

**Holy Spirit Parish School**  
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## **PARENT-STUDENT POLICY HANDBOOK**

### **INTRODUCTION**

The Holy Spirit Parent-Student Handbook has been prepared for you in recognition that the Christian education of your children is a cooperative venture. The task demands sacrifice and vision, dedication and love, and the active involvement of parents in the process that centers on the school but interweaves all aspects of a student's life.

The following document is not considered definitive or comprehensive but is an attempt to be precise and clear about those policies and practices at Holy Spirit School that affect the day to day interaction of parents, teachers and students. Please take the time to study it with your children and refer to it as needed.

Holy Spirit Parish School opened its doors in September 1947, when the first Kindergarten class was assembled in the Parish Hall adjacent to the Church. The following year, Pastor Monsignor Patrick McHugh opened the first unit of our present building for Kindergarten through fourth grade. Each year an additional grade was admitted until the first graduation in 1953. During this time, the cafeteria and four additional classrooms were built. The school plant was finished with the construction of our Parish auditorium and the Father Brady Room.

The Sisters of Mercy, whose Motherhouse is in Auburn, California, founded the school. The Sisters have served the Diocese of Sacramento since 1857 when they opened the first Catholic school in the basement of St. Rose's Church at Seventh and K Streets, in downtown Sacramento.

### **MISSION STATEMENT**

Holy Spirit Parish School, established in 1947 as an educational ministry of Holy Spirit Parish, was administered by the Sisters of Mercy until 1999. The school provides students in grades kindergarten through eighth with a diverse, well-rounded curriculum, modeled by the teachings of Jesus through the values, traditions, philosophies and practices of the Roman Catholic Church. The school cultivates academic excellence, lifelong learning, and Christ-like leadership with a passion for peace, justice and service. Its curriculum provides spiritual, intellectual, physical, moral and emotional growth in a liturgically rich environment.

### **PHILOSOPHY**

Holy Spirit Parish School is a Catholic community which recognizes the dignity of all of its members and bases its philosophy on the educational mission of the Roman Catholic Church and to teach as Jesus did. In an effort to instill in our children a deep and living relationship with Christ and His Church, we provide a liturgically rich environment where the Gospel message is taught and lived.

As primary educators of their children, parents are challenged with providing a foundation of Gospel values and Christian traditions. As formal educators, we are entrusted with sharing this responsibility. Our vision is to lead the students in the discovery and appreciation of the part they play in God's plan for the world. We promote in our students a spirit of generosity that reaches out to all those in need. We foster self-confidence and initiative, encouraging students to be leaders in a changing world.

We believe our school exists to nurture lives of faith rooted in Christ and to provide our students with the knowledge, understanding and skills that they will need for the future. In appreciation of their God-given uniqueness, our students are encouraged to grow spiritually, intellectually, emotionally, physically and socially to the fullest of their potential.

## SCHOOLWIDE LEARNING EXPECTATIONS

Be the light of Jesus  
Everyone is a child of God  
Active thinkers and learners  
Respect and responsibility  
Service to others

### SPIRITUAL GOALS

Recognizing the presence of Christ among us, we develop within our students a loving relationship with Him. We foster a dynamic prayer life, an understanding of the teachings of the Catholic Church, a sense of belonging to and participating in the Body of Christ. We accomplish these goals by:

1. Modeling and teaching Catholic doctrine and traditions.
2. Participating in a rich variety of prayer experiences and liturgical and paraliturgical celebrations.
3. Supporting student and parent participation in the Sacramental life of the Church.
4. Providing programs for selfless giving through family, church and community.

### INTELLECTUAL GOALS

We encourage and challenge each child to develop intellectually to his/her full potential. We strive to accomplish this by:

1. Providing a broad and flexible curriculum in which each child develops the skills necessary to live as a responsible member of today's ever changing world.
2. Developing the child's ability to question, analyze, evaluate, recall and organize, encouraging critical thinking and utilization of these skills in daily living.
3. Identifying and addressing students' strengths and weaknesses.
4. Seeking new and/or more effective ways of teaching which allow each child to succeed according to his/her learning style.

### AESTHETICAL GOALS

We heighten students' awareness and appreciation of the world around them and to instill in them a reverence for all living things. We strive to accomplish this by:

1. Providing opportunities for children to express themselves through art, music, drama, poetry and creative writing.
2. Providing an approved touching safety program called Circle of Grace in grades K-8.
3. Providing field trips that expose students to community resources such as art galleries, musicals, stage plays and historic landmarks.

### SOCIOLOGICAL GOALS

We foster in all students the notions of respect and concern for the value and dignity of self and others. We strive to accomplish this by:

1. Encouraging personal responsibility and respect for authority.
2. Providing opportunities for encouraging leadership qualities within each child.
3. Creating an atmosphere which encourages and offers opportunities for interaction among students, faculty, parents, clergy and community.
4. Providing opportunities for children to participate as important members of their parish, neighborhood, city, country and world through acts of charity and service.
5. Providing a school-wide discipline program to foster Christian values and behaviors.

### PSYCHOLOGICAL GOALS

We seek to provide an environment where students may develop a realistic sense of self and others. We strive to accomplish this by:

1. Fostering emotional growth through encouraging the students' recognition and acceptance of their own unique contributions and the contributions of others through positive interpersonal relationships.
2. Providing an atmosphere that encourages a positive self-image.
3. Encouraging students and parents to utilize supportive channels such as spiritual and psychological counseling.

## PHYSICAL GOALS

We help each student respect and care for his/her body. We strive to accomplish this by:

1. Developing and maintaining each child's physical fitness.
2. Promoting participation and good sportsmanship through healthy competition.
3. Assisting each child in acquiring needed safety skills and health habits.
4. Encouraging each child to enjoy and participate in wholesome recreation.
5. Making the child aware of the health risks associated with alcohol, tobacco and drug use.

## CODE OF CONDUCT FOR ENROLLMENT

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. Parents who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work cooperatively together. Normally, differences can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school because of the child or parents' behavior.

### CONDITION OF ENROLLMENT FOR STUDENTS:

It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook and contract of the school.

### CONDITION OF ENROLLMENT FOR PARENTS/GUARDIANS:

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook and contract of the school. These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work **courteously and cooperatively** with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. **However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.**
3. Parent/guardians and students may not establish personal web sites or participate in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.
4. Parents are expected to work **courteously and cooperatively** with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.
5. These expectations for students and parent/guardians include but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and/or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning.

## ADMISSION POLICY

Recognizing that parents are the primary educators of their children, Holy Spirit Parish School supports them in the formation of the total child by creating an atmosphere in which each student is encouraged to grow and is guided in all aspects of his/her life. It is of vital importance that those seeking admission to Holy Spirit Parish School be active parishioners. Holy Spirit's Catholic School Advisory Commission considers active parish families to be those registered members who regularly participate in the liturgical life of their parish and who contribute with their time, talent and treasure. Active Catholics are also involved in preparing their children for the reception of the Sacraments by attending parent meetings and by discussing and sharing their life of faith with their children.

