

# **Holy Spirit Catholic School**

**"Where the Spirit Guides You"!**



**Spirit in Faith**

**Spirit as Family**

**Spirit with Warmth**

**Spirit through Service**

**Spirit for Excellence**

**2021-2022 Family Handbook**



## Letter from the Administration

Dear Holy Spirit Parents,

The administration, faculty and staff of Holy Spirit Catholic School would like to welcome you to the 2021-2022 school year! We are committed to creating a loving, nurturing and learning environment so that your children can grow spiritually and academically.

At Holy Spirit Catholic School, we take pride in maintaining high academic expectations and achievements among our students. With this being said, we are mindful that each child is unique, bringing special talents and interests to our community. The faculty works diligently to create meaningful, learning experiences within a student-centered environment motivating children to actively participate in their own education. We recognize the imperative need for students to understand how their classroom work translates to the world in which they live.

Our dedication to the spiritual development of your child is rooted in our Catholic faith. It is important we embrace the ideals and teachings of our Divine Lord and build on each student's catholic formation with true compassion and desire. We embrace a fresh and innovative approach towards the vitality of our school. We continue to share activities that demonstrate the vibrancy and life of our school. There are *Five Core Values* we incorporate into our program to help us achieve this goal:

***Spirit in Faith \* Spirit as Family \* Spirit with Warmth \*  
Spirit through Service \* Spirit for Excellence***

In partnership with you, the parents of our students, we can continue to help nurture and promote growth of your children's gifts and talents. It is important we work together! Pray that the Holy Spirit continues to guide you to be the role models God created you to be.

Holy Spirit Catholic School takes our vocation very seriously. We are dealing with young people God has entrusted into our hands. Our children, because of the conditions of the world in which they are growing up, must be better informed and more committed to Jesus than ever before. The beauty of education is watching the ever-changing developing child mature into a responsible young adult that will carry His light to others. What a grace it is to be a part of "making a difference" in a young person's life.

We pray for the Holy Spirit to continue to guide us as we begin a new year!

Blessings,

Principal

Faculty of Holy Spirit Catholic School

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### **HANDBOOK DISCLAIMER**

This Student/Family Handbook contains established policies and procedures for the 2021-22 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, families and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## **MISSION STATEMENT**

In partnership with the families of our students, it is our mission to provide:

- \* A solid academic foundation through a strong core curriculum, and
- \* Christian formation through the teachings and practice of the Catholic faith.

To achieve this mission we will work to meet the following goals:

- \* Facilitate and provide opportunities for an effective partnership between parents and the school.
- \* Provide a dedicated, highly competent, and professional faculty and staff.
- \* Provide a comprehensive curriculum strong in the fundamentals with supplemental education in the arts, physical education, and personal development.
- \* Promote a nurturing atmosphere, which encourages our students to maximize individual potential, while learning to work cooperatively with others.
- \* Develop a Christian community within the school in which Christian values are taught and modeled to build a foundation for a strong productive life.
- \* Maintain academic excellence by encouraging high standards of achievement.
- \* Create an atmosphere, which is conducive to learning through a safe classroom environment, positive discipline, and respect for self and others.

## **PHILOSOPHY**

Aware that the parents are the primary influence in the development of their children, Holy Spirit School defines its role and responsibility as that of sharing in this influence by carrying out the mandate of the American bishops. This mandate states that Catholic schools will teach the Message of the Gospels, foster the growth of Christian community, and develop a spirit of service to others.

In keeping with the Message of the Gospel, love of God, love of self and love of others, the school provides the child with sound academic instruction, a foundation in Scripture with knowledge of our faith, individual guidance, and the witness of Christian example.

Based on the interaction of the students, parents, and teachers, our Christian community grows in an atmosphere of mutual respect, encouragement and love. It is the school's role to guide them positively toward the goals of responsibility and self-discipline through which they can most fully participate in the Catholic community. Community, then, is living the Gospel message.

Our final goal is an outgrowth of the Message of the Gospel and community, which is Christian service. As the students mature in respect for themselves and others, they are encouraged to look beyond their immediate needs in order to become responsible citizens of the world community.

# **ADMINISTRATION, FACULTY AND STAFF**

2021-22

## **PASTOR**

Father Bob Evans

## **PRINCIPAL**

Mrs. Katie Koberlein

## **PRIMARY GRADES**

Pre-School  
Pre-Kindergarten  
Kindergarten  
First Grade  
Second Grade

Mrs. Peggy Johnson  
Mrs. Carolyn Kreidler  
Mrs. Lara Etling  
Mrs. Vicki Cirillo  
Ms. Caitlin Bockerstett

## **INTERMEDIATE GRADES**

Third Grade  
Fourth Grade  
Fifth Grade

Miss Emma Reddy  
Mrs. Karen Tiffin  
Mrs. Ann Griffin

## **JUNIOR HIGH**

Sixth Gr. - English/Literature  
Seventh Gr. – Math/ 6<sup>th</sup> Religion  
Eighth Gr. - Science/Maker Space  
Eighth Gr. – Social Studies/7<sup>th</sup> & 8<sup>th</sup> Religion

**new teacher**  
Ms. Regie Neff  
Mrs. Nan Charleston  
Mr. Jason Donis

## **EXPANDED CURRICULUM**

Art  
Computer  
Learning Center  
Physical Education  
Music  
English Tutoring Project

**new teacher**  
Mrs. Jeanne Kielhofner  
Ms. Mary Beth Schulte  
Mr. Rich Beckmann  
Mrs. Monica Kelpé  
Sister Louise O'Connor

## **SUPPORT STAFF**

Preschool Teacher Aide  
Pre-kindergarten Teacher Aide  
Aide  
Librarian  
School Secretary  
Spirit Zone Program Director  
Cafeteria Manager  
Hot Lunch Support Staff  
Hot Lunch Support Staff  
Maintenance

Mrs. Jayne Schmitt  
Mrs. Carol Preis  
Miss MaryEileen Ayres  
Mrs. Paula Brown  
Mrs. Kate Ayres  
Mrs. Paula Brown  
Mrs. Jane McDaniel  
Mrs. Diane Lee  
Mr. Tim Shelley  
Mr. John Honey

## ***ADMISSION POLICY***

The principal, with proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their church and school will be an important criterion in determining the acceptance for admission.

## ***ADMISSION PROCEDURE***

The Principal will place the student in the class which best satisfies his/her needs. Grade placement will be assisted by using the results of standardized achievement test results as directed by the Archdiocesan School Office and/or the complete student transcript from the previous school(s). The student will be considered probationary until a complete and current transcript is received.

1. The student will be expected to comply with all school regulations and to conduct himself/herself during class time in a manner which is conducive to good learning.
2. The Parents will be expected to show an interest in the education of their children by cooperating with the principal and faculty in school matters. Parents are also expected to familiarize themselves with the policies and rules of the school.

### ***CATHOLIC FAMILIES***

To register in school, parents need to contact the school office for a registration packet. Child/children will be accepted when all forms, fees, social security card, baptismal certificate, and birth certificate are returned to school. Also, if necessary, after any testing, interview, and review of records is completed.

### ***NON-CATHOLIC FAMILIES***

Children from non-Catholic families may be accepted if there is space available after Catholic children have been admitted. The principal and/or pastor on an individual basis will approve admissions.

