



Holy Spirit Catholic School
PARENT/STUDENT HANDBOOK
2025-2026

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1. CONTACT INFORMATION

11300 W. 103rd Street Overland Park, KS 66214

Phone: 913-492-2582 Fax: 913-492-9613

<http://school.hscatholic.org>

Pastor: Father Justin Hamilton

Principal: Dr. Maureen Huppe

Assistant Principal: Mrs. Tessa Piscitello

2. MISSION

*The Mission of Holy Spirit Catholic School:
To develop independent, life-long learners
who can and will live for Christ.*

Holy Spirit Catholic School, on the campus of the Holy Spirit Catholic Church in Overland Park, Kansas, is a preschool through 8th grade Catholic Elementary and Middle School under the Archdiocese of Kansas City in Kansas.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Spirit Catholic School, we are attempting to "teach as Jesus did."

The curriculum guidelines, consistent with the State of Kansas Learning Standards, are followed for the teaching of all secular subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technological tools and a multi-text approach to the content areas. <https://archkckcs.org/academics>

Policies within this handbook are taken from the Handbook of Policies and Procedures for Catholic Schools in the Archdiocese of Kansas City in Kansas.

https://drive.google.com/file/d/1YhffE0HJ93xnUzdDfFZMmfidikrbd-zt4/view?usp=drive_link

2.1 Archdiocesan Non-Discrimination Policy

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admits them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Archdiocesan schools and members of the Catholic faith.

Holy Spirit Catholic School admits students of any race, color and national or ethnic origin and gender. Preference in admissions is given to members of Holy Spirit Catholic Church and members of the Catholic faith.

(Archdiocesan Policy #9210)

2.2 Equal Opportunity

Because all staff in Catholic Schools are called to bear witness to Jesus in both their life and teaching, the Catholic Schools in the Archdiocese of Kansas City in Kansas hire practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. School leaders, i.e. Presidents of Secondary Schools and Principals of both secondary and elementary schools, must be practicing Catholics. Teachers, except in extreme and unusual circumstances, must be practicing Catholics. However, in the event that there are non-Catholic teachers employed in a school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards. (particularly that are described in the Catechism of the Catholic Church, various documents from the Vatican and United States Conference of Catholic Bishops, as well as in the document, "Church Teaching on Special Issues of Concern." (See Appendix) related to abortion, InVitro Fertilization, artificial insemination, sterilization, contraception, homosexual lifestyle, marriage, transgender issues, chastity, as well as teachings regarding social issues such as racism, care for the poor, religious liberty, and sharing of goods)

Employees in the Catholic Schools in the Archdiocese of Kansas City in Kansas shall not be discriminated against on the basis of age, race, color, gender (unless in conflict with Catholic moral teachings), disability or national origin. (*See Appendix "Church Teaching on Special Issues of Concern") (Archdiocesan Policy #1020.

2.3 Archdiocesan Schools Mission Statement

The Mission of the Archdiocese of Kansas City in Kansas Catholic Schools:
Forming scholarly disciples.

2.4 Accreditation

The schools in the Archdiocese of Kansas City in Kansas are expected to be accredited by the State of Kansas as well as by Lumen.

The Lumen model involves a 5-year, school improvement process based on research-based standards of school performance. At the conclusion of this cycle, ER (External Review) team evaluates the five standards and provides commendations, recommendations, and improvement priorities.

The Archdiocesan office of Catholic Schools provides support to schools throughout the process. In addition to Cognia accreditation, Catholic schools are expected to maintain accreditation through the State Department of Education.

(Archdiocesan Policy #9000)

2.5 Guiding Principles

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus. (Archdiocesan Policy #7000)

2.6 Principle of Subsidiarity

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools). (Archdiocesan Policy #3000)

3. Admissions and Enrollment

3.1 School Office Hours

The school office is open on all school days from 7:30 a.m. – 4:00 p.m. On Fridays, the office will close at 3:30 p.m. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be obtained in the office. Visitors and/or volunteers are to sign out in the office at the time of departure.

3.2 Placement Status

Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

3.3 Registration Information

During the admission process, our first commitment is to Current School families. Enrollment for the upcoming school year takes place in January. At that time, registration will begin for current school families. Non-refundable registration fees must accompany the registration forms. These fees are not applied to tuition for the upcoming year.

The registration process is considered complete when both the registration form and fee, along with the Tuition Payment Form, are turned in and any/all current school year fees are paid in full. Once a grade level is considered "full", all future registrations will be placed on a waiting list in the event an opening becomes available.

Registration for Holy Spirit Catholic Church families who are new to the school will take place following the current school family registration period. Announcements will be posted in the Holy Spirit Catholic Church bulletin two weeks prior to registration. Parents will be required to complete all

necessary forms. Non-refundable registration fees are due at the time of registration. The registration fee is not applied to tuition for the upcoming school year.

The registration process is considered complete when digital registration forms and fees, along with the Tuition Payments are updated in FACTS. Once a grade level is considered "full", all future registrations will be placed on a waiting list in the event an opening becomes available.

Registration for families who are not part of Holy Spirit Catholic Parish will take place following in parish family enrollment.

Non-Catholic children may be admitted, if openings are available, after all Catholic registrations have occurred. Since the Catholic school curriculum and activities are designed to support community-building and the Catholic mission, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of Sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements. (Archdiocesan Policy #6010)

3.4 Age Requirements

Except in unique and unusual circumstances, Catholic schools in the Archdiocese of Kansas City in Kansas shall follow the age requirements for entrance into schools that are established by the State of Kansas. Any child who attains the age of five (5) years on or before August 31 shall be eligible to enter kindergarten. Any child who attains the age of six (6) years on or before August 31 of any school year shall be eligible to enter grade one. Any child who shall have completed kindergarten in an accredited school district shall be eligible to enter first grade regardless of age. Exceptions to these age requirements can only be made after the principal consults with the Superintendent of Schools. (Archdiocesan Policy #7040)

3.5 Documentation Required

All students applying for admission in Grades K-1 must present a valid birth certificate or certified copy thereof to establish both proof of age for admission to school and proof of identity. For students entering in Grades 2 – 8, a certified transcript or other pupil records of data will be required as proof of identity. Both a birth certificate and baptismal certificate shall be presented at the time of enrollment. In addition, a copy of adoption and/or custody verification should be presented. (Archdiocesan Policy #6015)

Every child in Kansas is to be given a Home Language Survey. The survey consists of questions on the school's enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency. Contact the Title III Coordinator for the public school district in which the Catholic school is located for detailed instructions on how to proceed with the English language proficiency assessment. For additional information, contact the Associate Superintendent for Student Services/Perfect Wings Coordinator. (Archdiocesan Policy #7010)

3.6 Health Assessment

Every student up to the age of nine (9) years, who has not been previously enrolled in the state of Kansas, prior to admission and attendance, shall present the results of a health assessment to the school office.

3.7 Immunizations

Any student entering an Archdiocesan school for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the school office official proof that he/she has

completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them within a timely manner shall be deemed non-compliance. (Archdiocesan Policy #6040)

3.8 Transferring to Holy Spirit Catholic School

Students transferring to Holy Spirit Catholic School with past due tuition amounts due at other schools will not be accepted. If all prior financial obligations are met, records, standardized test results, IEP's (individual education plans), etc. will be requested from the school the child previously attended.

All transfer students will be on probation for at least one semester with monthly reviews. Transferring students must maintain passing grades ("C" average) and avoid repeated or serious violations of school/class rules to continue under regular student status. If, during this probationary period, problems occur which cannot be resolved to the school's satisfaction, the student may be asked to withdraw from Holy Spirit Catholic School.

3.9 Withdrawal Policy

Families must notify the school in writing if a student is withdrawing from the school. The school reserves the right to withhold records (except physicals, immunization documentation, and class placement) for students who withdraw with an outstanding balance.

4. Tuition and Financial Obligations

4.1 Financial Obligations

Families of Holy Spirit Catholic Church are supported by the parish community through subsidy. Tuition and fee payments are made through the Holy Spirit Parish Business Office using the FACTS system:

There are three options available for tuition payments Elementary Tuition:

- 1) Total tuition, technology and activity fees owed may be paid in full via auto withdrawal on July 5th or July 20th with no additional fees.
- 2) Total tuition, technology and activity fees may be paid in two equal installments, withdrawn on the 5th or 20th of July and again on the 5th or 20th of January. A \$25 processing fee will be assessed upon enrollment for this option.
- 3) Total tuition, technology and activity fees may be paid in 11 monthly payments (July - May; on the 5th or 20th of the month) using the auto withdrawal payment plan. A \$55 processing fee will be assessed upon enrollment for this option.

Registration Fees

1 Child	\$210.00
2 Children	\$325.00
3 or more Children	\$380.00

Tuition for the 2025-2026 school year

In-Parish Tuition

1 child K-8	\$5,720.00
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2 children K-8	\$9,500.00
3+ children K-8	\$12,100.00

Out of Parish Tuition

Per Student \$8,500.00

Fees for the 2025-2026 school year

Technology Fee

\$100 per Kindergarten - 8th Grade Student

Activity Fee per student

Kindergarten \$75.00

1st-5th grade \$100.00

6th-7th grade \$115.00

8th grade \$250.00

Holy Spirit Catholic School is committed to its Mission. Essential to this commitment by Holy Spirit Catholic School is the paralleled responsibilities by parents and legal guardians to do the following:

- a. Be committed to supporting Holy Spirit Catholic Church with your time, talents, and treasures;
- b. Fulfill any and all tuition-related financial obligations and fees required of a student to attend Holy Spirit.

No student is to be deprived of a Catholic education due to lack of finances. However, parents are expected to make every effort in taking care of their responsibilities in this area.

4.2 Late/Non-Payment of Tuition and Fees Guidelines

It is fully expected that all tuition and fee payments will be paid in a timely manner according to the applicable Tuition Payment plan chosen. However, Holy Spirit Catholic School realizes extraordinary circumstances and hardships may arise which cause a family to be late or to miss a tuition payment. In these situations, the parent/guardian should proactively contact the Holy Spirit Catholic School Principal, Parish Accountant, or Pastor to discuss making special arrangements to repay any past due tuition and fee amounts.

4.3 Non-Payment of Tuition and Fee Consequences

In situations where a family is late or has missed a tuition/fee payment, a late fee of \$30.00 will be assessed. Additionally, if the family has not proactively contacted the Holy Spirit Catholic School Principal, Parish Accountant, or Pastor to address the non-payment of tuition/fees, the family will be contacted by Holy Spirit officials. Non-payment of tuition/fees, without making the appropriate arrangements with Holy Spirit Catholic School, is a violation of Holy Spirit Catholic School policy and can warrant applicable disciplinary actions to be taken, including but not limited to, the following:

- Withholding of all report cards and transcripts until all financial obligations to the school have been met;

- Suspension of the student from attending classes and/or participating in school activities at Holy Spirit;
- Non-enrollment of the student at Holy Spirit Catholic School the following semester/or following school year.
- Withholding of diplomas or graduation ceremonies for the graduating student.