It is the policy of Holy Spirit's Catholic School Advisement Commission that admission to Holy Spirit Parish School:

- not discriminate against anyone on the basis of race, color or ethnic origin.
- meet the criteria discussed above regarding status as active parishioners.
- reflect the following priorities:
  1. Catholic families with children already enrolled in the school
  2. Active Catholic families from Holy Spirit Parish
  3. Catholic families transferring from another Catholic school
  4. Catholic families from parishes without Catholic schools
  5. Catholic families with special needs
  6. Non-Catholic families
- Be based upon the recommendation of the pastor of Holy Spirit Parish School to the principal.
- A child being admitted to Transitional Kindergarten must be 4 years old on or before September 1.
- A child being admitted to Kindergarten must be 5 years old on or before September 1.
- A child admitted to first grade must be 5 years 9 months old on or before September 1<sup>st</sup> of the current school year.
- A child who has been legally admitted to the Kindergarten class in a public or private school in California or any other state, and who has completed one year therein shall be admitted to the first grade regardless of age.
- A child who has been admitted to public or private school Kindergarten in California and who is judged by the administration to be ready for the first grade may be admitted to the first grade at the discretion of the school administrator with the consent of the child's parents or guardians regardless of age.
- No child shall be admitted to the first grade of an elementary school regardless of the above stipulations unless that child is at least five years of age.
- Ordinarily, Holy Spirit Parish School does not admit new students to 8<sup>th</sup> grade unless transferring from another Catholic school.
- Any child's acceptance at Holy Spirit Parish School is contingent on the family's active participation in the church. The pastor may interview new families. This interview will determine whether a particular family is classified as a parishioner. The pastor will then make a recommendation to the principal regarding the parish involvement of that family.
- Students transferring to Holy Spirit Parish School from another school will be placed on a 6 week academic and behavioral probation. This policy pertains to all students in every grade who are transferring into our school.

#### **PAYMENT POLICY**

1. All families must register with the FACTS tuition program which handles tuition payments. Monthly tuition payments are due either on the 5<sup>th</sup>, 10<sup>th</sup> or the 20<sup>th</sup> of the month or a 50/50 split between two of those dates for families electing the ten month schedule. All payments shall be considered delinquent after the 20<sup>th</sup> and will be accessed a \$20.00 late charge for every month it is late.
2. Any delinquent tuition over 60 days will suspend the student(s) attendance to Holy Spirit School until it is paid off in full.
3. The student will not be able to register for the following year if the account is not current before registration day.
4. If account is in arrears prior to the Christmas break, the student will not be allowed to return at the first of the year.
5. Any delinquent tuition as of May 31<sup>st</sup> must be paid off by the last day of school or the student(s) will not be allowed to commence the next school year.
6. Any checks or automatic debits returned for insufficient funds will be accessed the \$20.00 late charge plus a \$20.00 return fee.
7. Any check written to Holy Spirit Parish School for extension, sports fees, etc. that is returned for insufficient funds will be accessed a \$20.00 return fee.
8. Any delinquent Extension fees over 60 days will suspend the student(s) from going to Extension.

#### **FINANCIAL AID POLICY (Ratified by the Pastor Aug. 10, 2006)**

It is our hope that each family will be able to pay tuition in full. When circumstances change and a financial hardship results Holy Spirit Parish will try to be of help by offering financial assistance.

To be eligible for financial aid the family must be active members of Holy Spirit Parish, i.e. attending Mass regularly and participating in parish and school activities. Failure to remain active upon receipt of financial aid will result in termination of the aid. The family must apply for financial aid with the FACTS program.

Supporting documentation will be requested. The Pastor may want to meet with the family. Financial aid is a temporary help to those who need it and should not be viewed as an ongoing solution.

### **CUSTODY OF MINORS (from the Diocesan handbook)**

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will assume that both parent(s) have custody of a student, and the student may be released to either parent.

The following regulations have been added to assist principals and pastors:

5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
7. Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent's request, should be on file with the school.
10. If there is a certified custody order in place, accept directions from the custodial parent. Unless there is a custody order in place, stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

### **OFFICE PROCEDURES**

The school office is open from 7:45am to 3:45pm on all regular school days.

#### **A. Attendance**

1. Regular attendance at school is required.
2. Altar servers will be admitted to class upon completion of service.
3. The school office is to be notified by 9:00AM if a child is absent that day.
4. A written note is mandatory for admittance to class whenever a child is absent or tardy. The note must be dated and signed by the parent and presented to the teacher upon the child's return to class as a matter of safety precautions.
  - a. The school day begins at 8:00 AM. Children not in their classrooms by the 8:00 AM bell are tardy. They *must* report to the office to get an Admission Slip to enter their classroom.
  - b. Students arriving after morning recess are considered a half day absent. Students must go to the office to get an Admission Slip to enter their classroom.
5. Doctor and dentist appointments during school hours are discouraged. In the event the student is tardy or absent due to medical appointment a signed note from the doctor's office must be presented in order for the tardy or absence to be considered excused.
6. Early departure from school is highly disruptive and strongly discouraged. When early departure is unavoidable, written requests are required.
7. It is the responsibility of the parents to see that their child/children are on time for school. Excessive absences or tardiness, even if necessary and excused, may be grounds for decreased academic credit, disciplinary action and/or dismissal. (Please refer to Academic Records, heading E, and Code of Conduct to provide further information)
  - a. "Excessive" is defined in the diocesan handbook as 10 days per trimester and a total of 30 days per school year.
  - b. Please note that all tardies in the 7<sup>th</sup> and 8<sup>th</sup> grade years are reported on the Principal's Recommendation Form on all Catholic high school applications.
8. The school does not grant permission for extended absence for trips, vacations, etc. The teacher is under no obligation to chart assignments in advance, provide tutoring, makeup work, or special testing schedules for such an absence for personal reasons.

## **B. Deliveries and Messages**

1. During the school day, all Visitors **MUST** check into the office **immediately** and obtain a visitor badge.
2. Students must arrive at school with the proper materials, assignments and messages for the school day. EMERGENCY messages must go through the school office. Parents cannot interrupt a teacher/class during class time. If you must bring a late lunch, please mark it with your child's name and leave it in the school office. Office personnel will make sure your child receives the lunch.
3. The office phone is for business and emergency calls only. Phone calls about forgotten books, homework, P.E. clothing, after school activities etc. are not considered emergencies. Students may not use the office phone during the school day without permission from either the classroom teacher or office staff.

## **HEALTH PROCEDURES**

### **A. Immunization Record Card**

A California School Immunization Record Card' must be on file at the school office prior to final admission.

### **B. Immunizations**

All persons under 18 years of age shall be immunized against diphtheria, haemophilus influenza type B (except for children who have reached the age of 7 years), pertussis or whooping cough, poliomyelitis, rubella, tetanus, hepatitis and any other diseases deemed appropriate by the California Department of Health Services prior to admission to school. The number of doses required is dependent upon when previous doses were given. Pupils out of compliance with the immunization laws shall be excluded from further attendance unless they come into compliance within 10 school days of notice.

### **C. Screening Tests**

The Sacramento Diocese requires hearing and vision testing. Times and dates will be announced in the school newsletter.

### **D. Emergency Cards**

Emergency cards will be given to parents each school year. In case of illness or injury, school personnel **MUST** know where to reach you or your appointed representative. ALL information on the card must be complete and current. Please notify the office immediately of any changes in address, phone numbers (home, work, and cell) and emergency contacts on file.

### **E. Illness/Safety**

Should a child become ill or injured, every effort will be made to contact parents for information and further instruction. If the parents cannot be contacted and the illness or injury is considered serious enough or require medical attention, the principal will arrange for the child to be taken to the hospital or doctor for treatment. This action does not obligate the principal or school to assume financial responsibility for the treatment of the student. Students will not be permitted to go home alone.