## ***STUDENTS WITH SPECIAL NEEDS***

Holy Spirit Catholic School will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less in this regard is to be exclusive in a faith that is called to be universal. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits Holy Spirit Catholic School from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, Holy Spirit School could provide that student with an appropriate education. In the event that Holy Spirit School cannot meet a particular student's special learning needs with minor adjustments, the school will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

### ***SPECIAL NEEDS RECORDS***

Holy Spirit Catholic School will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

## ***CUSTODY ARRANGEMENTS***

Without information to the contrary (i.e. a current court order), it is assumed that both parents have parental rights. It is the responsibility of a custodial parent to inform the school concerning any change in custody. There must be verification of custody arrangements in cases in which the parents of the students are divorced. (A copy of the petition of the divorce decree, which specifies custody arrangements, must be provided.)

If a student is to be released to the non-custodial parent, the custodial parent should provide advance notice to the school in writing.

Student records will be made available to the non-custodial parent upon written request unless the custodial parent notifies the school that this is prohibited by the current court order.

## ***TRANSFERS***

Our school office will request a Cumulative Record from, or forward our records to any parochial school in the Archdiocese of St. Louis. If transfers are made to a public school, or to a school outside of the Archdiocese, a copy of our Cumulative Record will be sent, upon the request from the receiving school. It will be necessary to have a parent or guardian sign a release form, giving us permission to send the information.

All new students and parents must first fill out an application to attend Holy Spirit Catholic School. Upon receipt of the application an appointment will be set up with the parents and the principal.

Children entering our school must present their report card from the previous school attended. Students leaving our school will be given their report card when all fees have been paid.

## ***ANNUAL REGISTRATION***

Registration for a new school year will be held in late January/early February. Currently enrolled students must register each year and pay a yearly registration fee. Also, currently enrolled students must indicate they are returning on FastDirect. Parents will be asked to fill out a Payment Schedule form of the method in which tuition payments will be made. Please refer to the Tuition section. Please note: Primary one students must be the age of six (6) before August 1.

## ***KINDERGARTEN REGISTRATION***

Registration is taken on a first come/first serve basis. According to Archdiocesan policy a child must reach the age of five (5) before July 31<sup>st</sup>. The date of birth shall be certified by a birth certificate. A Birth Certificate and Baptismal Certificate are required at registration for all children. In case of a non-Catholic student, only the Birth certificate and Social Security Card is required. Registration fees are non-refundable except in case of job transfer as all ordering for the next school year is based upon registration.

## ***DUAL ENROLLMENT***

Missouri State law allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs. The Catholic School is the primary educational provider. Holy Spirit will be responsible for instructing the student in core curriculum. A student is not considered absent from Holy Spirit Catholic School when in attendance at the other school. A written plan will be developed whenever a dual enrollment is established.



All Dually enrolled students are required to complete and turn in any assignments missed from the Holy Spirit Curriculum while attending classes at other schools. Work is expected by the end of the second day of returning to Holy Spirit Catholic School.

## **ACCESS TO STUDENT RECORDS**

1. Parents/guardians have the right to inspect and review the official active file of their children.
2. In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information as long as they have a written court document that states they are the custodial parent.
3. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for information that the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special educational personnel.
4. There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student of age 18 years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

## **STATEMENT REGARDING RACIAL JUSTICE**

We, as the Archdiocesan Board for Catholic education, are committed to providing opportunities that actively promote racial justice and harmony; to helping students develop a lifestyle that is characterized by a profound relationship with God, respect for life, a responsible relationship with people of the world as brothers and sisters, concern for the poor, creative stewardship of the world's goods, and an active advocacy for peace and justice.

## **POLICY OF NON-DISCRIMINATION**

All Catholic schools of the St. Louis Archdiocese shall admit children of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools.

## **TUITION POLICY**

Holy Spirit Parish's policy is that the parent(s) or responsible guardian(s) of student(s) enrolled in the parish school shall make tuition payments on behalf of the student(s) for whom they are responsible. Holy Spirit Catholic School has contracted with a third party tuition administrator called FACTS Tuition Management. All families will pay through FACTS (including annual and semi-annual). Annual & semi-annual will be due in July and monthly payments will begin in August. If you have questions, please contact Fr. Bob Evans, Pastor, 314-739-0230.

	<b>1 Student</b>	<b>2 Students</b>	<b>3+ Students</b>
<b>Annual Tuition</b>	\$3,850.00	\$6,425.00	\$8,020.00
<b>Monthly (12)</b>	\$320.83	\$535.42	\$668.33
<b>Semi-annual (2)</b>	\$1,905.75	\$3,180.38	\$3,969.90
<b>Annual payment (1)</b>	\$3,773.00	\$6,296.50	\$7,859.60

## **BOOK FEES**

2021-22, book fees of \$175.00 per student will be due in July, 2021. Book Fees will be invoiced and paid through FACTS for all families

Please Note: If a payment is rejected, FACTS will charge a \$35.00 processing fee.

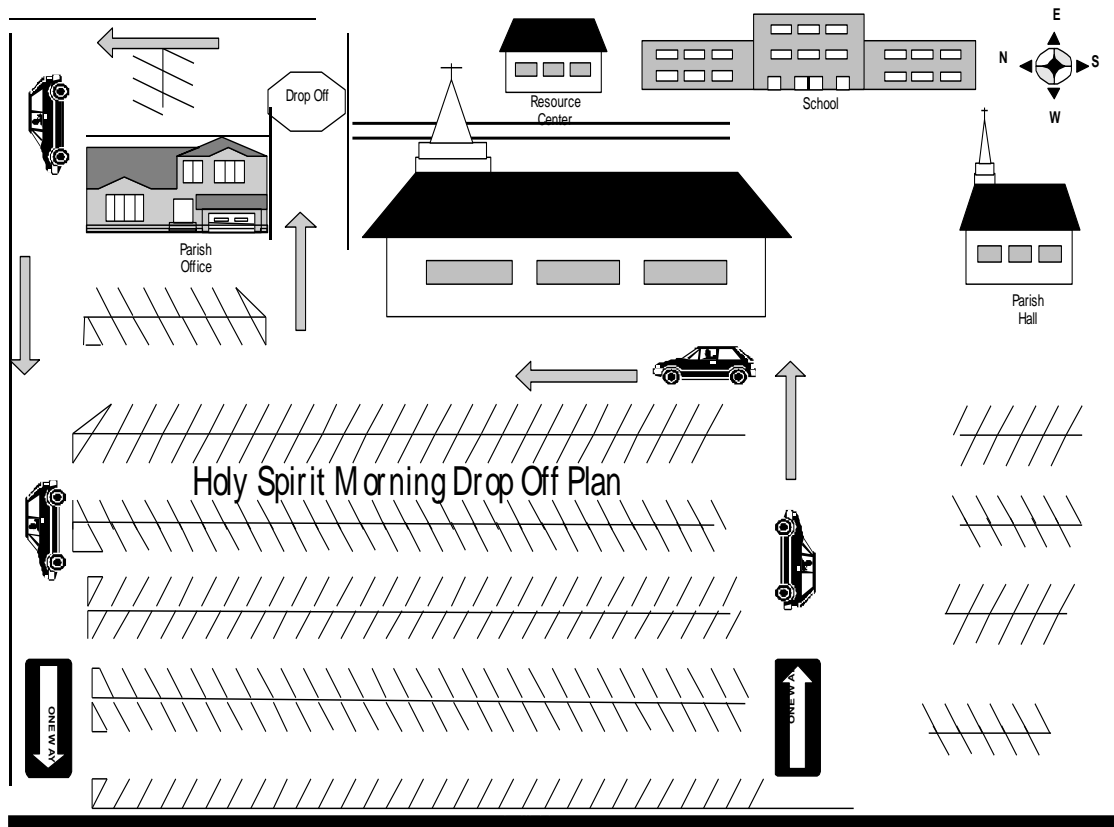
All tuition, registration fees, and book fees must be paid before a student will receive the final grades or a transcript of record. Registration for the next school year will not be accepted until all fees are current as well.