A family's failure to pay agreed upon tuition/fees is taken very seriously as it impacts the entire Holy Spirit community. Parents make sacrifices in order to pay tuition and fees; it is a matter of justice that each family upholds their commitment. Rest assured, the Holy Spirit School Principal, Parish Accountant, or Pastor will handle these matters in a private, discrete, and professional manner. We are committed to making every effort to work with a family that is willing to work with us.

The Holy Spirit Catholic School Principal, Parish Accountant, and Pastor reserve the right to exercise judgment and flexibility in handling non-payment tuition/fee matters based on individual circumstances.

4.4 Tuition Assistance/Guardian Angel Fund

Along with the possibility of a special tuition payment schedule, tuition assistance may also be available for qualifying families. Tuition assistance forms may be obtained from the Parish Accountant. Additionally, the Guardian Angel Fund is available to help support families who are unable to pay the entire tuition cost due to extenuating circumstances that occur after the school year has begun. Families interested in obtaining more information regarding financial aid should contact the Holy Spirit Catholic School Principal, Parish Accountant, or Pastor.

4.5 Textbooks/Library books

Textbooks are provided for each student in each homeroom as part of the tuition program. Students are encouraged to cover their books. Students are not permitted to write in hard-back textbooks. Students are responsible for the condition of all books and must pay for damaged books and/or pay for the replacement of a lost textbook/workbook or library book.

4.6 School Supplies

A list of necessary school supplies is provided for each grade and can be found on the school website. It is the student's responsibility to have proper supplies each day of class.

4.7 Lunch Program (subject to change)

Holy Spirit Catholic School offers a daily hot lunch program. Meals are prepared in St. Elizabeth's Hall each day by our Cafeteria Manager and staff.

Parents are asked to review the lunch menu at the beginning of each month and to send in money to cover lunch purchases for the month. Accounting is computerized and students present a daily lunch card when making purchases. Every four (4) weeks, a lunch account notice will be sent home notifying the parent of their child's balance. If sufficient funds are not in the family lunch account, students will only be allowed one (1) hot lunch charge each. Lunch money should be sent in from home immediately. If lunch money is forgotten at this time, one peanut butter sandwich lunch may be charged. After one lunch charge and a charged peanut butter sandwich, a sack lunch and drink must be brought from home until money is deposited in the family lunch account. Students will call home for parents to bring lunch if they are without one.

The current cost of each meal with milk is \$4.75. Milk may be purchased separately for \$.75 by those students who bring sack lunches from home. Bottled water is sold for \$.75 and is not included in

the cost of the meal. Extra entrees are \$2.50 each. Checks made payable to the *Holy Spirit Hot Lunch Program* are due in advance by parents.

Students are not to bring glass bottles, soft drinks, or excessive amounts of candy to school.

Students report to St. Elizabeth's Hall for lunch in homeroom groups. They are supervised by teachers and are expected to keep the tables clean, put dishes and trash in appropriate places, and observe rules of etiquette. Students are expected to use the same manners at lunch time that are required in the classroom. Courtesy toward other students and cooperation with those on lunch duty is expected at all times.

Lunch Guests: Parents or other family members may come to the cafeteria to eat with their children. Older siblings are welcome but may not be accompanied by their own friends. All visitors are to sign in at the school office, wear the Visitors' badge when in the building, and sign out in the school office upon leaving. Please notify the school office before 8:30 a.m. on the morning you plan to share a meal here. Adult lunches are \$5.92.

Special lunches may be brought for a child (i.e., birthday). *Parents may only bring lunch for their own children, not classmates.* Things, such as pizza, cannot be brought in for a group of students or a class.

Due to Federal Lunch Guidelines, students may not bring in lunches from a third party or have them delivered.

5. Parent Partnership

5.1 Community

The Church acknowledges that a child's parents are the primary and principal educators (Declaration on Christian Education, Vatican). However, the Church, in a special way, can assist parents in their sacred duty of education by providing excellent academic formation and "by announcing the way of salvation, communicating the life of Christ and helping believers arrive at the fullness of that life" (Ibid). A Catholic school is the best resource that the Church has to offer parents in helping them expand and cultivate the minds, hearts and spirits of their children.

Parents and schools must work together so that the formative encounters that children experience at home and in the midst of family life are compatible with the formative encounters they experience at school. A Catholic education bears the greatest fruit when there is a consistent religious and philosophical ethos both at home and in school. A home environment that does not uphold the same moral and religious vision as that presented at school risks causing conflict and confusion for the child. Catholic schools must present to students a vision of the human person, marriage and family life, human sexuality, as well as expectations of moral and religious conduct that are consistent with the teaching of Christ and his Church. It is, therefore, incumbent upon parents to demonstrate unity with the Church on these essential teachings.

The Church recognizes that there may be, from time to time, family situations (neglect of religious duties, adultery, same-sex unions, abusive behavior, etc.) that are incongruent with Church teaching on these matters. It is incumbent upon parents to strive to rectify such situations. In some cases, parents may be unwilling or virtually unable (in the case of same-sex civil "marriages") to align their family lifestyles with Church teachings. This fact does not alter the expectations the Church has of parents who wish to enroll their children in Catholic schools in the Archdiocese. If parents do not respect the beliefs of the Church, or choose to live in a manner that openly rejects those beliefs, then partnering with those parents becomes very difficult, if not impossible. Thus, Catholic schools have the right, in such situations, to determine if enrollment is in the child's best interest.*

**In cases where a child is already enrolled or is seeking enrollment, but has a parental situation or home environment that is in conflict with Church teaching as described in the above policy, each case should be evaluated individually and with the child's best interest in mind. School leaders and/or pastors must consult with the Superintendent of Catholic Schools, who may, in turn, consult with the Archbishop for guidance regarding the enrollment of students whose parents or home situations do not meet the expectations outlined in this policy. (Archdiocesan Policy #6000)*

5.2 Parents

Parents shall:

- model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- support the efforts of the schools in the education of their child(ren);
- share talent, time and treasure with their parishes and schools;
- as their child(ren)'s first teacher, encourage and help them to learn;
- promote regular attendance and punctuality;
- provide an appropriate environment and schedule adequate time for completion of school work at home;
- maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- ensure home environments that do not create conflict between home and school experiences as described in policy #6000.

Principals and teachers shall assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, schools shall communicate in writing to parents a code of acceptable parent conduct. In particular, this policy needs to be highlighted so that there is clarity with parents about the policy. Schools reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy. (Archdiocesan Policy #6010)

5.3 Parents as Holy Spirit Partners

As partners in the educational process at Holy Spirit Catholic School, we ask parents:

1. To set rules, times, and limits so that your child:
 - a. Gets to bed early on school nights
 - b. Is dressed according to the school dress code, and
 - c. Has made payment for a hot lunch or brings a nutritional sack lunch every day
2. To actively participate in school activities such as Parent-Teacher Conferences, Gala, Fun Fair, etc.
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
4. To meet all financial obligations to the school
5. To inform the school of any special situation regarding the student's well-being, safety, and health
6. To complete and return to school any requested information promptly
7. To read school notes and newsletters and to show interest in the student's total education
8. To support the religious and educational goals of the school

9. To support and cooperate with the discipline policy of the school

10. To model Christ-like behavior in all school matters

5.4 Parent-Teacher Communication

Parents with concerns about their child and/or school should always contact the classroom teacher first. Each child is unique and the best place to have questions answered is from the child's teacher. If parent concerns are not able to be resolved with the teacher, the teacher will request a meeting for all parties with the Assistant Principal or Principal. If the concerns are still unable to be rectified at this juncture, the Principal will schedule a meeting with the Pastor for all parties.

With regard to communication of student progress to parents and/or legal guardians, teachers are strongly encouraged to utilize in-person and/or video conferences and phone calls in order to better facilitate effective communication. Care should be taken when utilizing email and/or text messaging in order to avoid misunderstanding and confusion. (Archdiocesan Policy #4405.2)

5.5 Parent/Teacher/Student Conferences

At the end of the first grading period, mandatory Parent-Teacher conferences are arranged for communication about a student's progress. Informal conferencing may occur at any time. A second conference period is available for special concerns.

Middle School students are encouraged to attend conferences with their parents and teacher.

5.6 Money Collections

No donations and/or money collections are taken without the approval of the Principal.

5.7 Home-School Communication

Each weekend, a newsletter will be available to parents through email. It will contain items of importance for the coming week and notes about significant events of the past week. Any information a group may wish to have published in the newsletter must be received in the school office via email by noon each Wednesday. The school will not, however, advertise for any individuals wishing to raise money for their own interest. All families will receive their newsletter via email weekly. Please contact the school office to get your email address on the distribution list. It is the responsibility of the family to contact the school office to update their email if it changes throughout the school year.

5.8 Role of Parent-Teacher and/or Parent Organizations

Parent-Teacher Organizations are designed to assist schools with community building and stewardship efforts. To this end, these organizations usually plan social activities for school families and coordinate volunteer efforts for both in-and-out-of-school service programs. In addition, the organizations may be called upon to assist with fund-raising events and activities. However, fundraising should not be the primary function or responsibility of the organization and fund-raising efforts should be consistent with those noted in Archdiocesan Guidelines for School Fund-raising. (Archdiocesan Policy #6010.2)

5.9 Holy Spirit Parent Association (HSPA)

The HSPA is designed to assist the School Principal with community building and stewardship efforts for the school/parish. The HSPA usually plans social activities for school families and coordinates volunteer efforts for both in- and out-of-school service programs. The HSPA is called upon to assist with

fundraising events and activities which financially support Holy Spirit School and assist in keeping all families' tuition costs as manageable as possible.

All Holy Spirit parents are members of HSPA and are encouraged to share their time, talent, or treasure with us.

5.10 Holy Spirit Catholic School Advisory Council

By Canon Law, the Advisory Council exists at the discretion of the Pastor and Principal and is designed to be of a strictly consultative nature. The Council is designed to serve as a sounding board to the Principal. When called upon, the Council gives feedback to the Principal and Pastor regarding policy and standards for the school. Administrators are responsible for developing methods and programs to implement policy. Matters involving curriculum, personnel, and individual student concerns of a confidential nature are solely the purview of Administrators and Pastors and are not appropriate topics for school council consideration. School council members are appointed by the pastor in consultation with the principal. (Archdiocesan Policy # 6010.1)

6. Spiritual Development

Pope John Paul II told us to, "Open wide the doors for Christ." Every Holy Spirit Catholic School student is entitled to and receives Catholic faith formation and spiritual development.