### **F. Medication**

1. Students must not keep medication in their desks, backpack or on their persons. All types of medication, prescription and over the counter must be turned into the school office.
2. In order for the designated school personnel to dispense the prescribed medication during the school day, the parent and physician must give proper authorization. The method, amount and time schedules for administering the medication must be included in this authorization.
3. Dispensing of over the counter medication (i.e., aspirin, allergy medicine) by the school is absolutely prohibited unless there is written permission from parent or guardian. The parent or guardian must provide these medications.

### **G. Readmission of Children with Communicable Diseases**

The Public Health Department, physician or nurse must issue a permit to readmit a student who has had a reportable communicable disease (i.e., chicken pox, German measles, TB, etc.). School personnel will recheck students who have been sent home with Head Lice before being admitted to class.

### **H. Student Accident Insurance**

All students are enrolled in the student accident insurance program with the insurance carrier chosen by the Diocese of Sacramento. This program reimburses limited medical costs due to accidental bodily injury during school hours, while going directly to and from school and during school-sponsored activities. The student accident insurance fee (insurance premium) for each child is included in the annual registration fee. Students should report any accident or injury to the teacher or yard supervisor on duty. Claim forms may be obtained for student insurance from the school office and should be requested within ten days of the accident or injury.

## **I. FOOD ALLERGIES/ALLERGIC REACTIONS**

### **School Responsibility**

- Classrooms with a child who has a nut allergy are designated as "nut-free." In nut-free classrooms, the school will work with children and their parents to understand nut-free procedures. Insofar as information

is available on the label of school-provided snacks, the school will furnish snacks for these classrooms that do not purport to contain any peanut or nut products; in addition, school snacks for these classrooms will not include any food that poses a risk of cross-contamination (i.e., baked goods from a bakery or home kitchen; any food whose label includes warnings that the food was processed on equipment or in facilities that also process nuts or peanuts).

- For school-wide celebrations, bake sales and other events, all parents are to provide only foods that are peanut-free (e.g., no peanut-butter cookies, noodles with peanut sauce) and tree nut-minimized (e.g., brownies or cookies without nuts).
- All teachers of every classroom will work with children and parents to understand nut-safe practices throughout the school (e.g., washing hands with soap and water, keeping desktops clean, and disinfecting tables before and after eating snacks and lunches).
- All food service providers in the school will agree to provide and serve only foods that are nut free.
- In nut-safe schools, students may bring peanut products for personal consumption at lunch. Any student who brings food containing peanut or tree nuts, will sit in a “peanut zone.” This “zone” will be an area where students who choose to bring nut-based food will sit. Tables will be washed thoroughly and disinfected after each sitting. Schools will also implement a post-lunch hand washing routine.

**School’s Guidelines shall, at a minimum, include the following:**

1. Review by the principal, or person designated by the principal, of the health records and Allergy Action Plan of each at-risk student submitted by parent/guardians and/or health care professionals. (see attached)
2. Ready access to the Allergy Action Plan of the at-risk student to all school personnel. A copy of each student’s Allergy Action Plan will be placed in one bright colored file folder in all classrooms, offices, cafeteria, Extension, etc, and will not be removed.
3. Development and implementation of a “nut zone” for those students who bring peanut/tree nut foods at lunch for personal consumption.
4. The school shall send a letter to all parents within the first month of school, indicating the various types of allergies students enrolled at the school have reported. An additional letter is to be sent to the parents of the classroom with the at-risk student including his/ her specific allergy and photo of the child (with parent permission).
5. All trained qualified personnel will be authorized to make decisions when health emergencies occur.
6. The school shall take action to eliminate the use of allergens in an at-risk student’s educational tools, arts and crafts projects, equipment and supplies.
7. Twice a year, the school staff shall review all of the at-risk students’ Allergy Action Plans.
8. The school shall ensure that there is an onsite staff member available who is properly trained to administer medications during the school day regardless of time or location.
9. The school shall ensure that on-campus medications are appropriately stored, accessible and clearly marked.
10. Students, if age appropriate, shall be allowed to carry and self-administer medications in accordance with the procedures in the student’s Allergy Action Plan.
11. Students with food allergies should be included in school activities.

**Family Responsibility**

1. Provide written notification (health record) to the school of an at-risk student’s allergies that pose a serious threat to the student.
2. In conjunction with the school and health care provider, fill out the Allergy Action Plan (school will provide form). This plan includes instructions, emergency contact information as well as a photo of your child.
3. Provide properly labeled medications and replacement medications. If the student requires epinephrine, ensure that at least **TWO** doses are on hand at all times.
4. Educate the child in the self-management of his/her food allergy including
  - safe and unsafe food
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may have an allergy related problem
  - how to read food labels (if age-appropriate)
5. Review and evaluate the Allergy Action Plan with school representatives, the child’s physician and the student (if age-appropriate)

**At-risk Student’s Responsibility**

1. Shall not exchange, share or trade food.
2. Shall not consume any food, drink or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.

3. Shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience or training
4. If allowed to carry own medication, as specified by doctor, student will do so in a safe and responsible manner.
5. Shall notify an adult school representative immediately if he/she consumes or comes in contact with in any way any item that may contain a substance to which he/she may have a serious allergic reaction.

## **SAFETY PROCEDURES**

- A. A student is not permitted to leave the school premises during school time without prior written permission from the parent or guardian. A parent may appear in person to issue this permission. You may be asked to provide identification if school personnel are not familiar with you. This is for the safety of your children. Permission to leave campus must be approved by the principal or a duly appointed staff member who will sign the release in her absence. Students who are permitted to leave must be signed out in the office. Parents **MUST** go to the office and the office will contact the classroom.
- B. All instructional staff and administrative staff are mandated reporters. They are required to report immediately any cases of suspected child abuse to Child Protective Services or the police/sheriff department. (DSBP 5560)
- C. The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited and will be dealt with promptly and confidentially. (DSBP 5690)
- D. Holy Spirit Parish School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. All threats will be reviewed and investigated promptly and confidentially and may result in disciplinary actions. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. (DSBP 5910)

## **EMERGENCY PROCEDURES**

Once a month, the school holds a fire evacuation drill. Earthquake and lockdown drills are also practiced each year.

### **Building Evacuation (e.g. Fire Alarm)**

As practiced in our Fire Drills, at the evacuation signal, the students exit the classrooms and proceed to the back of the field. Teachers account for their students and let the principal know immediately if anyone is missing. As soon as the building is vacated the staff will follow the directions of emergency personnel. Parents will be notified by telephone or email as soon as it is possible to activate our systems.

### **Lockdown (e.g. nearby police action)**

As practiced in our Lockdown Drills, at the continuous bell signal, the students away from their own classrooms go to the nearest classroom. The teachers will lock doors, close the windows, turn off the lights, close blinds and, if necessary, cover the windows in the doors. The students are to use their desks as a cover or to lie down on the floor. Teachers/staff are to account for all students in their rooms. Teacher cell phones and the room phones will be used for communication with the office. When it is decided that there is no eminent danger, staff will be notified that students may sit up and do quiet activities until the end of the Lockdown. Each room has a supply of water, some emergency rations, and a portable toilet or bathrooms to use if the Lockdown is lengthy. Parents will be notified by telephone or email as soon as it is possible to activate our systems.

