to be necessary to insure the continued effective operation of the school. Written notification of such changes will be sent home with students.

A separate signature page is provided with the distribution of this Handbook and must be signed by the parent registering the child in this school. Signing of that document serves as that parent's agreement with the contents of this Handbook and agreement to abide by all stated policies.