Students participate in daily Religion classes. Texts are used at all grade levels. Bibles are available for assigned study. Prayer in the classroom begins and ends each school day. Also, prayer before mealtime provides opportunity for spiritual formation. Religious instruction and spiritual development is infused throughout the day in all subject areas.

6.1 Eucharistic Celebrations

Students in Grades PreK-8 attend Mass once each week. The children learn to participate at Mass by singing, reading and praying with one another. School Mass does not take the place of regular attendance at Sunday Mass, which is the responsibility of parents/guardians. Catholic children enrolled in our school are expected to attend Mass each Sunday (or Saturday evening).

Students plan the weekly liturgies with their classroom teacher. Parents and friends are welcome at all school Masses. Students in Grades 5 – 8 may volunteer to be servers. The students are trained for these ministries and are assigned days of service.

6.2 Sacramental Preparation

Sacrament preparation is conducted in 2nd Grade and also in 7th and 8th Grades. For all Catholic 2nd Graders, preparation for First Reconciliation is during the fall term, and First Eucharist is received in the spring term.

Confirmation instruction is done by the Religion teacher throughout the year for Holy Spirit 8th graders. Mandatory Confirmation meetings for both 7th and 8th grade Confirmandi and parents are scheduled throughout the school year. A mandatory 8th grade Confirmation retreat is scheduled for all Confirmandi each year.

6.3 Reconciliation

Students in Grades 3-8 are given an opportunity to receive the Sacrament of Reconciliation multiple times throughout the school year and are encouraged to receive the Sacrament at other times outside of school hours throughout the year.

7. ACADEMIC INFORMATION

Good study habits and academic performance are expected of all students. It is the duty of the parents, school, and teachers to work together to assist students in maintaining performance standards according to his/her academic ability. Failure of students to meet standards will cause consequences to occur.

If a student has two (2) or more F's in two (2) major subjects, (i.e. 2 F's in Reading and 2 F's in Science, etc.) the student may be asked to seek other academic options.

The school will initiate discussion of these matters with the parents at the end of the first semester and continue through the end of the year until final determination is made by the school.

7.1 Calendar

Archdiocesan Schools are to be in session for a minimum of 1,186 hours per school year. A tentative school calendar is available on-line at <http://school.hscatholic.org>. Parents may find news about additional activities and calendar changes added throughout the school year in the weekend School Newsletter and Parent Portal in FACTS.

7.2 Daily Schedule

The school schedule for students of Kindergarten through Grade 8 is as follows:

	7:30 – 7:40 a.m.	Supervised before school care in St. Elizabeth's Hall (SEH)
7:40 – 7:49 a.m.		Dismissal to the classrooms
7:50 a.m.		School begins
3:15 p.m.		Dismissal

At Holy Spirit Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. After the first few weeks of school, parents should allow and encourage their child(ren) to enter the school building on their own each morning.

Students arriving between 7:30 a.m. and 7:40 a.m. are to report directly to St. Elizabeth's Hall where they are supervised until they are released to their classrooms.

After school, students are supervised from 3:15 – 3:25 p.m. Students who have not been picked up by 3:25 p.m. will be sent to the office and parents will be contacted. They may not wait elsewhere. If your child needs supervision after school, please enroll your child in the Y Club Program.

7.3 Cancellation of School

Cancellation of school takes place only during extraordinary circumstances (i.e., extreme weather). Parents will receive a text, as well as an email alerting them to the cancellation of school. Cancellations are not posted to local tv/radio stations.

7.4 Required Subjects

Every accredited elementary school shall teach reading, writing, arithmetic, Theology of the Body (Ruah Woods Press), geography, spelling, English grammar and composition, U.S. history, Kansas history, civil government and the duties of citizenship, health and hygiene, and any other subjects that may be required by the State Board of Education.

In addition, each school shall maintain an organized physical education program. (Article 6, Section 2(a) of the KS Constitution). Each Archdiocesan school shall provide a comprehensive education program in Theology of the Body.

The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility of parents to be their children's first teachers regarding the biological aspects of sexuality.

(Archdiocesan Policy #8030 and #8030.1)

7.5 Curriculum

Curriculum Development Curriculum refers to the specific learning outcomes students are expected to master. "Curriculum" does not refer to standards, nor does it refer to instructional materials or resources. The curriculum development and instructional planning for the Catholic schools in the Archdiocese shall be designed by the teachers and administrators under the guidance of the Archdiocesan Office of Catholic Schools. The curriculum is compatible with KSDE Standards, but is based on the teachings of the Catholic Church. The curriculum strives to expose students to truth, beauty, and goodness so that their souls may be formed in virtue.

The curriculum does not specify specific instructional resources (e.g. textbooks) schools must use but rather leaves that for schools to determine locally based on local needs. Catholicity is to be foundational in all subject areas.

Any non-print material should be appropriate for a Catholic school general audience. Any video or movie materials used, even if just "clips", and which is rated higher than "G" must be approved by the principal in advance of being used. The principal may require parental consent of the video or movie materials used.

Furthermore, with regard to book fairs and other supplements for student use, schools are strongly encouraged to use materials that promote values and ideas consistent with the church's teachings on the dignity of family, marriage and lifestyle choices. Companies that would be acceptable would include; Catholic Book Fair and Eureka Book Fair. Archdiocesan Policy #8000

7.6 Co-curricular and Extracurricular Activities

Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teaching of the Catholic Church, which may or may not be consistent with societal trends.

Certain school sponsored activities should not be scheduled on Sundays. Sundays have always been accorded a special place in the life of the Church. In addition to worshiping God through the Sunday Eucharist and providing space for cultivating family life, the Church recognizes that this is a day that can also foster cultural, social and religious life. As long as activities are celebratory, communal and occasional, they would be in accord with the way we are called to live out Sundays. In the case of school sponsored activities that do not clearly fit within these criteria, the Pastor of the parish school (in the case of single parish elementary schools) or the Pastors on the board (in the case of high schools and consolidated elementary schools) in consultation with priests in the pastoral region, will make the decision to allow or disallow the activity in question.

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws.

Catholic Church teachings regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are

part of human nature. God created men and women to be equal yet different, so that through their complementarity they would reflect His image (cf. Gen. 1:26-28). In writing about the “ecology of man,” Pope Francis states that “valuing one’s own body in its femininity or masculinity is necessary...It is not a healthy attitude which would seek to ‘cancel out sexual difference because it no longer know how to confront it.” (Laudato Si)

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-gender participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed gender competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case- by- case basis what other athletics/activities besides wrestling also should be so restricted.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum. (Archdiocesan Policy #8050)

7.7 Academic Expectations

Schools will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Technology offers unique learning opportunities if used appropriately. Each school shall establish its expectations, policies, and procedures with regard to technology and learning.

(Archdiocesan Policy #8100)

7.8 Graduation Requirements

Students are eligible to receive a certificate and/or diploma from the elementary and secondary schools of the Archdiocese after satisfactory completion of the required studies both of the Catholic School System and the State of Kansas.

All tuition and fees must be paid before Graduation. Diplomas will be held for students who have a balance remaining until said balance is cleared.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education. (Archdiocesan Policy #7400)

Graduation will consist of a morning Mass and Graduation ceremony, followed by a reception for graduates and family members.

Elementary schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents. (Archdiocesan Policy #7400.1)

7.9 Field Trips/Special Activities

The educational setting includes on- and off-site activities that are a privilege to attend. If a 4th-8th grade student is not up-to-date with academic classwork/homework at the time of the special activity, the student may not participate in the activity/field trip/assembly/etc. until all work is completed to the best of the student’s ability. The teacher who assigned the work will discuss with the student the requirements for completion.

7.10 Field Trips

Field trips are school-sponsored events that are an extension of the instructional process. These on or off site activities are a privilege for students to attend. In order for a student to participate in a school-sponsored field trip, the student must be in good academic and disciplinary standing. Such activities are appropriate provided that these guidelines are followed:

- The field trip shall have stated educational outcomes;
- The students shall be prepared for the observations they will make on the trips;
- The students shall participate in a follow-up assignment which will help them assimilate the knowledge they have gained from the trip;
- All applicable Archdiocesan policies are followed;
- Instructions are given to volunteers that describe their responsibilities, and volunteers have completed Virtus training. (Archdiocesan Policy #8040)

The Archdiocese of Kansas City in Kansas recognizes the importance and value of trips for educational field study and approves of the visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips during normal school hours on a single school day.

Finally, to ensure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. Additionally, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstance, situation, and/or events could be properly planned for, so that any difficulties would be minimized. (Archdiocesan Policy #8040.2)

The Archdiocesan approved Field Trip Permission Slip digitally signed by the parent and will be kept on file in the school office for each school-sponsored field trip.

The educational setting includes on- and off-site activities that are a privilege to attend. If a 5th-8th grade student is not up-to-date with academic classwork/homework at the time of the special activity, the student may not participate in the activity/field trip/assembly/etc. until all work is completed to the best of the student's ability. The teacher who assigned the work will discuss with the student the requirements for completion.

VERBAL PERMISSION CANNOT BE ACCEPTED BUT DIGITAL TRANSMISSION OF THE PERMISSION FIELD TRIP FORM IS ACCEPTABLE. (Archdiocesan Policy #8040.1)

In most instances, buses will be garnered for transportation of students. However, in the event of the use of private vehicles, only those personally owned vehicles, whose owners carry liability insurance for a minimum of \$100,000/\$300,000 shall be used. Confirmation of this insurance must be on file in the Principal's office. Drivers must be 21 years of age or older and have a valid driver's license. (Archdiocesan Policy #6350.2)

Students will be supervised at all times by certified staff who may be assisted by parent volunteers approved by the Principal. The Principal shall determine the appropriate number of adults for adequate supervision. Volunteers must be VIRTUS trained and will be instructed as to the expectations regarding their duties and responsibilities. (Archdiocesan Policy #6350.4)

Parents may refuse to permit their child from participating in a field trip by stating so on the form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

All monies collected for the field trip are non-refundable. Cell phones and other electronic devices are not allowed on field trips unless otherwise directed by the teacher and/or administration.

7.11 Homework

Homework may be assigned to students. Students are expected to complete their homework carefully and on time. This is essential in helping students develop good work habits and independent study skills. Parents should monitor homework time and contact the teacher with any concerns.

7.12 Homework Policy Due to Illness

When children are away from school, they are required to make up all the work which they have missed. All middle school students are responsible for talking with their classroom teacher(s) when absent from class. The teacher and student will coordinate work to be made up.

If a child is absent, parents may contact the school office by 8:30 a.m. to request homework assignments. All homework will be left in the school office for pickup or sent home with a sibling.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments. For example, a student who was absent three (3) days would be given three (3) school days to complete the missed work.

7.13 Homework due to Family Vacations

Family vacations during school time are discouraged. Therefore, teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignment(s) missed and decide upon a completion deadline.