Please note that in the event of an emergency notification, **DO NOT** come to the school until you receive instructions to come through the notification systems. Also, please **DO NOT** call the school so that we can keep the phone lines open. For the safety and well-being of our students we need to make sure the emergency personnel have ready access to the school and we need to stay out of the way of any police or emergency work in progress.

## **SCHEDULES**

### **A. School Hours**

Transitional Kindergarten & Kindergarten:

8:00am-12:45pm

Grades 1-8:

8:00am – 3:00pm

### **B. Minimum Days**

The students will have a shortened day every Friday so the staff can hold regular faculty meetings, staff development, articulation, and Parent-Teacher conferences.

1. **Kindergarten:** The Kindergarten teacher will inform parents of minimum day schedules for Kindergarten students.
2. **Grades 1-8:** Students will attend class from 8:00am to 1:00pm on minimum days. There will be a scheduled lunch period on minimum days. Kindergarten students attending the Extension Program after early dismissal must bring a sack lunch.



3. Parents need to check the monthly newsletter and calendar for information about minimum days.

### **SCHOOL CALENDAR**

Please refer to the school calendar at the beginning of the year for dates of vacations, holidays and special activities. Updated information will appear in the newsletters. A printable monthly calendar is available on our website.

### **GROUNDS SUPERVISION**

Supervision begins at 7:45am daily. Students arriving before 7:45am must check into the Extension Program. After school supervision begins at dismissal (either 3:00pm on regular dismissal days or 1:00 on minimum days) and ends 15 minutes past dismissal time. At that time, all students who have not been picked up will be walked to Extension. Children are not allowed to remain on school grounds after school unless enrolled in Extension or involved in a school program that is supervised by a teacher or other responsible adult.

### **SCHOOL FACILITIES**

Parents are held responsible for any loss or damage incurred by their children to school property, including textbooks.

#### **A. Library**

The Library is open Tuesday, Wednesday, and Thursday. The Librarian is available to assist students in using the facility and to help with their special needs. Parents are responsible for the full replacement cost of lost or damaged books. This will include the cost of the book plus fifty cents for processing. Parents are welcome to use the library during library hours.

#### **B. Textbooks**

Textbooks are loaned to students for the school year. All books must be covered with **nonadhesive** material and labeled on the outside with the student's name and grade. If covers fall off during the course of the year, they must be recovered immediately. Students/Parents are responsible for books and must replace them if books are lost, stolen or damaged.

#### **C. Bicycles**

All bikes should be locked in the designated area when not in use. The school does not assume liability for stolen bikes.

### **COMMUNICATION WITH PARENTS**

#### **1. Newsletter**

The monthly school newsletter may be viewed on the school's SchoolSpeak system. Notice that it is posted will be sent by e-mail with a link to it. Please read it promptly as it could have calendar changes or other important information.

#### **2. E-Mail**

In order to keep the channels of communication clear and direct and to assist us in maintaining an open, Christian community, we ask parents to contact the child's teacher by email if there is any problem concerning academic progress, behavior, classroom procedure or child-teacher relationship. Parents may contact the Principal if there is a concern about the general administration of the school or if communication with a teacher is unsatisfactory. Email addresses are listed in the roster.

#### **3. Appointments**

Meetings with staff members are arranged using the school voicemail system or by written request made directly to the teacher. Their email addresses are listed in the roster.

#### **4. Transfers**

If a child is transferring to another school during the school year, please inform the teacher and the principal at least one week in advance so that report cards and other pertinent transcripts can be prepared. All records are forwarded to the new school upon request from the new school.

### **ACADEMIC RECORDS**

#### **A. Back to School Night for Grades K - 8**

Back to School Night is held each fall in an effort to explain procedures, plans, curriculum, class rules, teacher expectations etc. Parental attendance is **STRONGLY ENCOURAGED**. This event is for parents only.

#### **B. Conferences**

- Keeping the lines of communication open between home and school is very important to the success of students. Please keep in close contact with your child's teacher/s.
- Parents are required to attend Parent-Teacher conferences once during the school year. Parents of Kindergarten through Grade 5 meet with their homeroom teachers. Conferences with other teachers (i.e.,

P.E., Science, Computers, and Spanish) may also be scheduled. Information regarding conferences will be sent home as needed.

- Grades 6 through 8 conferences will be held with the homeroom teacher and appropriate content area teachers.
- Conferences at other times of the year may be scheduled upon request. Parents may send an e-mail message arranging the conference date/time or contact the school office for assistance in arranging appointments.

#### C. Student Progress Reports/Report Cards

- Report cards for students in all grades are distributed three times annually. Students who have been absent during the trimester may receive incomplete report cards until all required work has been completed.
- Students who are deficient in either academics or behavior will receive a progress report or conference to inform parents of lack of progress. Students receiving a C- or lower in any subject will receive a progress report at midterm. ALL progress reports must be signed and returned to the classroom teacher for Kindergarten to 5<sup>th</sup> grade, or content teachers for 6<sup>th</sup> to 8<sup>th</sup> grade.

#### Diocesan Marking Codes:

96-100%	A	Outstanding
90-95%	A-	
87-89%	B+	Above average achievement
83-86%	B	
80-82%	B-	
77-79%	C+	Average achievement
73-76%	C	
70-72%	C-	
67-69%	D+	Minimum achievement
63-66%	D	
60-62%	D-	
0-59%	F	Below minimum achievement
	S	Satisfactory
	U	Unsatisfactory

#### D. Homework

- Homework is given to reinforce learning that has taken place in the classroom and to foster and promote habits of independent study. Homework also provides the parent/guardian with the opportunity to see what their child is learning in school. Parents/guardians should check finished work and, when asked to sign a paper, do so after thoroughly checking the work.
- The school does not grant permission for extended absence for trips, vacations, etc. The teacher assumes NO responsibility for charting assignments in advance or for assisting students to make up work.

Approximate time allotment for homework:

Grade K:	20 minutes
Grades 1 & 2:	30 minutes
Grades 3 & 4:	45-60 minutes
Grades 5 & 6:	60-90 minutes
Grades 7 & 8:	90 minutes-2 hours

#### E. Honor Roll

Students that achieve the following will be recognized:

Principal's List	All A's including citizenship
Excellent	All A's and B's including citizenship

#### GOOD CONDUCT POLICY

Holy Spirit Parish School believes that all students have the right to a safe and healthy school environment which fosters Catholic morals, philosophy and spirituality. Holy Spirit Parish School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass or bully another student directly or indirectly through words or actions.

Holy Spirit Parish School expects students and/or any school personnel to immediately report incidents to the student's teacher, school counselor, vice principal or principal. Each complaint will be fully investigated by the principal, vice principal, teacher and school counselor. This policy applies to students on school grounds, while traveling to and from school, recess and lunch periods, as well as school sponsored activities on or off campus.

#### CODE OF CONDUCT FOR STUDENT BEHAVIOR

Parents and school need to work cooperatively in an effort to promote a positive school climate. Discipline in the Catholic School is considered an aspect of moral guidance and not a form of punishment. The purposes of discipline

are to provide a classroom environment conducive to learning and to promote character development. At the beginning of each year, rules of behavior will be spelled out by the individual teachers. Parents and students will receive copies of the rules.

Discipline is not an end in itself, but a means through which the student may become a self-disciplined person. It is towards building this attitude of responsibility and self-mastery that all our disciplinary measures are aimed.