### ***ARCHDIOCESAN GRANTS***

The Archdiocese of St. Louis works with a variety of Institutions along with Holy Spirit Parish to offer tuition assistance. Please contact the school office for details.

### ***DISCOUNT OPPORTUNITIES***

The Pre-School and Pre-Kindergarten programs offer a multiple child discount. The discount will be 10% of the total tuition. If a family has a child in both the Full-Time School and the Pre-School programs, the 10% discount will apply to the tuition of the Pre-School program only. There will be no discounts on the registration, supply or book fees for families with multiple children. When applying for Grades K through 8 ALL tuition must be paid in full for the prior Pre-School/Pre-Kindergarten school year before the application to Full-Time school will be accepted.



## **MORNING ARRIVAL**

Students may arrive between 7:10 AM and 7:50 AM. All students should enter the school through the walkway between the church and the resource center. A teacher will be there to supervise the students in the courtyard or the gym until they are dismissed to their classrooms at 7:30 AM. Classes begin promptly at 7:50 AM.

## **DROP-OFF PROCEDURE**

Please enter through the Holy Spirit Church entrance and go straight towards the church. Make a left and turn towards the Parish Office then make a right turn between the church and the parish office. Please pull up to the sidewalk between the new church and the Resource Center. Have the students exit the vehicle on the right side (passenger's side) only and go immediately to the sidewalk leading into school. The driver should exit carefully by pulling straight, turn left past the parked cars, and proceeding down the driveway between the retaining wall and the Parish Offices. No vehicle should ever be put in reverse. Please see diagram.

Each driver is expected to become familiar with the guidelines that have been established to provide a safe arrival and dismissal for all students of our parish school. Occasional drivers are always expected to follow school safety guidelines.

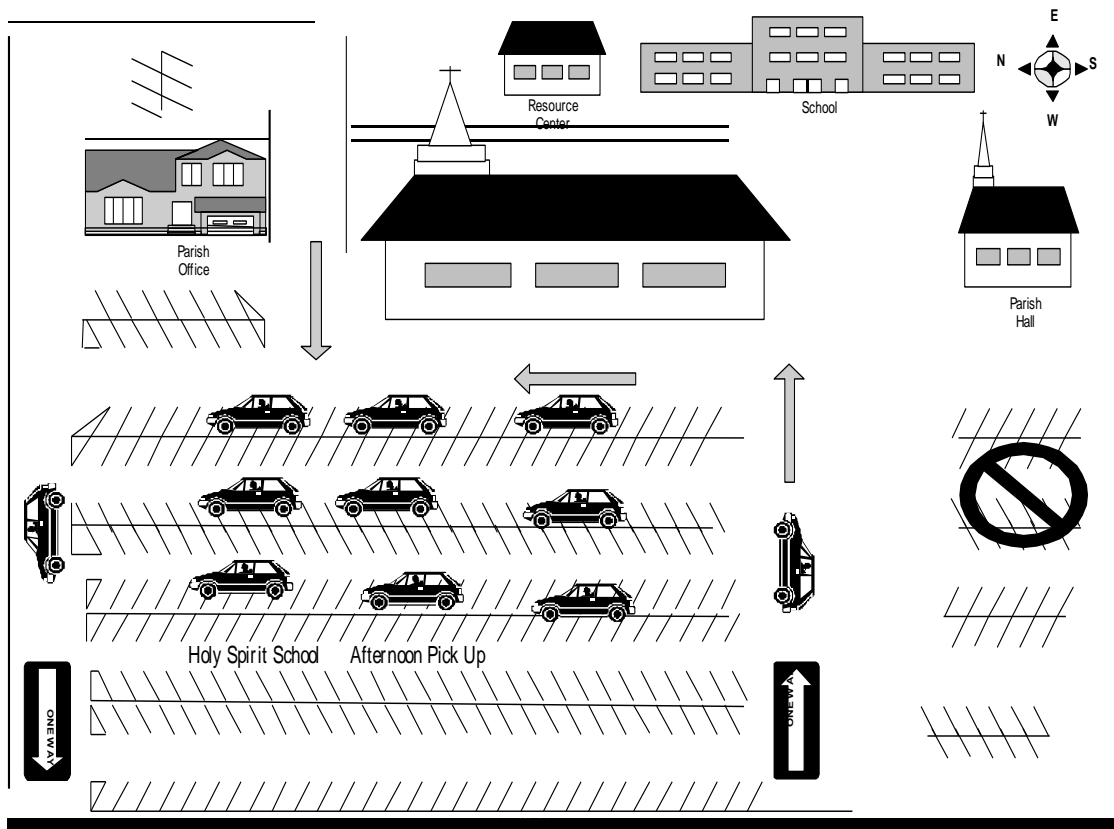
It is the duty of the parents to see that their child attends school regularly and on time. Late arrivals are very disruptive to all the students of the class and to the school routine. **Parents who arrive after 7:50 must park their car, walk the students into the school office, and sign the**

**tardy book.** Parents of students with excessive absences or tardiness will be contacted by the principal. A plan to alleviate the problem will be discussed. (Be aware that when application is being made to local Catholic high schools, they take into account a student's number of days absent and the number of times tardy.)

## ***SAFETY PATROL***

Grade 8 students make up the safety patrol of the school, which is provided to ensure the safety of all. It is imperative parents and students follow arrival and dismissal procedures. It is necessary for all to comply with the directions of the Safety patrol and faculty.

1. Students must be at the posts at 7:20 AM each morning which means they should arrive at school around 7:15 AM.
2. The principal and teacher supervisors will check to see students are at their posts on time.
3. Students are responsible for getting a sub if they are going to be late or absent.
4. All students receive a copy of the patrol schedule for the year. Please put these dates on your calendar.
5. When the temperature/wind chill is 20 degrees or below or during heavy rain or threatening weather, there will be no safety patrol.



## ***AFTERNOON DISMISSAL***

Students will be dismissed at 3:00 PM and will be walked by their homeroom teachers to the church parking lot. Students attending Spirit Zone will be walked to the gym.

## ***DISMISSAL PROCEDURES***

Dismissal takes place on the front church parking lot in rows. Please enter through the Holy Spirit Church entrance and go straight towards the church. The first line of vehicles should start west of the light poles. All vehicles need to face north (ignoring the marked parking spaces) in a single file. When a row is full, do not block the driveway; start a new row. Students will be dismissed by their homeroom teacher and are to go immediately to their vehicle. No vehicle will exit until all students and parents/guardians are in their vehicles. A staff member will blow a whistle signaling all parents and students to enter their vehicles. Once everyone is loaded, vehicles will be dismissed by rows. No vehicle should ever be put in reverse. See diagram.

Each driver is expected to become familiar with the guidelines that have been established to provide a safe arrival and dismissal for all students of our parish school. Parents are expected to inform all those who may occasionally perform carpool duties of the established safety procedures in place at Holy Spirit School. Occasional drivers are always expected to follow school safety guidelines.

Students of parents/guardians running late for pick-up will be sent to Spirit Zone. Parents should notify the office if running late. If parents have not arrived by the time the last car has left the lot, the student(s) will be taken to Spirit Zone. Parents will need to park in the back lot, go to the back door of the gym and pick up their child(ren). Parents will be assessed a fee after 3:15 PM. This service is meant to offer assistance to those running late due to traffic, car trouble, or other extenuating circumstances and may not be used on a daily basis. Parents who use this 15-minute grade period on a routine basis will be contacted by the principal. A plan to alleviate the problem will be discussed.