7.14 Progress Grades and Report Cards

Progress Grades can be viewed through FACTS throughout the school year for all students in grades 3- 8. Careful review of grades at mid-quarter will help students make improvements needed prior to quarter end.

Student report cards are issued quarterly for students in K-8. Report cards can also be found on-line through FACTS. Parents are to print student report cards for a permanent, home copy.

7.15 Grading Scale

All students in 3rd – 8th grades are assessed using the following grading scale:

Achievement	Percentage
A Outstanding	94-100
B Above Average	87-93
C Average	75-86
D Below Average	68-74
F Failure	67 or below

Students in grades K – 2 are assessed on outcome based indicators in the various subject areas. Students may receive a “+” for Consistent Performance; “S” for Satisfactory progress; or “\” for Needs Improvement.

7.16 Retention of Students

Retention of students should be considered only after all interventions (Student Improvement Team [SIT], Multi-Tiered System of Support [MTSS]) have been implemented.

Teachers shall consult with the Principal about the possible grade retention of a student.

At the end of the first semester, the Principal and teacher shall consult with the parents or guardians concerning the possible retention of the child in the same grade level due to unsatisfactory achievement and/or lack of attendance in class. Follow-up conferences shall be held during the remaining months and a decision made before the end of the current school year.

If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. Documentation of such decisions shall be placed in the student's file. (Archdiocesan Policy #7520)

7.17 Placement in Classes

Class lists are compiled by the administration and will be posted before the school year begins.

7.18 Child/Parent Requesting to Skip a Grade in Elementary School

The following procedures should be used when a child/parent requests to skip a grade in an elementary school: 1. In-house screening by the teachers, using both informal and formal instruments that are commonly recognized by educators as valid and reliable tools (e.g. iReady); In-house screening results may prompt the school staff to ask the parents to provide the following evaluation described in 2 below.

2. Evaluation by an independent, licensed child development professional (LCSW, School Counselor, Ph. D. Child Psychologist, Ph. D. Child Psychiatrist, KSDE Certified School Psychologist are acceptable for this evaluation.) Parents are responsible for the expense of this evaluation and also must provide their consent to the child development professional to release information to the school.

3. Consultation with Gifted Program/IEP Coordinator.

4. Other information that the parents determine is important to consider.

- Principal consults with the Superintendent of Schools.
- Final decision remains the school's.

(Archdiocesan Policy #7040.2)

7.19 Learning Center

If parental concerns arise regarding educational issues for students, the parent's first point of contact is to be their child's primary teacher. The classroom teacher will then contact the Learning Center for assistance (when appropriate).

The following services are available through the Learning Center: academic screening/assessment of students as requested by teachers; individual and small group support for students to achieve mastery of academic outcomes; assistance to teachers in providing classroom minor adjustments; team conferences with teachers and parents regarding students' educational needs; contact with public school district personnel regarding student needs.

7.20 Tiered System of Supports

Kansas Education Accreditation (KESA) model requires all accredited schools to implement a rigorous tiered system of support in Reading, Math and Social Emotional growth. Support can be provided on site through the Archdiocesan Office of Catholic Schools or through Kansas State

7.21 Instruction for Students with Special Needs

The Catholic Schools in the Archdiocese of Kansas City in Kansas are committed to the goal of meeting the needs of students with disabilities. Students with special needs can be supported on a variety of levels: home, instructional interventions, minor adjustments in classroom and school setting, and potentially in partnership with the local public school district where the student resides if the student meets the criteria for an Individualized Education Program (IEP) through the public school district. The Teaching All God's Children Intervention Circle (see appendix) is a chart that represents the support of students with special needs provided by the Archdiocese of Kansas City in Kansas. See below for specific services provided by Perfect Wings to assist schools in serving students with special needs.

While Catholic schools strive to support students with special needs, Catholic schools are not able to provide a comprehensive special education program that mirrors what is offered in public schools for students with disabilities. In the event the learning center or resource center at the Catholic school becomes the primary educational setting for the student with special needs, the student's placement in Catholic school must be reevaluated. In addition, for a variety of reasons, it is not recommended for schools or parents to provide a one-on-one paraprofessional or other specialists (i.e. speech therapist, dyslexia specialist, occupational therapist) to individual students within the Catholic school setting.

Perfect Wings offers the following services to support schools in serving students with special needs:

- Professional Development
- On-site consultation and transition planning
- Perfect Wings newsletter
- Link to community and state resources
- Mission focus

(Archdiocesan Policy #8130)

If a parent feels his/her child is in need of additional academic, social, or emotional support in school, the parent's first point of contact should be the child's classroom teacher. It is the classroom teacher's responsibility to coordinate any meetings, minor adjustments, etc. that may be needed for the child.

The teacher will first collaborate with the parents about the areas of concern and will collaborate with other educational professionals for further recommendations. The teacher will then begin gathering data to see if minor adjustments implemented are successful.

If, after several weeks, improvement is not seen, the classroom teacher will suggest a SIT (Student Intervention Team) meeting to discuss ways that the student can be helped to strengthen their individual needs. The SIT team consists of Administration, the student's parent(s), classroom teacher, one teacher from the primary and middle school, and a Learning Center teacher. Others may be invited to the SIT team meeting as necessary. SIT will make recommendations for the classroom teacher, student, and/or parent(s), and a follow up meeting will be scheduled to chart progress.

If success is still not seen, the student may be in need of Special Education Services which are provided to those who qualify through the Public School District of record. Identifying a child requires an extensive student plan for minor adjustments and documentation.

Once a public school district has identified a child as needing Special Education Services, the student may then be in need of separate direct instruction outside the general education classroom. Students who qualify for Special Education receive these services at a local public school.

7.22 Testing

Kansas Assessments: These tests are mandated by the State of Kansas and are administered in the spring of each school year. Areas of testing vary for Grades 3 – 8, but include Reading, Math, Writing, Social Studies and Science.

iReady: iReady is a universal screener used 3x a year to assess student progress.

8. Attendance Policies

8.1 Attendance

A student's absence from school interferes with his/her academic progress. All students do best when they arrive on time and are ready to start the day on schedule. Parents and students are urged to recognize the need for promptness each day and attendance throughout the school year.

Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent.

Each Archdiocesan School, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either:

- a. Three (3) consecutive school days; OR
- b. Five (5) school days in any semester; OR
- c. Seven (7) school days in any school year,

Whichever occurs first as follows:

Age	Report To:
7 but under 13	Secretary of Social & Rehabilitation Service (or designee)
13 but under 16	County/District Attorney (or designee)

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The principal determines the criteria for valid excuses. The principal may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or does not present adequate response, as determined by the Principal within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/District Attorney, as specified above. (Archdiocesan Policy #7300)

The Principal shall be the primary designated school official for each Archdiocesan School for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney. (Archdiocesan Policy #7300.1)

Holy Spirit Catholic School defines excused absences as:

1. Personal Illness- a doctor's note is required after three consecutive days of illness.

2. Serious illness or death of a family member- accompanied with an email from a parent or guardian.
3. Any activity sanctioned by the school requiring absence during the regular school day.
4. Emergency situations requiring immediate action.
5. An absence, which has been presented in writing and approved in advance by the administration.

8.2 Absence during the School Day

Parents are required to sign out their student if medical appointments are scheduled during school hours. If the child returns to school during the same school day, he/she must be signed back into school in the office by a parent. Students must report to the office before leaving the school building and upon returning from such an appointment.

Some physician/dentist appointments are able to be scheduled early in the morning. Families are encouraged to do this. A tardy of this type will be excused.

Children absent from school are expected to refrain from after-school activities.

8.3 Attendance Records

Attendance records are to be recorded daily and accurately by each teacher and are to be kept permanently on file. (Archdiocesan Policy #7300.3)

8.4 Notification of Absence

Parents are required to notify the school daily by email before 8:30 a.m. if their child will be absent from school. Please email attendance@hscatholic.org If the school has not been notified of an absence by 8:30 a.m., State law requires the school to contact the parent(s) to check on the absence. The Principal has the final decision as to whether or not a child who has had excessive absences shall be readmitted the following year. (Archdiocesan Policy #7300.2)

8.5 Tardies

Students are expected to be on time for school. A student is considered tardy if he/she arrives in the classroom any time after 7:50 a.m. Students who are tardy are to report to the school office to check in and provide the teacher on duty a lunch choice before going to their homeroom. Tardies will be accumulated per semester. At the start of the second semester, all students will start with zero (0) tardies.

Absences and tardies are counted as follows:

Arrival 7:50-11:00 AM = Tardy

Arrival after 11:00 AM = ½ Day Absence

Arrival after 1:00 PM = 1 Day Absence

If gone from school over 3 hours for any reason = ½ Day Absence

Leaving for the day before 11:00 AM = 1 Day Absence

Leaving for the day after 11:00 AM = ½ Day Absence

9. Technology and Digital Citizenship

9.1 Technology Acceptable Use Policy

The Archdiocese of Kansas City in Kansas provides general guidelines for acceptable use of Computing Resources which outlines the manner in which technology is to be used by Holy Spirit faculty,

staff, and students. A copy of their *Guidelines for Acceptable Use of Archdiocesan School Computing Resources* ([Archdiocese of Kansas City in Kansas Technology Acceptable use Policy](#)) is provided at the beginning of each school year. Consent forms must be signed by parents, students, and faculty/staff members and returned to the Technology Coordinator in order for faculty, staff, and students to have access to the Internet and computer resources.

Holy Spirit Catholic School strives to protect the transmission of germs and will sanitize all technological devices after use during the school day and at the end of each school day. Holy Spirit also strives to protect the privacy of all students during the school day. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources. If a student needs to bring a cell phone for after school activities, he/she will adhere to the following policy: Any device that requires wireless and/or cellular connectivity, will be kept in student book bags and turned completely off at all times until the school day is over. Personal items that can take and/or transmit electronic images including digital cameras, cell phones, webcams and video cameras cannot be used to knowingly take or transmit images at any time during the school day. The school reserves the right to confiscate and review information on any student's personal electronic device who violate this policy. If a student is found to have violated this rule, the device will remain in the Principal's Office and only be released to a parent.

9.2 Acceptable General Computing and Internet Use:

Holy Spirit Catholic School provides Internet access for students to use for school-related assignments in accordance with the mission and philosophy of Holy Spirit Catholic School. *Internet access is a privilege, not a right.* An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines. Students agree to the following terms as a condition of having technology access:

Appropriate Use: Student use of computers, tablets/iPads, Chromebooks, and digital cameras must be consistent with the philosophy of Holy Spirit Catholic School and its educational goals. Misuse includes any Internet conduct on or off campus that negatively affects a student, family, faculty/administration, priests, religious and/or the reputation of Holy Spirit Catholic School, including messages sent, posted or received that suggest harassment, racism, sexism and inappropriate language or symbols.