The primary purpose of our Discipline Plan is to provide a clear and direct process regarding discipline for the staff, students and parents(s)/guardian(s) of Holy Spirit School.

#### **A. Conduct Expectations for Students**

- Students are to show respect at all times to school staff, parent/guardian volunteers, visitors, guests and all others whom they may come in contact with as well as fellow students.
- Sports equipment, radios, toys and skateboards are to remain at home during school hours.
- Students are to respect and ensure the safety of others.
- Students are always, whether inside or outside school, to conduct themselves as Holy Spirit School students and to exhibit the behaviors expected of such students. Failure to follow this could result in serious disciplinary action, up to and including expulsion.
- School uniforms will be worn by students upon arrival and dismissal of school unless they are involved in an after school activity.
- Appropriate behavior will be demonstrated by students at all time.
- Students are to remain on the school grounds from the time of arrival until they leave for home.
- Students may not chew gum or eat sunflower seeds on school grounds.
- Students are to walk bicycles on the playground. No skateboards or rollerblades are allowed at any time.
- Students must walk in halls at all times.
- Students may not have electronic equipment in their possession during school hours.
- Students may not use the restrooms during transition times when switching classrooms.
- **Cell Phones:** Students may only use cell phones to contact family members before and after school. Cell phones must be turned off at the beginning of the school day and turned into their teacher. Cell phones will be stored in a locked cabinet for the duration of the school day and promptly returned to the students at 3pm. *If you need to get in touch with your child, please call the front office.* Students who do not adhere to the cell phone regulations and are caught with a cell phone during school hours will receive an automatic detention and possible suspension. If a student does not turn in their cell phone and is caught using it, *the school reserves the right to check cell phone communication, including text, made during school hours.* Exception: Cell phones are permitted in Extension for students to stay in touch with parents. Students may not use their cell phones to text friends or go on the internet. Please understand that your child's safety can be compromised with unsupervised cell phone usage. We appreciate your cooperation in enforcing these policies.

#### **B. When Conduct Expectations Are Not Met**

Conduct and discipline is enforced with a "Growth Mindset." Mistakes are embraced as opportunities for self-reflection, learning and improvement. When expectations are not met the consequences are designed to promote growth and improvement.

#### **C. Consequence-Detention**

Detention will be given at the teacher's discretion following student warning. For any detention received during the year, the student will be given a written notice and required to take it home and have it signed by a parent or guardian. Three detentions in a trimester will result in the possible loss of privileges as determined by the teacher and vice principal or principal.

#### **D. Consequence-Loss of Privilege**

- The eligibility policy for participation in extra-curricular activities is as follows: In order for students to take part in any extra-curricular activities, they must have a "C" or better in each subject area. A "C" or lower in any subject, including conduct, on either a progress report or a report card will result in suspension from participating in any extracurricular activities. If after a report card or progress report a student becomes ineligible, his or her grades will be evaluated over the following two weeks. If after the two week period, their grades have improved to a "C" or better, the affected students will be allowed to resume their participation. It is the responsibility of the student to prove their eligibility.
- A student absent from school at least ½ day will not be permitted to participate in any extra-curricular event that evening or if the absence is on a Friday, the following Saturday, as well.

- Excessive absences or tardiness may result in loss of privileges from extra-curricular activities. This loss of privileges may be determined by the classroom teacher, vice-principal, or principal.

#### **E. Consequence-Suspension**

Authority for suspension resides with the Principal. In no case may a teacher suspend a student unless he/she is acting in the Principal's absence. At the discretion of the Principal, the following offenses committed by students are potential reasons for immediate suspension: physical violence, fighting, threats of bodily harm, intimidation or bullying, including cyber bullying. Suspension is a disciplinary action to be invoked at the discretion of the principal. A pupil shall be suspended for not more than five consecutive school days. Aggravated grounds for suspension may become grounds for expulsion. All suspensions will be served at home unless decided otherwise by the principal. Zero credit will automatically be given for all assignments missed during a suspension.

#### **F. Consequence-Transfer**

The school may issue a recommendation to transfer for grounds other than class or school discipline. A recommendation of transfer is a determination by the school administration that continued attendance either will not profit the student or will make demands on the school that the school cannot meet. The following procedure is used for a student who is clearly unable to profit from attendance by reason of ability, emotional instability or the uncooperative or destructive attitude of the parent (s) (DSB 5150):

1. Consultation occurs between teacher(s) and principal as early as possible.
2. Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
3. Follow-up conferences are held with the parents to evaluate academic progress of the pupil.
4. Every effort is made to assist the parents in finding other schools or agencies with facilities to help the child.
5. If the student transfers to a public school, notice of transfer should be sent to the proper pastor who is responsible for the continued religious education of the child.
6. After consultation with the pastor, the principal makes the final decision.
7. If possible, the transfer will occur at the end of a grading period.
8. Written documentation of compliance with the above procedures will be retained on file in the principal's office.

#### **G. Consequence-Expulsion**

Authority for expulsion resides with the Principal. In no case may a teacher suspend or expel a student unless he/she is acting in the Principal's absence. At the discretion of the Principal, the following offenses committed by students are potential reasons for immediate expulsion after conference with parents.

##### **Reasons for Expulsion from school:**

1. Serious disobedience, insubordination or disrespect for authority.
2. Language or behavior that is seriously immoral, profane, vulgar, obscene or aggressive.
3. Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance.
4. Injury or harm to persons or property or serious threats of injury or harm.
5. Sale of any material on school grounds without proper authorization.
6. Unauthorized absence or continual tardiness.
7. Assault with or possession of a lethal instrument or weapon.
8. Serious theft or dishonesty.
9. Outrageous, scandalous or seriously disruptive behavior.
10. Conduct at school or elsewhere, which would reflect adversely on the Catholic school or church.
11. Inappropriate use of technology or online social media including cyber bullying, sexting, cell phone use during school hours, or participating in inappropriate behavior contrary to the mission and philosophy of this school or this diocese.

If, in the principal's discretion, any of the above reasons do not warrant immediate expulsion, the procedures listed below will apply.

#### **H. Conduct Expectations for Parents**

Normally a child is not deprived of a Catholic education or otherwise penalized for the actions of the parent(s). However, the principal and pastor may recommend a transfer of a student when parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal and/or pastor does not support the development of "an environment permeated with the Gospel spirit of love and freedom" may be asked to withdraw their children from Holy Spirit School. (DSBP 5700)

Documentation of the basis for this action and all consultation with the parents will be kept on file. If parents refuse to accept the recommended transfer, procedures approved by the Diocesan School

Board shall be followed. The superintendent shall be informed in writing when this action occurs (DSBP 5152).

### **EXPULSION PROCEDURES FOR DISCIPLINARY OR ACADEMIC REASONS**

When expulsion is necessary, the following procedures must be taken:

1. The parent or guardian is warned in writing about the offending behavior and school sanctions for the offense.
2. A conference is held with the parents, student, teacher(s) and principal to inform the parents that final action is being considered unless there is immediate change in behavior. The pastor will be notified of the facts and the impending conference and given the opportunity to attend and to receive a report.
3. If improvement is not forthcoming, a second conference will be held. Attendees at this conference shall be: principal, pastor, parents, and teacher(s). If the parents fail to attend this conference without sufficient reason, a decision will be made and parents will be informed of the outcome.
4. A written record of the steps leading to expulsion will be maintained in the principal's file.
5. Full credit will be given for all work completed up to the time of expulsion.
6. Notice of expulsion will be given to the Catholic School Department within seven days of such action.
7. In an extreme case (i.e., weapons or related materials, drug/alcohol related incident, serious threats toward another individual) the student will immediately be suspended and removed from campus. Following a conference with parents, the student will be expelled. Depending upon the circumstances, law enforcement officials will be notified.