## ***CARPOOLING***

All students must go home with designated car pool. If there is a change or an emergency, please inform the office by a written note, FastDirect message, or a phone call from the parent. Your child(ren) will be informed of any change before dismissal time. This will protect them from walking around on the parking lot looking for their driver. If driver is not on the student's car pool approved list they will be asked for picture identification.

Skateboards are not allowed on school property at any time.

## ***ATTENDANCE***

The length of the school day is 7:50 AM to 3:00 PM. Attendance is taken on all school days including days of field trips. Students are expected to attend all classes and school activities (including but not limited to standardized testing, programs, field trips, etc.) on days scheduled by Holy Spirit Catholic School as days of student instruction. Regular attendance and promptness is absolutely necessary.

## ***ABSENCE***

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, parents are asked to report any absence by calling the school office between 7:30 AM and 8:00 AM or sending a Fast Direct to the school office secretary. Parents should give the student's name, grade and reason for the absence. If no contact is received, the school office will attempt to call the home or work place to confirm the reason for the student's absence.

Students are considered absent who must be excused for medical, dental, funeral or other reasons. When a student misses two hours or less of the school day the student will be marked "Middle Out" of the school day. Parents must notify the office in advance stating the time, length, and reason for the absence.

All absences and tardiness are recorded on the report card and permanent record. If a student misses 20 days or more in a school year, promotion will be at the discretion of the principal and teacher. This may include summer school or retention. Students absent more than two consecutive days will need a doctor's note to return to school.

### ***TARDY GUIDELINES***

A student is tardy who arrives after 7:50 AM, the time fixed by school policy. Tardy students must sign in at the School Office. Parents of students with excessive tardiness will be contacted by the principal.

It is the duty of the parents to see that their child attends school regularly and on time. Late arrivals are very disruptive to all the students of the class and to the school routine. Parents of students with excessive absences or tardiness will be contacted by the principal. A plan to alleviate the problem will be discussed. (Be aware that when application is being made to local Catholic high schools, they take into account a student's number of days absent and the number of times tardy.)

### ***STUDENT WITHDRAWAL - PORTION OF THE DAY***

A child who is not present for one-half of any portion of a morning or afternoon session is marked absent for one-half day. A child who is absent for the majority of both sessions is marked absent for the day. A student leaving during the school day must be checked out through the office. Parents/guardians are not to interrupt classes for any reason. Every precaution will be taken when students need to be released early from school. Release or early dismissal for any unscheduled reason is discouraged. Students shall not be released from school without the knowledge and consent of parent/guardian. At times, a form of ID may be required for adults making such a request.

### ***VACATION POLICY***

Vacations during the school year are strongly discouraged. Should parents elect to take their child(ren) out of school the responsibility for making up missed assignments belongs to the student. Teachers are not obligated to give assignments before a student leaves for vacation. Students are encouraged to contact a reliable classmate for assignments. All work will be completed and returned to the teacher within the following week after the student returns. No teacher is obligated to give a student extra time to bring up grades when assignments have been disregarded or class work is not completed within the following week. Avoiding student withdrawal during Iowa Testing week is greatly appreciated.

### ***TRUANT/LEAVING SCHOOL GROUNDS***

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of parent/guardian and school officials. No student may leave the school grounds during school hours unless he/she is accompanied by their parent/guardian or other consenting adult and has permission of the school office. The school is not responsible for students who leave the grounds during school hours without permission and proper supervision.

### ***FACULTY MEETINGS***

Faculty Meetings will be held once a month. On these days, school will be dismissed at 12:00 PM. No lunches will be served. Spirit Zone will be available from 12:00 PM-6:00 PM.

## ***SPIRIT ZONE (Extended After-School Care)***

Spirit Zone is offered to students from 3:00PM to 6:00PM for a charge. Registration and additional documentation must be completed and will be kept with the coordinator of Spirit Zone. Spirit Zone will be held in the gym; however, there may be times it will be held in other areas of the school building. Parents are to park in the Teacher's parking lot and pick up his/her child(ren) from the back door of the gym. They should not drive behind the gym. Parents will need to sign the child(ren) out with one of the Spirit Zone caregivers. Please contact the school office for more information. Students using Spirit Zone for Noon Dismissal days may bring their lunch or purchase pizza.

## ***PARENTS/VOLUNTEERS AND VISITORS***

All parents/volunteers and visitors must come to the school office when entering the building. At that time, they are to sign in and put on a volunteer/visitor badge. When leaving they are asked to return to the office and sign out. Parents are not to go to anywhere in the building without first coming to the office. This is necessary to eliminate free access to our building that often results in the disruption of instructional time. It is also important for the safety and protection of our students, staff and volunteers.

All volunteers and staff are bound by the Archdiocesan policy and procedure on child abuse. (Please see PGC guidelines written out on Page 31-32.)

## ***FOOD ALLERGIES***

Please notify the school office and your child's teacher of any food allergies. Table manners are required of each student. Before leaving the table, each child is required to clear the table and the immediate area of crumbs and trash. All uneaten food should be placed in the trash can provided. No food is to be carried out of the lunch room. Students are required to speak to each other in a moderate tone during their lunch period. They are also required to demonstrate respectful behavior toward adult cafeteria supervisors.

Recess will come before lunch. Exercise before eating is beneficial to student's appetite.

"Fast-Food" lunches are not allowed to be brought into the school. Students are not allowed to have soda for lunch. It is strongly suggested that students do not share food or other items during lunch. No gum is allowed anywhere at any time on the school grounds. It is not permissible for parents to attend/eat with their child(ren) during their lunch period. It disrupts the daily routine. We thank you in advance for your cooperation.

## ***MORNING SNACK***

Students in Kindergarten through Grade 5 may bring in a healthy snack to eat in the morning. This should be a small healthy portion. Candy is prohibited.

## ***SUPERVISION***

Teacher or other designated parties will supervise students in the classrooms, hallways, cafeteria, athletic and recreational areas. Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.



## **RECESS**

Children will be encouraged to play outdoors when weather permits. Fresh air and exercise are essential to maintain good health. Classes are assigned to certain areas for play. Recreational equipment is provided for each room, and should be used properly. No items are to be brought from home. If you wish to have your child remain inside for a day due to health reasons, a note must be sent in to the teacher stating the reason why the child may not play outdoors. It is assumed that parents send children to school dressed appropriately with gloves, mittens, hats and warm footwear. Recess will be indoors for a wind-chill below 14, a heat index above 100, or wet conditions. Playground monitors (teachers, volunteers, parents) will supervise the playground.

## **MISSIONS, MINISTRY, SERVICE**

The children are encouraged to contribute to the Missions in the form of prayers, money and food for the needy thus giving them the opportunity to minister to others. We have monthly collections for the missions. Proceeds monthly will be sent to various needy groups. The children are encouraged to make their own sacrifice.

## **SERVERS**

It is a privilege and an important part of who we are as Catholics to participate in this ministry. Any Catholic students in grades 5 through 8 are eligible to become a server. Servers are expected to serve the Masses for which they are scheduled. If they cannot make it, they should arrange for a substitute. A monthly Server Schedule is created by the Director of Worship and distributed to the Fifth through Eighth grade students. Altar Service is considered a crucial part of the student's Religious Education. Servers are trained in the spring of their fourth grade year.

### Altar Servers Dress Code

- \* NO midriff tops
- \* NO thinly strapped tops
- \* NO floppy type sandals, dress sandals are allowed
- \* NO frayed pants or pants with holes
- \* NO "loudly" colored shirts/dresses/blouses which might show through the alb.