Academic Integrity: Students will not use the Internet and school's computers, tablets/iPads and Chromebooks to create and submit another's work as their original work. This includes but is not limited to: the copying of other students' work or allowing your work to be copied; copying and pasting of unauthorized written text, images and sources; using unattributed passages or phrases; and using original works from websites, Wikis, and online periodicals.

Hacking/Vandalism: Students will not use Internet access to interfere or disrupt Holy Spirit Catholic School operations and services, Holy Spirit Catholic School data or data of another student, or equipment, either on or off campus. Any physical and operational damage by misuse of the computers, tablets/iPads or Chromebooks are the individual student's responsibility and may result in student liability for repair and replacement cost. Any consequences of purposeful service interruption, privacy violation, or equipment damage will lead to disciplinary action.

Unauthorized Entry: No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. Students will not access or try to make unauthorized entry to any machine accessible via the network or a remote network. If a student notices a security issue, the student will notify school personnel immediately.

Inappropriate Messages: Students will not use Internet access to transmit threatening, obscene or harassing materials, including but not limited to forms of chain-letters, solicitations, inappropriate photos, and broadcasted text and email messages.

Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive. Students will not use the Internet to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computing devices.

Photos: Students should not email, post to websites or blogs, images, photos or video of students and/or employees of Holy Spirit Catholic School without express written permission from the Principal. This includes the creation of fan pages or groups on social networking sites.

Private Use: Students will not provide their email access or password or share another student's email or password with any other student or non-student. Students may not use another individual's email account or log onto another student's account or use the Internet as anyone else.

Personal Privacy: Students will not communicate their own or another's student's address, phone number or other personal information to any person or company on the Internet or through email and texting.

Unauthorized Programs: Students may not use, copy, delete, or install any program on a school computer, tablet/iPad or Chromebook or save any executable program without the permission of school personnel. Additionally, students may not use the Internet to access and/or log into personal or family email, text, or social media and networking accounts.

Copyright: Students are not to post onto websites, blogs or social networking accounts any photos, logos or terminology that are the property (intellectual property) of Holy Spirit Catholic School and Parish without expressed written permission from the Principal.

Security: Any unauthorized technology used for the purpose of bypassing security systems, including internet filtering is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Endorsement: The School's technological resources may not be used to advance or endorse any candidate for elective public office.

School Purpose Alone: The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.

Appropriate Use of Technology: Students are to follow and not deviate from teacher-given instructions when utilizing technology. Students are not to adapt, add, delete, manipulate, and/or change computer, tablet or peripheral settings, logins, passwords, backgrounds, icons, programs, or connectivity, etc. without the consent of an employee of the school. Students shall not use inappropriate pseudo-names, icons, emoji, etc. while using school issued technology. (Archdiocesan Policy #9340.1 included in the above)

School Printers: School printers may only be utilized for classroom assignments when the classroom teacher instructs the students to print during the class time. Any assignment that is printed during this allowed time must be proofread, edited, and approved by the teacher prior to printing. This includes any printer use in the classrooms, computer lab, library, or while using the computers, tablets/iPads or Chromebooks. Everything should be printed in black and white unless individual approval for color printing is granted.

When homework assignments are required to be typed, the assignment is to be printed at home in order to be turned in on the due date. Holy Spirit staff/faculty understand that technology does not always work while at home. Please know that when this occurs a couple of options are available:

1. The student's parents can email the teacher the assignment.
2. The parent can write a note to the teacher explaining the technical problem and the student should bring the assignment to school on a jump drive.
3. The parent can write a note to the teacher explaining the technical problem and the assignment can be brought to school handwritten.

Despite printing issues, assignments are expected to arrive on the due date. Notifying the teacher for individual situations is always acceptable practice.

9.3 Securly

Holy Spirit Catholic School has implemented the Securly Filter cloud-based web filtering program developed specifically for the needs of schools. With the Securly filter, we are able to block unacceptable content, monitor students actively in real time, red flag students or material deemed inappropriate.

9.4 Parameters for acceptable use of non-school technological resources

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use. (Archdiocesan Policy #9340.2)

9.5 Cell Phones/Electronic Devices/Other Materials

If a student brings a cellphone to school, he/she will adhere to the following policy: Any devices that require wireless and/or cellular connectivity, will be placed in the student's book bag and turned completely off at all times until the school day is over.

Any student found having a cell phone or electronic device in his/her possession during the school day will have the cell phone or electronic device confiscated and given to the Principal. Cell phones will only be returned to parents. Students whose cell phones have been confiscated more than once will be unable to bring their cell phones to school.

The Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning technology in the school.

10. Student Conduct

"Human virtues are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life" (Catechism of the Catholic Church 1805).

Extreme caution should be exercised in disciplining children. Schools should implement a school-wide Virtuous Behavior Formation Program to routinely teach and recognize students demonstrating virtuous behavior. Every attempt should be made to discover the cause of the student discipline problem.

When disciplinary action is required it should be geared to help the student grow in understanding of himself/herself and of his/her Christian responsibilities to others. Extreme and unusual forms of punishment are not permitted; corporal punishment is not allowed under any circumstances.

To avoid misunderstandings, schools should develop a school wide Virtuous Behavior Formation Program. The VBF program should be published in the faculty and parent/student handbooks. Parents and students who are new to the school should be made aware of the code of conduct prior to the registration of the students. All students should be reminded of the VBF program and retaught expectations routinely.

Extreme behaviors such as cheating, stealing, or hurting other students may result in immediate consequences.

Schools may reserve the right to inspect student property or individuals if student behavior indicates a need for such inspection. School leaders determine the need for inspection. Local policies and procedures for such inspections shall be published in local handbooks. (Archdiocesan Policy #7105)

10.1 Authority

The immediate direction of the school and its instructional program is delegated to the Principal. All teachers and staff members have the authority to correct any/all children enrolled at Holy Spirit Catholic School as the need arises. Mutual respect is to be shown by all. If children fail to respond to the correction of a teacher, staff member and/or principal, the parent(s) will be notified.

10.2 Virtuous Behavior

Helping children to grow in self-discipline and with a respectful attitude toward authority should be the constant aim of both parents and staff. Our disciplinary code is designed to:

- assist in forming intelligent and virtuous Christian citizens.
- maintain order so that an atmosphere conducive to study may prevail;
- teach respect for self and others and the rights of all individuals;
- develop good character traits;

- provide opportunities for the development of leadership.

10.3 Virtuous Behavior Expectations

Educational Virtues: (To become a better student.)	Behavioral Virtues: (To become self-possessed.)	Charitable Virtues: (To love all as Christ.)
<ul style="list-style-type: none"> ● Develop a thirst and desire for knowledge! ● Being prepared for class: having all required materials, books, and laptop charged. ● Attention to detail. ● Filling out your planner. ● Completing expected assignments and projects on time. ● Taking responsibility for learning the material/topic. ● Asking questions. ● Clarifying with the teacher. ● Contributing and participating actively. ● Resilience & Improvement. ● Desire for Excellence. ● Communication with the teacher about missed lessons. 	<ul style="list-style-type: none"> ● Raised hand for permission to speak or ask questions. ● Following along. ● Keeping your desk clean. ● Appreciation & Attitude of Gratitude. ● "Thank You's" after class. ● Addressing the teacher appropriately. ● Addressing each other appropriately. ● Including others in group work, discussion, and downtime ● Following directions. ● Respect for the school environment in the halls. ● Respect for school and others' property. ● Respect & Participation in the Church and at Mass. ● Having a personal reading book present at all times ● Listening to directions the first time. 	<ul style="list-style-type: none"> ● The Spiritual & Corporal Works of Mercy. ● Looking for opportunities to help others. ● Setting a good example for younger students. <p>Saintly Encouragement:</p> <p>"Pray as though everything depended on God. Work as though everything depended on you."- St. Augustine</p> <p>"Love is willing the good of the other"- St. Thomas Aquinas</p> <p>"Think well. Speak well. Do well. These three things, through the mercy of God, will make a man go to Heaven."- St. Camillus de Lellis</p>

Unvirtuous Behavior Warnings	Minor Infractions	Major Infractions
<p>Unvirtuous Behavior may be handled within the classroom:</p> <ul style="list-style-type: none"> ● Inappropriate language ● Misuse of cafeteria food ● Gum Chewing ● Not following directions ● Note writing ● Not returning signed home-school communications ● Elevator misuse ● Misuse of school property ● Uniform violations ● General misbehavior <p>If a student continues repetitive behaviors after consequences are in place, the behavior may result in a Minor Infraction.</p>	<p>Unvirtuous Behavior resulting in a Minor Infraction will result in removal from the classroom until a behavior plan is in place and consequences are given. Parents will be notified either by phone or in writing if any of the following behavior occurs:</p> <ul style="list-style-type: none"> ● Horseplay ● Vulgar language ● Disrespect in Church ● Talking during a school drill ● Fighting or any purposeful action that may result in bodily harm to another person ● Rough play ● Vandalism or destruction of property ● Written or verbal derogatory remarks or other remarks that may be intended to cause harm to a person's character ● Disrespect ● Flagrant defiance ● Cheating, this includes plagiarism ● Bullying ● Lying or deceit ● Stealing ● Gambling ● Computer hacking or any inappropriate use of any computer in the school. ● Forgery <p>If a student continues repetitive Minor Infraction behavior after consequences are in place, the behavior may be moved to a Major Infraction.</p>	<p>Major Infractions may result in immediate suspension and a Discipline Board Meeting or Hearing Team*. Proper law enforcement authorities will also be contacted in cases of illegal actions and/or behaviors.</p> <ul style="list-style-type: none"> ● Use or possession of a weapon, explosive, or anything that is used as a weapon or is a look-a-like weapon. (Possession means on self or on school property.) ● Possession or use of any drugs and/or drug paraphernalia. (This includes items meant to look illegal, alcohol, and/or tobacco.) ● Physical assault to any school staff or school representative. (Shoving, hitting, pushing, spitting, etc.) ● Acts of arson ● Acts of bullying or repeated/continued harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, and/or threatened. This includes inappropriate touching.

*The Discipline Board shall consist of the principal, assistant principal, homeroom teacher, and one or two other teachers. A Discipline Board Meeting can be called at the discretion of Administration. Consequences assessed by the Discipline Board may range from contractual agreements to suspension.

A Hearing Team, composed of the pastor or his designee, and at least two other certified school personnel from the region, shall conduct a formal hearing in cases of long-term suspension and/or expulsion. A Hearing Team may be convened at the request of the Administration or the Discipline Board.

10.4 Anti-Bullying

Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies grounded in the Gospel message of Jesus Christ.