### **EXTENSION PROGRAM**

The Extension Program provides supervision, recreation and enrichment activities. Extension is open from 7:00am until 6:00pm each school day except for the days we are dismissed for Thanksgiving, Christmas, Easter and summer vacations. It serves working families who desire both parochial school and supplementary extension services in a Christian environment. It is open to students enrolled at Holy Spirit Parish School, grades K-8.

Parents of students in grades 1-8 who use the Extension Program on a drop-in basis must notify the Extension Program Director indicating their children will attend Extension that day. Kindergarten parents should write a note to the classroom teacher.

### **ENRICHMENT PROGRAM**

Each trimester we will provide an offering of optional classes in which your student may participate.

The classes will be from 1:15-2:45 on selected Friday afternoons.

- Enrollment is on a first-come first-serve basis and attendance is required.
- Attendance will be taken at each class. If a student fails to attend, they will not be allowed to register for Enrichment classes for the remainder of the school year.
- Unacceptable conduct may result in loss of Enrichment program privileges

### **UNIFORMS**

Children may wear the following approved dress code. Items not listed are not approved dress code and if worn, will reflect in the child's conduct grade. The official uniform supplier is Dennis Uniform. Their website is [www.dennisuniform.com](http://www.dennisuniform.com).

***Uniform code is mandatory***

***Solid navy blue tie for boys for formal days (Fridays)***

- ***Formal uniform for boys:*** long, Navy blue pants are mandatory on formal days (**November through March**).
- Approved Hamilton Plaid box pleat jumper for girls grades K-5
- Hamilton Plaid box pleat skirt for girls grades 5-8
- Hamilton Plaid skort with tabs for girls grades K-8
- Uniform-issue navy blue twill shorts or pants (no cargo pants)
- Skirts and shorts must not be more than 2 inches above/below the knee
- Pants must be worn at the waist level
- Plain navy, black or brown belts must be worn with pants and shorts and must show when shirts are tucked in.

***Tops (plain or HSS logo only)***

- *Short sleeved white collar blouse for girls for formal days (Fridays)*
- *Short sleeved red polo shirt (Monday-Thursday)*
- *Long sleeved red polo or turtleneck shirt (Monday-Thursday)*
- *Long sleeve white oxford shirt for boys for formal days (Fridays)*
- Blouses and shirts must be tucked in at all times.

- White solid short-sleeved undershirts may be worn.

### **Outerwear (plain or HSS logo only)**

- Red or navy Holy Spirit School sweatshirts (ordered through school office)
- *Red uniform grade cardigan with logo for girls for formal days (Fridays)*
- *Red uniform grade v-neck vest with logo for boys for formal days (Fridays)*
- Red or navy uniform grade long-sleeve V-neck pull-over sweater.
- Red or navy fleece vest with either no logo or HSPS logo only

### **Socks/Shoes**

- (Girls) Solid knee high or ankle length dress socks or tights in red, white, black or navy.
- (Boys) Non-logo black or navy dress socks with dress shoes. Non-logo athletic socks must be crew length
- Socks must show above the ankle. No ankle socks or peds allowed.
- Shoes and laces must be of the same shades of color as the Hamilton plaid uniform skirt (solid red, white, navy) or black and must have ties or fasteners.
- Flat, low-top leather/canvas shoes with closures. No high heels, high tops, hiking shoes or slip ons.

### **Make-up/Jewelry**

- Make-up, including lipstick, is not allowed.
- Students may wear clear nail polish only.
- Students may not wear acrylic fingernails.
- Wristwatches may be worn.
- Girls may wear stud earrings, one earring per ear.
- Religious jewelry may be worn.
- No ankle bracelets or trendy accessories. Wrist bands promoting popular causes may be worn with permission from the principal.

### **Hair/Hats**

- No hats/hoods are to be worn in the classroom.
- No hair dye, fad haircuts, or distracting hairdos allowed. Boy's hair must be above the collar, off the ears and above the eye brows. Girls must keep hair off their faces. Definition of these terms is at the principal's discretion.

The school reserves the right to have students comb or brush their hair to dress code standards should they arrive at school not in compliance. All children will be neatly groomed at all times and properly attired at all school sponsored activities. Students who come to school without proper attention to personal care and/or in violation of uniform regulations may be sent home.

### **P.E. Uniforms**

- Solid red shorts with HSPS logo only
- White HSPS logo t-shirt or current or previous year jogathon t-shirt.
- Navy or red sweatshirt with HSPS logo (may be hooded or crew neck, pull-over or zipper)
- Navy sweat pants with elastic casing or zippers at the ankles.
- Athletic shoes (red, navy, white or black) crew length non-logo socks (no peds or ankle length) in red, white, navy or black

P.E. Uniforms can only be purchased from the school office.

### **Non-Uniform Dress Days**

On occasion, non-uniform dress days will be declared (i.e., Free Dress days, dress in red days etc.). The following are NOT acceptable on non-uniform days: tank tops, spaghetti strap tops, shirts with slogans, midribs exposing the stomach area, sundresses, low necklines, short-shorts, cut-offs, flip-flops, backless sandals or shoes, high heels, make-up, boots, jewelry, tattoos or temporary tattoos. Free dress days may be scheduled as fundraisers. On these days, students may wear denim jeans, shorts and skirts or khakis.

### **TRANSPORTATION FOR SCHOOL ACTIVITIES**

Drivers and owners of vehicles used to transport school children from one location to another should understand and be willing to accept certain responsibilities and liabilities. In the case of transportation volunteered by parents, the parents' insurance applies should there be any claim in case of an accident or injury. Rules governing the transportation of public and private school students below the 12<sup>th</sup> grade level to and from public and private school activities are contained in the California Education Code section 16851. Diocesan policy also dictates the rules governing field trip procedures and requirements.

#### A. Parent Transportation of Children

1. Drivers for school planned activities and events should be 25 or older, and must have a valid, unrestricted driver's license. All drivers must have completed a criminal background check (i.e. fingerprint clearance) and the Diocesan "Shield the Vulnerable" course within 3 years prior to driving on a field trip. Parents or others who drive for school activities must complete and return to the office every year a 'Driver's Insurance Verification Form' and a copy of their driver's license and insurance verification. This will assure parents, children and the school of your willingness to accept the legal responsibilities and liabilities of transporting children.
2. The following liability limits are required:
  - a. Not less than \$100,000 individual/\$300,000 cumulative per occurrence bodily injury
  - b. 50,000 property damage
  - c. \$5,000 per person medical
  - d. \$100,000 uninsured motorist

Parents may not drive on field trips unless they have the coverage amounts listed above. This coverage is for your protection and the school's protection. A copy of the current declaration of coverage for the individual's insurance policy must be submitted to the office prior to driving on a field trip. This copy is kept on file for the current school year. Should any information change, the office must be notified and an up-to-date declaration of coverage must be submitted.

1. Siblings may not accompany parents on class field trips.
2. Teachers will make the necessary seating assignments in all vehicles.