When participating in an Altar Service, students should arrive fifteen minutes prior to the start of Mass.

## **SACRAMENTS**

The Spiritual Life of the child is centered around the Eucharist and the Sacraments.

### *Penance*

The Sacrament of Penance may be administered approximately two times a year to the school children. The cooperation of the parents is required to instill in the children a love for the Sacrament, and the habit of receiving it frequently.

### *First Holy Communion*

Children receive their First Holy Communion in the Second Grade. The children will receive the Sacrament together with their class. While formal preparation is given in the classroom, it is presumed, and expected that parents will share in this preparation both by instruction and example.

### *Confirmation*

The Sacrament of Confirmation is administered to the Eighth Grade students at Holy Spirit. A Day of Recollection will be held before the Sacrament of Confirmation is administered. All



Confirmation Candidates are expected to complete a service project in preparation for the sacrament. The catechist who prepares the students will explain guidelines.

## **LITURGY**

Students Kindergarten through grade 8 will attend Mass together every other Friday. Students in Kindergarten through grade 4 will attend Mass on every other Thursday and Grade 5 through Grade 8 will attend every other Friday of that same week. Prayer services and special blessings may be celebrated as well. Please consult the School Event Calendar on FastDirect or the weekly parish bulletin.

## **ACADEMIC WORK AND METHODS OF INSTRUCTION**

### ***Kindergarten, First and Second Grade Instruction***

Primary students receive reading instruction in small, structured groups. This provides each student with more intensive instruction and creates an atmosphere for shared learning and exchange of ideas.

### ***Third through Fifth Grade Instruction***

Grades 3, 4, and 5 receive instruction in a self-contained classroom setting. Individual differences are accommodated through a variety of teaching methods and learning activities.

### ***Departmental Instruction***

The departmental system followed in Grades 6-8 enables students to receive quality instruction from teachers who are specialized in certain curriculum areas. In practice it means that a child assigned a specific homeroom will be taught by several teachers in the course of his/her school day.

## **LEARNING RESOURCE**

A learning resource teacher is available five days per week for those students requiring remediation and reinforcement. Placement is by Administration/Teacher/Parent referral.

## **HOMEWORK POLICY**

Homework assignments should be an integral part of the student's learning experience. It is our intention to design homework so that it will foster a habit of independent study.

1. Students will be provided with an appropriate atmosphere while they are doing their assignments.
2. All assignments are expected to be completed neatly and turned in on time.
3. Our teachers will avoid undue amounts of homework and department teachers will work to coordinate assignments.
4. No homework will be given on weekends, except for long term projects or those students who failed to complete their homework assignments during the week.
5. All missing work must be turned in the following day unless the teacher has extended the time or an "F" will be given for the missing assignment. In case of an excused or unexcused absence, both class work and homework assignments that are missed must be completed.
6. The junior high students of Grades 6 and 7 will need to make up work under the guidance of a teacher if their final grade in any subject at the end of the year is a "D" or "F". A written record of completed work done during the summer school will be sent to the school office before the student begins the new school year.

When a student is absent for any reason, it is the student's responsibility to obtain all assignments from the teacher(s) and turn in these assignments on the date specified by the teacher(s). Any tests missed during the period of absence are to be made up at a time specified by the teacher(s).

In Grades 3 through 8, assignments in class and all homework papers are to have the following headings:

<b>Name</b>	<b>Grade</b>
<b>Name of School</b>	<b>Date</b>

*GRADING SCALE – A uniform system of grading is used in grades 1 through 8.*

OUTSTANDING

A+	100-99
A	98-96
A-	95-93

ABOVE AVERAGE

B+	92-91
B	90-88
B	87-85

AVERAGE

C+	84-82
C	81-80
C-	79-78

BELOW AVERAGE

D+	77-75
D	74-72
D-	71-70

FAILING

F	69-0
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## **HONOR ROLL**

### *Principal's Honor Roll*

Students in grades 4-8 will be placed on the Principal's Honor Roll each quarter in which they earn a A in every core subject. The core subjects include Religion, Mathematics, Science, Social Studies, English, Literature/Reading, Spelling, and Vocabulary.

### *Honor Roll*

Students in grades 4-8 will be placed on the Honor Roll each quarter in which they earn three A's in core subjects and the remaining core subjects are B's. The core subjects include Religion, Mathematics, Science, Social Studies, English, Literature/Reading, Spelling, and Vocabulary.

## **TESTING PROGRAM**

The complete testing program for an elementary school student in the Archdiocese of St. Louis consists of the following:

- An Achievement Test is given in grades 1-8. Developing Cognitive Abilities Test is given to all students in grades 4, 6 and 8.
- The A.C.R.E. (Assessment for Catholic Religious Education) will be administered to Grades 5 and 8.

Please avoid scheduling any appointments and make every effort to have your child(ren) present during testing periods.

## **REPORT CARDS**

The purpose of a report card is to indicate the student's achievement level and effort. Effort is a very important factor in achievement and is to receive particular attention. Holy Spirit Catholic School's report cards are available on-line at FastDirect [www.fastdirect.com/holyspirit](http://www.fastdirect.com/holyspirit). Check the calendar for on-line viewing dates. Parents are to print out a hard copy, sign and return to the homeroom teacher within one week. All first quarter report cards will be discussed during a

mandatory parent/teacher conference, which will be scheduled at the end of the first quarter. Parents will be restricted from viewing and printing Report cards in the event of any unpaid fees.

In addition to all graded subjects, any specifics in the areas of either Personal Growth and/or Work Habits where a student has displayed deficiencies will be noted on report cards with an "NI" for needs improvement.

## ***ACADEMIC PROMOTION***

Promotion from grade to grade is based primarily upon a student's satisfactory academic achievement and good attendance record. Students considered for retention are those who have not achieved the minimum standards expected for the respective grade level and/or those who have not fulfilled attendance requirements.

A student will be placed on academic probation at any time throughout the school year when he/she receives two failing quarter grades in a core subject during the school year. Core subjects include Religion, Literature/Reading, English, Vocabulary, Mathematics, Social Studies, and Science.

A final grade of F in two core subjects results in failure of the required work for that year. The decision to retain will be made by the pastor, principal, and teacher. The student will be asked to meet certain requirements before consideration will be given for promotion to the next grade. Parents are responsible for the registration in and cost of any summer school programs.

Occasionally situations occur in which it is to the child's benefit to repeat a grade even though he/she is not failing (maturity, special needs, extended absences, etc). Such a decision will be decided upon after a conference with the principal, teacher, parents, learning consultant and Pastor.

## ***EXTRACURRICULAR ACTIVITIES***

To participate in extracurricular activities such as the Spelling Bee, Bellarmine Speech Team, Student Council, Ambassadors, Altar Ministry, Children's Choir, K-Kids & Builder's Club, Chess Club etc., a student must have a "C" average in effort, conduct and academics. ALL subjects on the report card are considered. Each quarter the grades will be checked. If a student falls below this average, he/she will not participate in any of the above activities until the next quarter's report cards are checked.

## ***OUTDOOR EDUCATION PROGRAM***

The Sixth grade students are offered the opportunity to attend the Outdoor Education Program offered through an approved area outdoor education provider. This takes place during the student's Sixth grade year. Outdoor education fees are the responsibility of each parent/guardian of the Sixth grade. Fundraising activities may be sponsored by the class to help offset a portion of the outdoor education fee. If there are not enough overnight chaperones, the Outdoor Education Program may not occur.