Elements of Anti-Bullying Policies:

(1)“Bullying” means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of one or many of the following:

- Excluding or isolating a student within the school community
- Harming a student or staff member, whether physically or mentally

The following behaviors will not be tolerated. Aggressive and cruel behaviors would include, but are not limited to:

- A. Physical: touching, pinching, shoving, pushing, hitting, fighting, etc.
- B. Verbal: daunting, jeers, name-calling, intimidation, threats, etc.
- C. Emotional: ostracizing or social isolation, scapegoating, eye-rolling, etc.

- Damaging a student’s or staff member’s property
- Placing a student or staff member in reasonable fear of harm to the student or staff member
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property

(2)“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, twitter, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

(3)Bullying will not be tolerated within a “School vehicle” meaning any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event. (Archdiocesan Policy #7130.1)

As a Catholic, Christ-centered community, Holy Spirit School will address acts of unkindness toward others on a case by case basis. Each person involved will be treated as a child of God with dignity and the love of Christ.

10.5 Cheating/Plagiarism

Cheating or plagiarism of any type will not be tolerated. Students are expected to be completely honest in their academic behavior. Plagiarism is any copying of words or pictures from the Internet or other resources without proper citation.

Cheating behaviors would include, but are not limited to:

- a. Giving or receiving help on a test
- b. Copying another student’s work
- c. Giving your work to someone else to be copied
- d. Not being truthful when asked why homework has not been completed
- e. Emailing, texting, instant messaging, etc., answers or hints to classmates
- f. Having parents complete your homework for you

Consequences will be given that are appropriate for the grade level of each student. Students caught cheating/plagiarizing will not be eligible for the Honor Roll.

10.6 Harassment

Harassment of any student and/or employee (sexual or otherwise) by any other student and/or employee will not be tolerated. Harassment is defined as a pattern of comments and/or conduct which is intimidating, hostile, or offensive to any person because of race, color, religion, sex, age, national origin, and/or disability.

Students who believe they are victims of harassment are encouraged to report the facts to a teacher, counselor, or administrator in order that the school might investigate and take action.

Engagement in on-line blogs such as, but not limited to, MySpace®, Xenga®, Xanga®, Facebook, Snapchat, Instant Messaging, Instagram, Friendster®, (texting), etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

10.7 Police Notification

Professional, paraprofessional and administrative employees of a school who know, or have reason to believe or suspect that an act has been committed at school, on school property, or at a school activity that involved conduct constituting a felony or misdemeanor or which involved the possession, use or disposal of explosives, firearms or other weapons shall immediately report the act to the Principal of the school.

Upon receipt of such a report involving an elementary student, the Principal shall report the incident to the Office of Superintendent of Schools. The Superintendent's office shall make or direct that a report be made to the appropriate law enforcement agency. Nothing in the policy prohibits: a) investigating the act in question in accordance with other applicable policies; b) conducting a hearing, if necessary, to determine whether a report to a law enforcement agency should be made; or c) consulting or working with School Resource Officers or DARE officers before deciding whether a report to a law enforcement agency is required.

If there is immediate danger to life or the potential for immediate danger to life, school officials in the local Catholic school shall notify the local police or law enforcement agency immediately and then follow the above procedures as applicable. (Archdiocesan Policy #6130.2)

10.8 Weapons Possession

A student shall not possess weapon(s) at school, on school property or at a school supervised or sponsored activity. (Archdiocesan Policy #7140)

10.9 Expulsion for Weapon Possession

If it is determined in accordance with the Policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property or at a school supervised or sponsored activity, the student shall be expelled from school for not less than one calendar year. The President of a secondary school and the Principal of an elementary school have sole discretion to modify such expulsion. (Archdiocesan Policy #7140.1)

10.10 Reports of Weapon Possession

A student determined to be in possession of a weapon at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF). (Archdiocesan Policy #7140.2)

10.11 Possession/Use of Weapon-like Object

Students shall not knowingly possess any object that might reasonably be considered a weapon or is being used as a weapon at school, on school property or at a school supervised or sponsored activity. Violation of this policy may result in discipline up to and including expulsion in accordance with applicable student conduct policies. (Archdiocesan Policy #7140.4)

10.12 In-School Suspension/Short-term Suspension #7110

Repeated violations of school policy or more serious disregard of rules may result in a child suspension or in school suspension for one or more days. In-School Suspension/Short-Term suspension is a temporary withholding, up to five(5) days, of the privilege of attending class or any school sponsored activities.

An in-school suspension is conducted in a supervised area of the school, in which case the student is admitted to school but is not allowed to attend class or to participate in school sponsored activities. Short-term suspension is served out of school and the student is not allowed to attend class or participate in school sponsored activities. Schools should develop local policies regarding how school assignments are handled during an in school suspension or short-term suspension.

Archdiocesan Procedure #7110.160 Catholic School Policies Effective August 1, 2024

An in-school suspension or a short-term suspension may be imposed on a student only after giving the student and/or parents oral or written notice of the infractions affording the student an opportunity to explain his/her behavior to the principal/designee. However, if the presence of the student endangers other persons or property or substantially disturbs, impedes or interferes with the operation of the school, the principal/designee may suspend the student forthwith without being heard for a term not to exceed five (5) school days.

10.13 Long-term Suspension/Expulsion

Long-term suspension that is not an expulsion but is an out of school suspension imposed on a student for more than five (5) school days. While on long-term suspension, including any intervening weekends and holidays, a student shall not attend or participate in school sponsored or supervised activities.

Final expulsion of a student may occur when the educational, moral, or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. Expulsion is the removal of a student from school for the remainder of the school year, for one calendar year or permanently.

A student may be suspended or expelled for:

- willful violation of any published regulation for student conduct adopted or approved by the school;
- conduct which substantially disrupts, impedes or interferes with the operation of the school;
- conduct which substantially impinges upon or invades the rights of others;

· disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of the school or substantial or material impingement upon or invasion of the rights of others.

All grounds for expulsion, procedures, rights, and appeal process are in agreement with Archdiocesan policies.

The Administration reserves the right to carry out disciplinary measures for any offense or misconduct whether inside or outside school that is detrimental to the reputation of the school even though not mentioned specifically above.

The Administration may also refuse to admit to the school or classroom a person whose presence in the school or on school grounds would be in the principal's judgment to be detrimental to the physical or mental well being of the students. (Archdiocesan Policy #7120)

Procedures for Student Hearings #7120.5

The principal and/or designee (dean of students, vice principal) presents the student violations. The student and/or parent/guardians state the student's case. The hearing team may ask questions of either party. There will be no cross examination by either party. The principal and/or designee (dean of students, vice principal) and student and parent/guardian will be dismissed. The hearing team discusses the testimony and makes a written recommendation to the principal and pastor (in the case of elementary parish schools. In the case of consolidated elementary schools the principal shall keep the board chair informed.) or to the principal and president (in the case of secondary schools). (See "Report of Formal Hearing" #7120.6 below)

Report of Formal Hearing #7120.6

Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five {5} days) or expulsion, the hearing team shall make a written recommendation to the principal. The principal (and pastor, in the case of elementary parish schools) considers the recommendation, makes the final decision and conveys it in writing to the parent/guardian within 24 hours of the hearing. The final decision of the principal shall include a statement that the student has a right to appeal the decision and the time frame and procedure for doing so. This statement should make it clear that the appeal is to determine if the correct procedures have been followed and that the appeal process will not overturn the decision of the local panel. A copy of the report shall be sent by the head of the school to the Archdiocesan Superintendent of Schools.

10.14 Emergency Safety Interventions (ESI)

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is our primary concern. Through the implementation of best practices for prevention and de-escalation strategies, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where the student's actions may present an immediate potential for causing harm to persons or property. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Effective April 19, 2013, Kansas law requires that any learning environment, including non public schools, put into place policies and procedures for the use of Emergency Safety Interventions for all students. The only time the use of seclusion or physical restraint is permitted in the Archdiocese of Kansas City in Kansas Catholic Schools is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed.

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is PROHIBITED. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Mandt System. The Archdiocese of Kansas City in Kansas has a certified trainer in the Mandt System who is available to train school employees as requested by the principal.

Physical restraint does not include physical escort (temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out, for the purpose of inducing the student to walk to a safe location).

Seclusion, when used with a student, means ALL of the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon receipt of a complaint, the Principal or President will schedule a hearing.

(Archdiocesan Policy #7131)

11. Dress Code and Uniform Guidelines

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

11.1 Uniform Guidelines

If something becomes a distraction to the learning environment it may be deemed inappropriate for school. The dress code for all students within the Archdiocese shall stress cleanliness, neatness, and must reflect the ideals of Christian virtue. Simplicity is essential as is a youthful emphasis.

The purpose of the Holy Spirit dress code is:

1. To provide a uniform appearance that promotes our Catholic school identity and a sense of community;
2. To promote pride and responsibility in personal appearance;
3. To reduce competition among students based upon physical appearance;
4. To reduce the cost of buying clothes.

Holy Spirit Catholic School students are to be in uniform every day. Throughout the year, there are out-of-uniform days (OUDs) which will be announced. The dress code for OUDs is also included in this section. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Changes in uniform from the nurse's office are available for bathroom accidents and for illness. A parent may be called to bring the proper clothing.

Uniform components may be purchased through: Global School Wear- [Tommy Hilfiger](#)

Girls

- PreK-2 Red Jersey Polo Dress with school logo
- PreK-4 Plaid Uniform Jumper
- Gr. 5-8 Plaid Pleated Skort or Plaid Box Pleat Skirt
- PreK-8 Solid Black Pleated Skort
- PreK-8 Black Uniform Pants
- PreK-8 Black Uniform Bermuda Shorts
- PreK-8 Plain Black Tights or Leggings may be worn under jumper or skirt

Boys

- PreK-8 Black Uniform Pants
- PreK-8 Black Uniform Shorts

All Students

- PreK-8 Solid Red, White, or Black Socks
- Gr 4-8 Black Belt is to be worn with short or pants

Polos

- PreK-8 Red, White or Grey, Short or Long Sleeve Polo with or without the school embroidered logo

Outerwear/Layers

- PreK-8 Red V-Neck Sweater w/ **embroidered school logo**
- PreK-8 Red or Black Long Sleeve Full Zip Sweater w/ **embroidered school logo**
- PreK-6 Red Crew Neck Sweatshirt w/ **embroidered school logo**
- PreK-8 Black or Red Full Zip Polar Fleece Jacket w/ **embroidered school logo**
- PreK-8 Black or Red Performance ½ Zip Pullover w/ **embroidered school logo**

11.2 Girls-Important Reminders:

- Skirts must be an appropriate length
- Uniform items must have a loose fit
- Natural-looking makeup may only be worn by girls in grades 7-8
- Jewelry must be tasteful and non distracting
- Earrings must be small in size
- Hair is to be worn so that it is neither a problem in PE nor a distraction in class

11.3 Boys-Important Reminders:

- Hair must be cut so that it does not touch the collar of the shirt, is above the ears, and above the eyebrows.
- Earrings and other head apparel are not to be worn.
- No beards, mustaches.
- Jewelry must be tasteful, non-distracting

11.4 All Students-Important Reminders:

- All pants are to be worn at the natural waistline
- Imprinted t-shirts are not to be worn under a school shirt
- Only tennis shoes are the most appropriate for the school day
- No body piercings, except pierced ears
- Extreme hair coloring and bleaching is not permitted. No partially shaved heads are permitted
- Headbands and hair accessories must be school colors (red, black, white)
- All polos/blouses must be long enough to remain tucked in (not folded under) shorts, skirts, skorts, or pants.
- Unconventional body decorations are unacceptable (tattoos that are temporary or permanent, hologram contact lenses, etc.)