The following vehicles may be used in lieu of a school bus:

1. A passenger vehicle designed for not more than eight (8) persons, including the driver.
2. A nine (9) or ten (10) passenger station wagon when not carrying more than nine (9) persons, including the driver.
3. A motor vehicle operated by a common carrier who is SPAB certified or by a passenger charter party carrier used under contractual agreement.

The California Highway Patrol interpretation of the regulation eliminates the use of vans for transportation except when designed for and actually carrying no more than eight (8) passengers including the driver.

**SEAT BELT, CAR SEAT AND WEIGHT/PLACEMENT REQUIREMENT LAWS WILL BE ENFORCED. Students less than 8 years of age and less than 4ft. 9in. need to be transported in an approved child safety or booster seat in the back seat.**

#### OTHER TRANSPORTATION

##### A. Bicycles

1. Students must leave school grounds from the front gate. Students must walk to and from the corner of West Land Park and 15<sup>th</sup> Ave.
2. Students may not go into the street until they reach 15<sup>th</sup> Ave.
3. All pedestrians and drivers must carefully watch for students using bicycles.
4. ALL safety rules, especially regarding helmet use, must be obeyed. These students also must have a note on file giving parent permission.
5. Scooters, roller blades, skateboards and similar wheeled devices may not be used on campus.

##### B. Pedestrians

1. Students walking home must leave campus from the front gate and must have a note on file giving permission for this.
2. Students may not go into the street until they reach the corner of West Land Park and 13<sup>th</sup> St.

##### C. City Bus Riders

1. Students must walk around the cul-de-sac, not across the asphalt, in going to and from the city bus stop on Land Park Drive.
2. Students taking city buses south on South Land Park Drive should board their bus at the stop in front of the zoo and not at the stop across Sutterville Road near the railroad tracks.

##### D. Automobile passengers

1. Parallel parking ONLY is permitted. Double parking and perpendicular parking is against the law and a citation may be issued. This includes the circle area in front of the school grounds. Please use caution when backing out from the curb into the line of traffic.
2. Parking is not permitted in front of the school gates. DO NOT PARK OR LEAVE YOUR CAR IN FRONT OF THE GATE FOR A QUICK RUN INTO THE OFFICE. This is a fire hazard and a safety issue.
3. Students are not allowed to walk in the street for any reason. If your car is parked across the street on the park side, children must walk on the lawn around the cul-de-sac until they reach their car. Students must enter their car from the curbside, not from the street side. Parents are urged not to call out to their children

to cross the street. We ask parents not to walk children across the street but to follow the rule of walking around the cul-de-sac.

4. Students can enter their car ONLY when the car is in one of the first three designated spots in line. Please do not encourage students into the car until the car is in one of these three positions.
5. Parents must share this information with any other persons (grandparents, babysitters, etc.) dropping off or picking up their children.

### **FIELD TRIPS**

Classroom teachers are responsible for organizing all field trips. Information on the field trip will be sent home with your child. A permission slip for each field trip MUST be signed by the parent or guardian prior to the trip. Without this written permission, the student may not participate in activities off school premises. Drivers must have current Insurance Verification forms and a copy of their driver's license on file in the office and have fingerprint clearance on file in the office prior to driving. Drivers also must have completed the Diocesan "Shield the Vulnerable" course within the last 3 years. Drivers may not stop for treats before or after field trips. Younger siblings are not allowed to attend school field trips. A seat belt must be provided for and used by each and every vehicle occupant. Seat belt and car seat regulations are strictly enforced.

### **PAROCHIAL ATHLETIC LEAGUE (PAL)**

The PAL is an extracurricular sports program sponsored by the Catholic School Department/Diocese of Sacramento. The league is open to boys and girls, grades 1-8. Each diocesan school participating in the PAL is assessed an annual fee. School sponsored sports are boy's flag football, boys and girls volleyball, boys and girls basketball, girls softball, coed golf and co-ed track. It is hoped that all children will find some area for development in this program. Students must maintain grades of "C" or better in order to be eligible for after school sports. It is strongly suggested that students wishing to participate in after school athletics have a physical exam. A sports fee for all that participate in any sport will be charged. This fee is used to pay for tournaments, referees and uniforms as needed. No child will be excluded due to financial hardship. Arrangements may be made with the principal. Please note: the emphasis of the sports program is to promote good physical health and good conduct.

**Sports uniforms** that are provided by the school sports program are the property of this school and must be returned at the end of the sports season. Parents are responsible for the replacement cost of any lost or damaged uniforms.

### **STUDENT COUNCIL**

- Holy Spirit Parish School Student Council is a service organization structured to promote good citizenship, to encourage a high standard of scholarship, to increase school spirit, to demonstrate the practical application of democracy, to increase organization and communication within the school, to give the student body a voice in school affairs, to assist the administration in every manner possible, to be of service to the school, the Church, the local community, and to advance the welfare of the school and its members.
- Student Body Officers are elected the preceding spring from students in grades 7 and 8. Class representatives are elected in the fall from grades 4-8. Meetings are scheduled regularly with the teachers serving as Student Council moderators.

### **SACRAMENTAL PROGRAMS**

Holy Spirit Parish School participates in the traditional sequence of reception of Sacraments. Holy Spirit Parish School unites with the Catholic Faith Formation Department of Holy Spirit Parish Church in preparing students and their families for reception of the sacraments of First Reconciliation, First Holy Eucharist and Confirmation. Parents will be invited to attend a series of educational meetings which will focus on the Sacraments and support their role as primary educators of their children

### **SPIRITUAL OPPORTUNITIES**

- All students and staff start each day with prayer and pledge of allegiance in the gym. The entire school attends Mass on a monthly basis. Class liturgies or prayer services are celebrated in the Convent chapel. Each class has the opportunity to prepare liturgies throughout the year. Parents are always welcome and encouraged to celebrate the Eucharist as part of the school community.
- All Catholic parents of our school children are **expected** to attend Mass with their children on Saturdays/Sundays. The children are taught in school that the Mass is the most important part of Catholic worship and are encouraged to participate actively in the Mass. What the children learn in school should be reinforced at home.
- Opportunity is provided for student preparation for and reception of the Sacrament of Reconciliation, especially during the seasons of Advent and Lent.



## **ALTAR SERVERS**

Boys and girls from Holy Spirit Parish in grades 4-8 are encouraged to become altar servers. Training for new servers is held at the beginning of the school year. Schedules are sent out on a regular basis. Altar serving is one of many ways students can serve our parish. If students are unable to fulfill their assignment, they must find a substitute.

## **SOCIAL EVENTS**

Elementary schools in the Diocese may not sponsor dances for their students or permit, directly or indirectly, school dances under their auspices. Neither shall they permit dances for their students sponsored by others to take place on their premises (DSBP 5580).

## **EIGHTH GRADE GRADUATION**

All graduation activities and events must be determined and approved by the principal. Activities should be as simple and dignified as possible and not so elaborate as to detract from the graduation itself. Ceremonies and celebrations should not be of such a size and scope as to put excessive burden on the graduates, their parents, the school, the parish or the Parent Club.

## **CLASSROOM VOLUNTEERS**

Many of our teachers welcome parents as classroom volunteers. Parents who volunteer must be able to focus on students in the classroom. Therefore, younger siblings may not accompany parent volunteers in the classroom. All parents who volunteer must have received fingerprint clearance through Dept. of Justice and the Diocese. They must also have completed the Diocesan "Shield the Vulnerable" course within the last 3 years.