## ***SUPPORT SERVICES***

Every effort is made to meet the physical, academic, spiritual and emotional needs of our students. When it is determined that one of our programs is not meeting those needs, referrals may be made to various support agencies. These include:

- **Testing Services** of the Archdiocese of St. Louis and local school districts including St. Louis County Special School District.

- **Counseling services** are offered by Catholic Family Services, St. Louis County Division of Family Services or private agencies.
- **S.N.A.P.** (Special Non-Public After School Program) is for students who qualify through Special District Testing. Services in speech therapy, occupational therapy, etc. are available.
- **Spirit Zone** provides after school care from 3:00 PM through 6:00 PM and on Noon Dismissal from Noon until 6:00 PM. Contact the school office for more information.
- **Summer Academic Enrichment** and Athletic Programs are held at various high schools and information regarding these programs is sent home as it becomes available.

## ***FIELD TRIP POLICY***

All field trips are scheduled through the principal's office. In general, they should be of an educational nature and relate in some way to the curriculum. A member of the faculty or qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity.

Due to Archdiocese Regulations Field trips cannot encompass ski trips, water activities, cave, or zip lining.

Field trips are a privilege, not a right and the teacher or administrator reserves the right to deny participation to any student he/she feels does not deserve to go.

The standard permission form approved by the Archdiocese is the only acceptable means of granting permission for a child to attend. Phone calls will not be accepted. It is the parents' right to refuse to allow their child to attend a field trip. Provisions will be made for that child to be supervised at school for that day. It should not be considered a free day.

The ratio of chaperones to pupils will be no more than ten pupils to each adult chaperone. K-2 the ratio will be no greater than 7:1. Since supervision of the students is vital, siblings are not allowed on field trips.

Whenever possible, schools should use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These should include the small number of students involved in an activity and the cost of commercial transportation. Due to the high cost of transportation field trip money is NOT refundable. If a private passenger vehicle must be used, the following criteria should be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. A copy of the driver's license and insurance card must be made prior to the field trip and kept on file in the office;
5. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;

6. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system; Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40 pounds, but less than 80 pounds, and are less than four feet nine inches tall, must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds, or children taller than four feet nine inches, must be secured by a vehicle safety belt or booster seat appropriate for the child.
7. Adults are not permitted to smoke or have any open alcoholic beverage in the vehicle.

### ***CLASS BUDDY PROGRAM***

To lend support and guidance to younger students and to provide positive role models an upper grade class is "buddied" with a lower grade class. They attend all-school Masses together, plan mission projects, and do activities together.

### ***SCHOOL PICTURES AND YEARBOOKS***

Individual pictures are taken twice a year: Fall and Spring. Class pictures are taken in the Fall. It is the parent's option to purchase any pictures. School yearbook orders are taken in February. Yearbooks are delivered the last day of school.

### ***COMMUNICATIONS***

It is our goal to create an atmosphere of open and honest communication. We ask that you keep the school office informed of any new telephone numbers (home, work or cell) or change of address through a phone call or FastDirect [www.fastdir.com/holyspirit](http://www.fastdir.com/holyspirit).

### ***NEWS & NOTES***

The News and Notes will be available on FastDirect. To view or to print a complete copy of the Monthly News & Notes you will need to sign on to [www.fastdir.com/holyspirit](http://www.fastdir.com/holyspirit) go to the LINK icon that is at top of the page in the RED stripe, click, then look for the word Everybody scroll to the words News & Notes click on those words. Families will receive a red News & Notes envelope sent home with the oldest child in the family attending Holy Spirit Catholic School every month. In the red News & Notes envelope will be items that could not be scanned or recreated. The News & Notes envelope is to be brought back to School with all completed forms that parents had printed off the FastDirect website. On the red News & Notes envelope we ask that a parent/guardian sign the appropriate date line on the front of the envelope, so we know that the school communications has reached your home.

If the News & Notes envelope is lost or damaged the family will need to send in \$3.00 to the school office for replacement.

Please submit announcements to the school office for approval 4 days prior to News and Notes distribution day.

### ***TEACHER COMMUNICATION***

Your child's teacher is the best person to contact to resolve concerns. Classes are not to be disturbed at any time during the school day. If you wish to speak with a teacher, please contact him/her via Fast Direct or by phone (phone extensions are posted on FastDirect/Links icon). The teacher should return the phone call or respond via Fast Direct within a 24-hour period if at all possible. Parents

are asked not to consult with the teachers before school hours without making an appointment. Also, please do not contact the teacher or on his/her cell phone or at home.

### ***PARENT/TEACHER CONFERENCES***

Every parent will be given the opportunity to have a conference with his or her child's teacher at the time when the first report card (Grades 1 through 8) is issued. Kindergarten Parents will receive a Student's Progress Report at the conference.

Parents are encouraged to contact the teacher(s) whenever they have a question concerning their child's progress. Conferences must be scheduled before or after school hours.

Please Note: In the event parents are separated or divorced, both parents are entitled to access of student records and information pertaining to their child unless a non-custodial parent has been denied visitation rights by the courts. A court document must be sent to school regarding non-custodial person's rights. In the case where divorced parents are awarded joint custody of a child, both parents have decision-making rights, responsibility and authority relating to the health, education and welfare of the child. These decision-making rights pertain to parents/guardians, solely unless permission has been granted by custodial parent/guardian for others to participate in conference.

### ***TELEPHONE MESSAGES AND DELIVERIES***

No student is allowed to use cell phones, IPODS, or other messaging devices, and digital imaging devices during school hours. They can be a disruption to the general discipline and decorum of our school. All phones **MUST** be turned off and left in backpacks or turned into the teacher every morning. Use or abuse of one of these messaging devices will result in the device being turned in to the school office, and a parent /guardian collecting it at the end of the day.

An exception is that students may wear a Smartwatch. Students who use a Smartwatch inappropriately will lose this privilege. Examples of inappropriate use include, but are not limited to, using the calculator or messaging during school. Parents are encouraged to use parental controls if available.

No teacher or child will be called from class except in case of an emergency. Messages however, will be delivered to the teachers and students. The office phone is a business phone and is not available for students use except in an emergency.

### ***TEXTBOOKS***

All textbooks are furnished. The student must pay for all lost or damaged books. A charge will be made at the rate at which the school purchased the books. All students must have a book bag for the protection of their books. All hardbound books must be covered at all times. Brown paper bags make excellent covers.

### ***ACADEMIC RESEARCH***

The Holy Spirit Catholic School Library is open to students from the beginning of the school year through mid-May. Books are checked out on a weekly basis. The students are responsible for the care and prompt return of the books. There is a charge of 25 cents per week for each overdue book. When a book is overdue for three weeks, it is declared lost and the price of the book must be paid. Weekly notices are given to the teachers and the students who are expected to take the notices home to the parent/guardian. If a book is damaged, the price of the book must be paid.

Each grade is scheduled for a library period once each week. During this time, students check out books and learn library skills.



## **HEALTH/WELLNESS POLICY**

The school shall maintain adequate health records of its pupils and will provide facilities and equipment necessary for maintaining these records. No student will be allowed to attend Holy Spirit Catholic School until he/she has first received all immunizations deemed necessary by the state or county. The principal, with the Health/Wellness Committee, has developed a plan that will be implemented throughout the year.

If a student becomes ill during the school day, the procedure will be as follows:

- The student will be sent to the school office by the teacher.
- If the illness is serious enough to warrant parental attention, the secretary will call the student's parent.
- Under no circumstances is a student to be picked up, or walk home without reporting to the school office first.
- Students sent home from school because of illness/fever ( $>100.4$ ) are required to remain home, and not return until they have been well for at least 24 hours. Students must be fever free for 24 hours without the assistance of medication before returning to school.