11.5 P.E. Uniform for grades 7th and 8th

- P.E. Uniform Shorts from Tommy Hilfiger
- Joggers or sweatpants for cold weather
- School appropriate T-Shirt or sweatshirt

11.6 Out-of-Uniform Days (OLOUDs)/Guidelines

During the school year, there are both special days when the students are asked to DRESS UP and regular Out of Uniform days.

For special DRESS UP days, parents and students will be notified in the weekly newsletter and the appropriate clothing will be specified. If the guidelines for these days are not followed, parents will be called to bring appropriate clothing for their child.

During a scheduled Out-of-Uniform Day the students may wear:

- Jeans, Joggers, or Sweatpants (No leggings are to be worn)
- Shorts of appropriate length (suggested length- no shorter than 6 inches above the knee)
- Holy Spirit Parish or School T-Shirt/Sweatshirt or any appropriate T-shirt/Sweatshirt
- Closed toe shoes

11.7 School Picture Day

Individual school pictures are taken in the fall. Class pictures of students in uniform are taken in the spring.

All students are expected to DRESS UP for individual school pictures. "Sunday Mass" attire is expected. Girls' blouses or dresses must have straps of at least 2" in width. No denim shorts or short shorts are allowed. Students may wear dress shoes on this day; however, students must bring in tennis shoes for recess and/or PE.

11.8 Halloween

Students in Grades K-3 may dress up for Halloween. Kindergarten- 3rd grade students may wear their costumes to school. No face paint or masks may be worn that impede the vision of the child. No toy weapons may be brought to school to accent the costume. Students in Grades 4-8 may wear uniform bottoms and an orange, black, halloween themed, or Holy Spirit shirt.

11.9 Lost and Found

Any items found in the school building or on the school grounds will be placed in the Lost and Found buckets located in St. Elizabeth's Hall. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

12. Health and Wellness

12.1 Safety and Medical Emergency Procedures

Efforts should be made through the school health program, the parents and the community to maintain the highest level of health for the school-age child. Principals (with the advice and consent of the Pastor, in single parish elementary schools; Board chair in consolidated elementary schools; Presidents in secondary schools) will determine the nature and extent of all clinical services to be made available to the children of the school and advise parents of their availability. If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents to obtain certain information from a qualified health professional in order to determine how to best address the situation.

(Archdiocesan Policy #7200)

A registered nurse is available to our school. The nurse collects names of students who are not in school each day, records these absences, and contacts parents whose children get sick during the school day. The nurse will determine if a student is too sick to remain in school.

12.2 Asbestos

Holy Spirit Catholic School is in complete compliance with all OSHA policies and regulations. Asbestos information and Asbestos Management plans are on file in the school office.

12.3 Illness

To protect your child and to prevent illness from spreading, please keep your child home if any of these symptoms are present:

- a. Diarrhea or vomiting
- b. Severe sore throat
- c. Undiagnosed rash or skin lesions
- d. Red or discharged eyes
- e. Temperature of 100° or above. Students should be free of fever for 24 hours before returning to school.

12.4 Communicable Disease

Keep your child home and notify the school immediately so precautionary measures may be taken for those exposed. Children diagnosed with strep throat must be fever free and on medication for 24 hours before returning to school.

12.5 Emergencies/Appointments

It is preferred that doctor and dentist appointments for children be made after school hours. If a school time appointment is necessary, please send a note with your child to be given to his/her teacher acknowledging this appointment.

When the parent arrives for the child, that parent must come into the school office and sign the child out of the building. Parents are also to sign their children back into the building when/if they return to school.

The same sign out procedure is in effect when parents want to withdraw a student on occasion of an emergency.

12.6 Medicine

All medication, prescription and non-prescription, is to be brought to the school office immediately upon arrival at school. The school office or school nurse, as applicable, shall keep and dispense medications. The school reserves the right to refuse to administer prescription and over the counter medication.

The Kansas School Board requires that all prescription medicines that need to be given at school be in a pharmacy bottle clearly labeled with the name of the child, the medicine, dosage, prescription number, and physician's name.

All over-the-counter drugs, such as Tylenol, aspirin, or cough medicine have to be in a container marking the contents and must be accompanied by a note from the parents giving permission to the school to dispense over-the-counter medication and stating what dosage to give this type of medication. Annual written permission from the doctor must be on file in the school office/nurse's office if a child is to receive any over-the-counter medication. (Archdiocesan Policy #7200.3)

Annually, the school requires a written permission form, with parent signature, be on file with the school office, authorizing the nurse to administer any drugs (prescription or over-the counter).

12.7 Hearing and Vision screenings

Provided at school each year by the school nurse as mandated by the State of Kansas.

12.8 Health Assessment

Every student up to the age of nine (9) who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office. (Archdiocesan Policy #7050)

12.9 Immunizations

Any student entering an Archdiocesan school for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing test and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed non-compliance.

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious – Archbishop Naumann has determined that parents in the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunization. This allowance for religious exemption should in no way be interpreted as a requirement that all Catholic parents claim such an exemption. Please speak with the school principal or the school nurse regarding the Archdiocese of Kansas in Kansas statement regarding religious exemptions. (Archdiocesan Policy #7060.1)

12.10 Parent Responsibilities

The parents have the following responsibilities with respect to the health of their children:

1. Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.
2. Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
3. Parents are to provide the school with up-to-date health records for their child, including the date for vaccinations and immunizations and the presence of any physical problems.
4. Each parent or guardian of a student who wishes to self-administer asthma and anaphylaxis medication under this policy shall be required to execute a document containing the information noted in Form #C118.
(Archdiocesan Policy #7200.8)
5. After the third, consecutive day of a student's absence, a note from a physician must be brought in, when the student returns to school.

Children will not be admitted to Holy Spirit Catholic School without current immunization records.

13. Safety and Emergency Procedures

13.1 Safety

Throughout the school day, students are to be conscious of safety in movement through the building and on the grounds, in use of any equipment, and in pointing out any hazards to teachers and staff. Students are also taught not to open outside doors for anyone requesting admittance.

13.2 School Counselor

The counselor is a licensed Master's level counselor in the State of Kansas. With this licensure, the counselor is available to provide these programs: a) individual counseling with students dealing with concerns relating to classroom behaviors, relationships, family concerns, reducing anxiety/stress, and other concerns as needed; b) classroom social-emotional lessons and small group counseling with an emphasis on developing friendships, improving communication skills, expressing feelings, character education, and establishing pro-social skill builders in a Christian community; c) parent education opportunities including groups or individual sessions with the counselor, and handouts; and d) conferences with teachers and/or parents regarding students who are experiencing difficulties. Sessions with the counselor can be made by teacher or administrative referral, parent contact, or through class observations. Any ongoing work with the counselor requires signed permission by a parent.

13.3 Attorney Communication/Court Subpoenas, Orders, and Other Legal Documents

If a school receives any legal documents and/or subpoenas and/or communication from an attorney or a court or law enforcement official the principal/president shall not respond to any such communication but shall immediately contact the Archdiocesan attorney (or Superintendent of Schools if the attorney is not immediately available). Any communication between employees of Catholic schools for the Archdiocese of Kansas City in Kansas and the attorney for the Archdiocese shall be considered privileged and shall not be shared with others. (Archdiocesan Policy #7330)

13.4 Child Abuse

Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the Department for Children and Families (DCF), or appropriate law enforcement agency, if the DCF office is not open for business. Such reports may be made orally or, on request of DCF, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed. (Archdiocesan Policy #7340)

13.5 Child Custody

In cases in which a student's parents are divorced, it is the responsibility of the parents to provide to the school copies of the most recent custody agreements. The school will abide by such agreements and shall not deviate from any specified procedures unless both parents indicate (in writing) agreement to a change (e.g. the school will only release a child to the parent whom the custody orders designate unless both parents authorize in writing a change).

Catholic schools in the Archdiocese of Kansas City in Kansas shall be diligent in remaining neutral in child custody situations. The school should not become involved in volatile or conflict situations between parents. Unless otherwise specified by court documents, the school shall communicate with both parents regarding matters involving the child.

In addition, in difficult custody situations, school administrators should refer parents to their pastors for pastoral care and/or alert pastors to the family situation. (Archdiocesan Policy #7350)

13.6 Contested Child Custody Matters

From time to time, principals and teachers in Catholic Schools in the Archdiocese of Kansas City in Kansas receive requests to provide court testimony in connection with child custody disputes. The following procedure shall be followed for such inquiries:

- Teachers and staff are to direct any inquiries from attorneys for information about students or their parents to the principal's office. Teachers shall not discuss these with attorneys.
 - If a principal receives an inquiry from an attorney about students or parents, the principal shall decline to discuss these topics with the attorney, as such matters are confidential by law and/or Archdiocesan policy. The Superintendent's office shall be notified of the inquiry and provide the name and phone number of the attorney seeking information.
 - If a principal or teacher receives a subpoena to testify in connection with a child custody dispute or any other type of case involving one of the school's students or the parents of the school's students, the Superintendent's office shall be contacted immediately.
 - In the event a principal or teacher is required by subpoena to give testimony in connection with child custody disputes or any other court proceeding, the Superintendent's office will contact the Archdiocesan attorney who provides the necessary legal support for the principal or teacher.
 - Under no circumstances should a teacher or principal provide an opinion regarding the suitability of one parent or another unless advised to do so by the Archdiocesan attorney.
- (Archdiocesan Policy #7350.1)

13.7 Crisis Plans/Fire and Tornado Drills

Out of concern for student safety, Holy Spirit School complies fully with state and local regulations regarding safety drills. Procedures for swift, safe school evacuation are periodically reviewed with the students.

Students, staff, teachers, and administrators participate in unscheduled emergency drills throughout the school year. Fire, tornado, and evacuation safety plans are posted in each classroom and other emergency plans are found in the Holy Spirit Emergency Plan book for teacher, staff, and administration reference. Holy Spirit School follows the safety requirements set by the Archdiocese of Kansas City in Kansas, the State of Kansas, and the State Fire Marshal.

In the event of a safety drill that involves a lock down, parents will not be allowed in the school until the completion of the drill. Silence is important for the safety of all and is required by all students/adults during all drills.