## **CATHOLIC SCHOOL ADVISORY COMMISSION**

The Catholic School Advisory Commission (CSAC) is an advisory committee to the pastor and the principal. Meetings are generally held the third Monday of each month. Notice of meetings is placed in the newsletter and appears on the calendar on the website. CSAC by laws and Code of Conduct for members are posted on the web site.

## **SCHOOL WORK INCENTIVE & FUNDRAISING PROGRAM**

Parents are the primary educators of their children and fully share in the teaching of Catholic values. HSPS Development Work Incentive Program's primary purpose is to actively involve parents in the education of their children. In recognition that circumstances may impinge on a family's ability to complete their work incentive hours, any parents with extenuating circumstances are strongly encouraged to contact the principal.

The Work Incentive Program is based on the following principles:

1. Each family is required to contribute a minimum of 25 service hours per year (10 hours in fundraising, with at least 2 of those for our Auction, our biggest fundraiser of the year. 15 hours need to be in non-fundraising). Parents are encouraged to donate time in excess of the 25-hour minimum. Designated fundraisers are Crab Feed, Auction, Golf Tournament, Uniform Exchange, Jog-a-thon, Breakfast with Santa, Garden Tour and Tea, and Scrip program. Examples of non-fundraising hours are classroom help, Fine Arts, Room Parent, Ice Cream Social, driving on a field trip, Catholic School Advisory Commission, sports, Parish Council, Annual Fund, Eucharistic Minister, Lector, Choir. Only hours worked for HS School or HS Parish will fulfill these requirements. Parents may choose to pay \$750.00 in lieu of contributing the 25 work incentive hours.
2. Each family is required to purchase \$2000.00 worth of SCRIP/gift cards each year. This can be done by using credit cards registered with eScrip, by using a registered Nugget or Target card or by purchasing GL SCRIP gift cards in the school office. Parents may choose to pay \$150.00 to this fundraising program in lieu of purchasing SCRIP.

## **CLASSROOM TREATS**

Room parents may call upon parents during the school year to assist with class celebrations. The following special days may be celebrated with treats: Halloween, Christmas and St. Valentine's Day. Any other celebrations are left to the discretion of the teacher. The distribution of treats (cupcakes, Popsicles, etc) must occur at regularly scheduled break times (recess, lunch). This distribution must be supervised by an adult. Classrooms with a child who has a nut allergy are designated as "nut-free" so no treats with nuts included may be served. Any school snacks for these classrooms must not include any food that poses a risk of cross-contamination.

**PROCESS FOR CONFLICT RESOLUTION  
(Diocesan School Board Policy 5610)**

When a serious conflict between school authority and an individual student and his/her family occurs, a conflict resolution process shall be followed to ensure the rights of all.

- An attempt should be made by the parties involved, i.e., teacher/student, student/administrator to solve differences of opinion or conflict at the lowest level. Appeals to higher authorities might not be considered until this attempt at resolution has been completed.
- 1. If a conflict arises between a teacher and a student, the teacher should arrange a conference with the student and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- 2. The final appeal at the local level is to the principal. In parish schools, the principal should consult with the pastor before setting up a conference for all parties involved. The pastor should be invited to attend the conference. Every effort should be made at this level to be sure that all parties are able to present their cases. After consultation with the pastor, it is the responsibility of the principal to render the final decision. The principal should also consult with his/her advisors/administrative team before reaching a final decision.
- 3. In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department. This appeal must be made within five (5) working days and should follow the steps outlined in the Catholic School Department's *Appeal Process for Reconciliation*.
- 4. Local school boards and parent club organizations are NOT part of this appeal process.

**Catholic School Department  
Diocese of Sacramento, CA  
PROBLEM RESOLUTION:**

**APPEAL PROCESS FOR RECONCILIATION**

Christ entrusted His Gospel to the hearts of a faith-filled, living community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

**A. AIM:**

Because of the human condition, honest misunderstandings and differences of judgment may occur. The purpose of this process is to reach an equitable and just resolution to an administrative decision which may arise out of an interpretation or application of a Diocesan and/or local school policy regarding, but not limited to, conditions of employment, student enrollment, or parent/guardian dissatisfaction.

Every effort should be made between differing parties, through open and honest discussion at the onset to resolve the problem. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In situations where one or both parties believe that a mediator is needed to guide the parties toward a mutual acceptable decision, a request is made to the Catholic School Department for a mediator to be assigned. The mediator shall impose nothing on the parties, shall not arbitrate, and shall not decide for the parties. It will be the goal of the mediator to facilitate a discussion between the parties in order to fairly and quickly resolve the difference. If mediation is requested, it will take place before any other steps in this process.

**B. Definitions**

- "Parties" is defined as any person who is employed (full or part-time) by a preschool\*, extension program, elementary school, middle school, or diocesan high school; school pastors; and any parent of legal guardian of a child enrolled in any of the parish or Catholic schools of the Diocese of Sacramento. Parish issues regarding the pastor are not subject to this process. Only issues that pertain to the Diocesan Catholic Schools are covered by this process. Issues regarding a dispute with the Superintendent of Catholic Schools are not covered by this appeal process\*. This process applies only to parish preschools under the jurisdiction of the Catholic School Department.
- "Days" is defined as working school days excluding holidays and weekends. Faculty workshops and/or in-service days are considered to be working school days.

**C. Procedures**

In the event that the situation cannot be resolved to the mutual satisfaction of either party through mediation, the following procedure for resolution of the problem may be initiated. Presentation of a complaint will not result in any retaliatory action against any of the parties. This process is intended to maintain the maximum confidentiality possible.

**NOTE: NO ACTION BY HIGHER AUTHORITY WILL TAKE PLACE UNLESS THE PROCEDURES HAVE BEEN CAREFULLY FOLLOWED.**

STEP 1 Written notice (see E. below) is given to the principal with a request for a written response. The principal will have five days to review the situation and respond. The principal may choose to meet with the complainant to discuss the issue(s), but will respond in writing to the complainant.

STEP 2 If all efforts to resolve the problem through the principal have failed, written notice is then given to the pastor within five days of the principal's response. The pastor will have five days to review the situation and respond. The pastor may choose to meet with the complainant to discuss the issue(s), but will respond in writing to the complainant.

D. Waiver

Failure by the complainant to comply with the time limits set forth in the steps listed shall result in the appeal being withdrawn and deemed waived. If the responding party fails to comply with the time limits set forth, the complainant shall continue to the next step of the procedure.

E. Written Notice

Written notice to initiate any Step of this process shall include all of the following: Name and address of complainant, position at the school; name and city of the school, respondent's name and position; an explanation of the problem including facts giving rise to the problem; the specific policy, procedure, agreement or law alleged to be violated; dates, places, etc.; and suggestion(s) to correct the problem. Other written documentation may also be included with the appeal.

**This written notice must be signed and dated by the complainant.**

If the written notice does not present sufficient information to facilitate the next step, the respondent may delay a decision pending clarification of the information.

F. Diocesan Due Process

The Diocese of Sacramento has a due process procedure separate from the Catholic School Department's Appeal Process. Employees should contact the Office of Lay Personnel for further information. Parents/guardians or other parishioners may contact the Office of Conciliation and Arbitration for further information. The address for the

G. The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

H. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.