Keep your children home from school if:

1. Fever ( $>100.4$ ) or 1-2 degrees above child's normal temperature and/or child appears ill
2. Rash with fever
3. Rash of unclear cause that has not been evaluated by a physician
4. Difficulty breathing (especially asthmatic not relieved with medication)
5. Sore throat with fever or difficulty swallowing
6. Vomiting or stomach cramping with history vomiting in the last 24 hours child(ren) remain at home for the next 24 hours.
7. Diarrhea, sleepiness, and abdominal cramping
8. Mouth sores with inability to control saliva

## **HEAD LICE POLICY**

A parent/guardian will be notified immediately if a student has head lice. The student must be picked up from school immediately. He/she may return when effective treatment of scalp, skin and clothing has taken place. The student will be allowed to reenter the classroom setting after he or she has been checked by qualified personnel. A student is communicable as long as they have lice or nits in their hair. A letter regarding appropriate treatment will be sent home with each student in the infected class. Siblings and classmates of the infected student will also be examined for head lice. If a student is found to still have nits, he/she will be immediately sent home until they are nit free. A general advisory will be issued to the school at the discretion of the administration.

## **EMERGENCY FIRST AID**

For minor injuries that may occur on the school grounds, trained personnel are equipped with adequate first aid supplies to care for the child. If the injuries are of a serious nature, the parents will be called. It is imperative that you keep the school office informed of all allergies your children have and of your emergency telephone number.

A student with a significant or potentially life threatening medical condition may require special consideration to enroll at Holy Spirit Catholic School. Necessary information would first have to be obtained from the parents/doctor to understand the condition. Then after gathering the information, a plan of action would be provided if deemed feasible for the student to succeed at our school.

## ***MEDICATION***

Some students may require medication for a chronic or short-term illness during the school day. While parents carry the primary responsibility for their child's health, they may need to delegate some of the responsibility to the school. It is the school's preference not to dispense medication. The St. Louis Archdiocese has clarified the medication policy. Our school will be following the guidelines listed below:

Most medications do not need to be given at school. Any medication that is given three times a day should be given at home (morning, after school and bedtime). The school will not administer the first dose of any medication. If a medication (prescription or over the counter) must be given at school, the parents must follow these requirements: An emergency authorization form must be on file in the school listing the name of the child's physician and phone number. Medication will be dispensed only if the Authorization for Medication Administration in School Form has been completed with the physician and parent/guardian's signatures. Forms are distributed in the "Back To School" packet. Additional forms are available in the office, upon request.

This order must be signed and properly filed along with the written permission of the parent to dispense medication. Please enclose this note in a large enough zip-lock bag to hold the medication in original container with student's name on the outside of the zip-lock bag. Prescription medication must be brought to school appropriately labeled by the pharmacy. Over the counter medication must be in the original container.

Written orders from the physician should include:

- A. Name of student
- B. Student's birthday
- C. Name of medication
- D. Dosage (example; 2/200 mg tablets)
- E. Length of time medication is to be given (Date to start and ending Date)
- F. Time interval the medication is to be given
- G. Diagnosis or reason for medication

ALL students that will have an Epi-Pen or Inhaler for Asthma at school must include with this long term medication form the following plans from the doctor:

- Student Asthma Action Plan
- Food Allergy Action Plan

Students are not allowed to carry medication with them during school hours, including cough drops. Prescription medication must be sent in the original container. The prescription label will serve as the physician's order along with the Medication form. Ideally, the parent will have two containers, one for home and one for school. Students will need a new prescription container each new school year.

Over the Counter Medication will only be administered at school if with a Medication Form that has been completed by a doctor. All medications must be accompanied by this completed form. This form is for is used for any and all medications prescribed or over the counter, external or internal. The guidelines must be followed as if it were a prescription medication.

The school may reject a request for administration of medication if it is judged by the principal to be inappropriate.



Medication will be dispensed no closer than four hours unless otherwise indicated by a physician. Only one dose of an "as needed" medication will be administered during any school day. If there is any change in the dose or timing of medication, an additional Student Medication Form from the physician and parent/guardian must be on file before the new schedule will be followed.

Please enclose the Medication form in a large enough zip-lock bag to hold the medication in original container with student's name on the outside of the zip-lock bag. Prescription medication must be brought to school appropriately labeled by the pharmacy. Over the counter medication must be in the original container.

### **HEALTH RECORDS**

In accordance with the recommendations of the County Medical Society, all children are expected to have a complete physical examination upon their entrance into school. A physical examination is required upon entrance into Kindergarten. Students must also have a physical upon entrance into 3<sup>rd</sup> and 6<sup>th</sup> grades. The state of Missouri requires all students to have a minimum immunization against Diphtheria, Pertussis, Tetanus (DPT), Polio, Rubella, Rubeola and Mumps for children in public, private or parochial school. There is no longer a "grace period". No student may begin school without being properly immunized. Dates of immunization **MUST** be listed as Month-Day-Year. Effective beginning the 2015-2016 school year the following are required:

- Second dose of varicella (chickenpox vaccine for all children entering kindergarten. If the kindergarten child has had chickenpox disease, a licensed doctor of medicine will need to sign on the immunization form that the child has had chickenpox. The month-day-year must be noted.
- Tdap (Tetanus, diphtheria, and pertussis) and MCV Meningococcal Conjugate vaccine will be required for all incoming eighth grade students if the child has completed the recommended childhood DTaP/DTP and MCV vaccination series and has not received a Td booster within the past two years. Please send into the School Office proof of the above vaccinations for ALL incoming eighth grade students.

Effective July 1, 2010 the following requirements were implemented for ALL Pre-School children:

- Age appropriate pneumococcal conjugate vaccine (PCV) for all children attending Pre-School.
- For all Pre-School children who have had chickenpox disease, a licensed doctor of medicine will need to sign on the immunization form that the child has had chickenpox. The month-day-year must be noted.

The school office must maintain current health records. A Health Room Volunteer Nurse keeps these records up to date and you will be notified if there are any deficiencies in your child's health record.

### **KEYS TO SUCCESS PROGRAM**

Holy Spirit Catholic School uses the Keys to Success Program. The program's philosophy is based on eight skills that help young people become the best students they can be as well as become happy and successful in all aspects of their lives. Multiple classroom activities enable students to fully understand each Key concept. Students earn individual paper keys for demonstrating specific skills and redeem their keys in the school's Key Store for various small prizes. Group keys are also given and redeemed for group awards.

The 8 Keys To Success are:

Love-Attitude-Effort-Motivation-Preparation-Cooperation-Discipline-Performance

## **SAFE LEARNING ENVIRONMENT**

It is the policy of Holy Spirit Catholic School to provide a safe learning environment for all members of Holy Spirit School. The climate of Holy Spirit Catholic School shall reflect Gospel values including an emphasis on charity, courtesy, appropriate manners, respect and self-discipline. Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at Holy Spirit Catholic School. All reported or observed

instances of threatened or actual violence must be addressed by the school administration.

Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

### **Definition of a fight:**

We of Holy Spirit School define fighting as any physical, verbal, or property violation, which involves any two or more students.

### **What constitutes a fight?**

- Physical - any intentional physical contact, which causes another person harm or injury (i.e. - shove, push, hit, kick). It may also include continuous "Rough Play."
- Verbal - any intentional verbally abusive act, which shows disrespect towards another person (i.e. - name calling, put downs, getting in someone's "face", inappropriate gestures, continued refusal to follow request, continued arguing, excessive teasing of another student).
- Property Violation - any intentional taking or damaging of property (i.e. - defacing desks, textbooks, school building).