Holy Spirit Catholic School and Oak Park/Carpenter School have a reciprocal agreement that we are the safe location for each other in case of a necessary evacuation.

Administration will keep parents informed via text and email.

13.8 Returning to Classrooms after Dismissal

Students are not permitted to return to the classrooms after 3:30 p.m. unless accompanied by a teacher.

13.9 Student Drivers

No student of Holy Spirit Catholic School may drive to or from school for the safety of younger students.

13.10 Car Line

Parents are asked to pay close attention during the carline process. Please follow the traffic/safety directions given by the teachers on duty. Please refer to the Carline Procedures and Map. posted on the website.

It is the responsibility of the parent to contact the school office before 2:30 p.m. when a child requires other arrangements to be made for dismissal. Homeroom teachers should be advised in writing if a child is to go home with a different family or by a different means on a given day.

13.11 Virtus Safe Touch

In response to the USCCB mandate to provide "safe environment" programs, the Archdiocese of Kansas City in Kansas expects Virtus to be used in all Archdiocesan schools and parishes. The document Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2002 General Meeting and has been authorized for publication by the undersigned. Msgr. William P. Fay General Secretary, USCCB ARTICLE 12.

Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Dioceses/eparchies will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse. (Archdiocesan Policy #7130.4)

13.12 Child Protection – Virtus Training for Adults and Volunteers

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained. (Archdiocesan Policy #9060)

It is necessary to pre-register for a training session at www.virtusonline.org. Questions can be sent to: Holy Spirit Parish Virtus Coordinator David Walter at 913-492-2582 or email: dwalter@hscatholic.org or to: Sandy Vielhauer at the Archdiocesan Office at 913-647-0367 or email: svielhauer@archkck.org (Archdiocesan Policy #9060.1)

Attendance at the Archdiocesan required "VIRTUS: Protecting God's Children" program is mandatory for parents and all adults who volunteer to help with the parish children in any capacity. This includes attending events such as classroom parties, chaperoning/driving on field trips, helping in a classroom, teaching religious education, working with the youth group, etc. at Holy Spirit Catholic School/Parish. The VIRTUS program may be completed at any session offered in the Archdiocese, but attendance in the class and completion of the required forms and background check must occur BEFORE the parent participates in any school activity during the school year.

In addition, all who attend the VIRTUS session must read the Code of Ethical Standards, the Child Protection Policy, and the Harassment Policy and complete the paperwork included in these booklets. Part of this process includes agreeing to a background check. These necessary forms are provided at the time of registration and must be completed on-line.

13.13 Child Protection – Virtus Training for Students

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught. (Archdiocesan Policy #9070)

13.14 Visitors/Volunteers

Holy Spirit Catholic School is fortunate to have many visitors and volunteers. In order to maintain order, all visitors and volunteers are asked not to drop in on their child's classroom while in the building.

For the safety of the children, all outside doors will be locked. Everyone, including parents, coming into the school for any reason during school hours must first stop in at the school office. No one is to go directly to a classroom. Any articles such as lunches or forgotten books which are brought to the school during the day must be placed in the school office and notification given to the secretary. The child's name and grade should be on the article. The student will come get the item at the least disruptive time of day so as not to interrupt class lessons, discussions, testing, and/or activities. Uninterrupted instructional time is of utmost importance for the success of all Holy Spirit students.

All visitors and volunteers must sign in at the school office. A visitor's badge must be worn at all times while in the building. All visitors and volunteers are expected to sign out in the office when they are ready to leave the building.

All people working directly with students must attend the "VIRTUS: Protecting God's Children" program and remain current on all VIRTUS requirements.

13.15 Walkers

Students who walk to school and/or ride their bike to school are to obey all staff members, crossing guards, and street signals. They must use the painted crosswalks and exercise caution at all times - especially while in the school parking lot. Walkers and bikers are urged to watch out for all cars. Students must have a permission slip on file to walk or ride a bike to school.

13.16 Bicycling to School

Those who ride bicycles to school must be in Grades 3 or above (unless accompanied by a parent.) Parents who wish for children in grades K-2 to bicycle to school, must sign a release form. Bike riders are encouraged to wear protective helmets and to follow all rules of safety on the roads and grounds. Bikes must be walked, not ridden while on school grounds. Students are to park and lock their bikes in the rack in front of school. The school is not responsible for the care and/or supervision of the bicycle.

14. Student Records and Confidentiality

14.1 Cumulative Records

Schools shall maintain a cumulative record for each pupil. This record extends from his/her entrance into school through the twelfth grade. The cumulative record includes the following:

- ♣ documents including certification of name and date of birth; current legal guardian/s/custody orders;
- ♣ standardized test data;
- ♣ medical reports;
- ♣ report cards
- ♣ information regarding sacraments received;
- ♣ if implemented, documentation of Emergency Safety Interventions for the student.

All material in each cumulative record shall be treated as confidential and accessible only to the professional staff of the school and to the student's parents and/or guardian.
(Archdiocesan Policy #7550)

14.2 Office Records

Parents/Guardians are responsible for logging into the FACTS Parent Portal to keep the following updated; name, address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate and up-to-date.

14.3 Non-Custodial Parents

Holy Spirit Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Holy Spirit Catholic School will provide the non-custodial parent access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

14.4 Mailing Lists and Release of Student Directory Information

Names and addresses of pupils and their parents generally shall not be released to any unauthorized person or agency. Such information may be released only when its release is specifically authorized by the principal or his/her designee. Local policies should be developed within the parameters of this policy that address disclosure of student information for other purposes, bearing in mind the privacy and safety interests of the students.

A school may disclose designated "directory information" about students without the consent of a parent or student 18 years of age or older in accordance with this policy. The main purpose of disclosing directory information is to allow a school to include information in school publications such as student directories, playbills, yearbooks, newspapers or newsletters, honor roll recognition programs, sports programs and the like. Additionally, schools may need to provide such information to yearbook publishers, class ring manufacturers or similar entities.

Directory information should not be released to individuals/businesses/or other entities who may use it for solicitation purposes. Likewise, directory information should not be used by parents/others for purposes unrelated to school matters. Each year, the school must designate what it considers "directory information" within the definition offered below. Some or all of the categories of information may be designated. On an annual basis the school must notify parents and students 18 years of age or older of its policy concerning directory information. The school's annual notification concerning directory information should be made through written notice likely to reach parents and students 18 years of age and older. Such notice may be given in registration or enrollment materials, through school newsletters, by special letter, school handbooks, etc. Parents and students 18 years of age and older must be given the opportunity to notify the school in writing that they do not wish directory information to be disclosed without their prior written consent. In the absence of such notification, the school may assume consent.

A school may wish to limit the types of information designated in the notice as "directory information." However, care should be taken to be expansive enough to cover all situations in which the school wishes to disclose directory information. The notice should also identify the person, probably by title, e.g., principal, dean of students, etc., to whom objections to disclosures should be given. The parents and students 18 years of age and older must be given a reasonable time to provide written notice that they do not wish disclosure of directory information. Depending upon how the notice is

given, a place for the objection could be included on the form collecting directory information about the students and the notice time would be the time for return of the form to the school.

(Archdiocesan Policy #7510)

14.5 Request For Records

Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met.

In addition, records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order.

An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parent must be notified in writing that the records have been transferred.

Records may be released to parents but should be stamped that the documents were "Released directly to parents."

All permanent records of students shall be kept in the inactive file of each school. Student records reflecting courses taken, grades and credits received, sacraments received, standardized test results, and attendance data will be retained permanently. (Archdiocesan Policy #7510.1)

14.6 School Logo, Name Use

No one may use the school name, logo, motto, initials, mascots, etc., on any media (electronic print, or broadcast) or clothing/equipment/accessories without express written permission of the principal or pastor (in the case of elementary schools), or president (in the case of secondary schools). (Archdiocesan Policy #9315).

15. Activities, Athletics, Celebrations

5.1 Birthday Observances

Birthday treats for the student's homeroom class may be brought to school for students celebrating birthdays and half-birthdays with prior permission from the teacher. Birthday pizza parties, whole birthday cakes for the class, ice cream or ice cream cakes, treat bags of candy/prizes, and balloon/floral arrangements sent to school are not permitted. For Middle School students, no drinks aside from bottled water are permitted.

Snacks or treats sent for sharing, such as birthday and classroom party snacks, must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a nut or dairy allergy, snacks must be peanut and dairy free. Schools will monitor for allergens; however, an allergy-free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies. (Archdiocesan Policy #7205)

15.2 Gifts/Invitations

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail, e-mail, evites, etc. unless an invitation is being given to every student in the entire grade.

15.3 Parties/Dances

Catholic Schools in the Archdiocese of Kansas City in Kansas shall assume full moral and legal responsibilities for student parties that they sponsor. This responsibility includes parties that are held on the school premises or other locations. Care should be taken to ensure that social activities are age and developmentally appropriate. For example, while date dances/mixers may be acceptable at the high school level, these events are not appropriate activities for 8th grade or younger students.

In the cases where parents are sponsoring events or parties that are not considered school-sponsored events, the schools must not be involved with the organizing, promotion, or any other aspects of the events. (Archdiocesan Policy #9240)

15.4 Classroom Parties/Room Parents

Room Parents (in consultation with the classroom teacher) organize three (3) room parties each year to celebrate Halloween/All Saints; St. Nicholas Day/Christmas; and Easter/(Alleluia party). Snacks or treats sent for sharing, such as birthday and classroom party snacks, must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy free. Schools will monitor for allergens; however, an allergy-free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies. (Archdiocesan Policy #7205)

If necessary and approved by the principal, students in Grades 5 – 8 may leave the building for one party. Valentines are not exchanged at school for Grades 5-8.

15.5 Athletic Association

The Holy Spirit Athletic Association (HSAA) is a volunteer-run Parish Athletic Association which organizes leagues, forms teams, provides uniforms, recruits coaches, coordinates use of facilities and assists in fundraising for the implementation of these activities.

HANDBOOK AGREEMENT

Holy Spirit Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers, and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation, and bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

By digitally signing this form, you have indicated that you have received a copy of the current Student/Parent Handbook of Holy Spirit Catholic School. Your digital signature also indicates that you accept and support the policies and regulations therein, including the behavior expectations and discipline procedures stated within the handbook.

The Parent/Student Handbook is intended to be in compliance with the Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Holy Spirit Catholic School will implement those changes effective immediately. Holy Spirit Catholic School recognizes the authority of the Archdiocese in the policy of running Catholic Schools.

The administration reserves the right to interpret and apply the policies and procedures noted in this handbook. Holy Spirit Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail and the school newsletter.

I/We have read and agree to be governed by the policies and practices in this handbook and have discussed with my/our child (ren) the importance of abiding by the school rules.

(This page is for your reference.)