## **DISCIPLINE POLICY**

Respectful behavior is expected in Church, the classroom, the cafeteria and on the playground. Children Are Responsible Everyday (C.A.R.E.) Cards and/or Slips are issued when a teacher or the principal feels the situation requires a parent's signature.

### ***C.A.R.E. Card Grades K through 3***

The following actions will require a parent signature on his/her C.A.R.E. card and a possible consequence such as a recess detention without a snack on a designated day:

Disrespect to others	Noncompliance to uniform rules
Inappropriate language	Gum chewing
Kicking or fighting	Books uncovered
Excessive Teasing	Damaging property (books, desks, chairs)

During the recess detention the student will either write or draw a picture about his/her misbehavior. The rest of the recess time would be spent doing other appropriate activities. The letter/picture will be sent home to parents for their signature.

### ***C.A.R.E. Slip***

- Students issued a C.A.R.E. card or slip violation are to take it home, have it signed and return it the next morning to the homeroom teacher. An unsigned card or slip will result in the student being sent to the office at 8:00 a.m. to call a parent. Office personnel will then sign the card/slip and send the student back to the homeroom. If parent contact is not made, the student will return at noon recess to call again.

- One through three violations cited will result in a one-hour detention with the parent being informed by the notation on the C.A.R.E. slip.
- Any student receiving 6 violations under academic or out-of-uniform section, or 2 under behavior section of the C.A.R.E slip in one quarter will incur a conference with parent, teacher, and principal and will include a day of in-school suspension and/or probation lasting the rest of the current quarter and the following quarter.
- In a severely violent incident, parents would be immediately contacted. They would be informed that the student must remain at home until a mental health professional gives reasonable assurance in writing that the student is not a threat to him/herself and to others.

### ***GRADES 4 THROUGH 8 (or lower, if applicable)***

#### **Academics: (Three violations will earn a detention)**

- Missing homework
- Incomplete work
- Lack of participation
- Tests/Projects not signed
- Assignment Planner not used
- Other

#### **Behavior: (One violation will earn a detention)**

- Disrespectful
- Harassment
  - Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.
- Offensive language/gestures
- Disruption of class
- Lack of cooperation
- Vandalism
- Sleeping in class
- Chewing gum/candy
- Other

#### **Out of Uniform: (Three violations will earn a detention)**

- Shirt tucked in properly
- Belt
- Socks of proper height
- P.E. clothes
- Skirt length
- Nail polish
- Make up
- Jewelry
- Hair (Not following guidelines)
- Shoes
- Other

#### **Area of Concern:**

- In danger of failing a subject
- Other

### ***DETENTION***

Detention will be held every other week for one hour 3:00 PM-4:00 PM. A teacher will supervise students. It is the parents' responsibility to provide transportation. Parents will be notified at the

bottom of the C.A.R.E slip as to the date of detention. Failure to appear for a scheduled detention will result in a 1-day in-school suspension. When necessary, the principal may implement a before school detention to be given the next day OR the principal may utilize an immediate detention. This would occur in the Principal's Office.

### ***PROBATION***

A student is placed on probation for a specified period of time during which he/she is expected to show improvement in a certain area of behavior or academics. During a period of probation, participation in any extracurricular activities including Speech, Student Council, field trips, etc. will be allowed only at the teacher and administration's discretion.

### ***SUSPENSION***

#### ***IN-SCHOOL***

A student may be required to spend an in-school study day apart from his/her peers as disciplinary action. All work is expected to be completed upon return to the classroom.

#### ***OUT-OF SCHOOL***

A student may be suspended for a period of one to three days at the discretion of the principal following a conference with the parents. All work is expected to be completed and handed in upon return to school.

### ***WITHDRAWAL FOR CAUSE***

This is the final recourse and most severe disciplinary action. If a satisfactory effort towards cooperation with the school is not made following other disciplinary actions, or as a result of any unlawful activity, the student will begin process for Withdrawal for Cause. Transfer, at this time to another school will become necessary. This decision would be undertaken with the utmost Christian charity, caution and prudence. This decision would be made at the local level by the principal and/or pastor along consultation with the Catholic Education Office staff.

### ***CHEATING POLICY***

Cheating is a form of stealing. Any student found giving work to another to copy, or any student who copies another student's work will receive a zero for that assignment/test. (This includes homework assignments.) Students that are asked by teachers to make a copy of their notes are not included in above detention. Plagiarism is also a form of stealing. It means to steal and pass off the ideas or words of another as one's own; without crediting the source. Parents will be informed of plagiarism. Student will receive zero for that assignment and may serve a detention at the principal's discretion.

### ***LOCKER POLICY***

All lockers are the property of Holy Spirit School

The homeroom teacher will issue a locker to each sixth through eighth grade student during homeroom on the first day of school. Students may go to their lockers during morning homeroom, after lunch, and during afternoon homeroom. Students are not to stop at their lockers between classes. Lockers are made available for student use to store school supplies and personal items necessary for use at school. Lockers are to be kept clean with all of the items secured behind the locked door. Students will lose their locker privilege if they abuse the locker policy. The school assumes no responsibility for loss or damage of any item in a locker.

At any time, the school administration may inspect lockers to assure the safety of the school. Parents will be notified if a search took place and an item(s) was removed. A student need not be present when his/her locker is being searched. Students are solely responsible for the contents of the locker.

Nothing is to be on the outside of the locker. No adhesives are to be used on the inside of locker. This includes, but is not limited to stickers, duct tape, packaging tape, etc. Contents are expected to reflect Catholic values. Do not store food or candy items. Students will be charged for damaged lockers.

Lockers are not to be locked at any time. Students are not to share lockers with another student. Students may not open another student's locker, without expressed permission from a Holy Spirit staff member.

All lockers will be cleared out at the end of the year. Any items left in the lockers will become school property.

## ***TOBACCO USE***

As an educational institution dedicated to the promotion of healthy growth and well-being of every aspect of a student's life, tobacco use is prohibited at all times at Holy Spirit Catholic School. In addition, due to legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, Holy Spirit Catholic School declares itself a smoke-free environment.

## ***DRUG & ALCOHOL POLICY***

Possession of any of the above items could result in automatic Withdrawal for Cause. Juvenile authorities will be notified. In addition, under present federal and state laws, the possession and use of certain prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. The school reserves the right to examine any student appearing to be under the influence of drugs/alcohol at school.

## ***WEAPONS POLICY***

"In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premise of Holy Spirit Catholic School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms."

A student shall not possess, handle, use or transmit a razor, knife, ice pick, gun (firearm), pellet type gun, ammunition, imitation gun, imitation weapon, mace tear gas container, or other weapon.

A weapon is defined as any object used or displayed, or which could be used or displayed with the intent to harm or intimidate persons or damage property. When a legitimate item (such as a scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced. Students who unintentionally bring an object that could be considered a weapon like those mentioned, may leave the item with the administrator immediately upon entering the building with no penalty incurred.

## ***POSSESSION OF, USE OR ATTEMPTED USE OF A WEAPON***

### ***ALL OFFENSES***

A minimum 10 days out of school suspension; based on circumstances, recommendation to extend suspension to 180 days, or recommendation for expulsion (Police will be called and report filed). A student possessing a firearm in a school building, on school property, or at a school function will be permanently withdrawn for cause from school or suspended for a minimum of one school year. For the purpose of this paragraph, a firearm shall be defined as any weapon, which can expel a projectile by means of an explosive, and/or compressed air or gases.

## SEARCH AND SEIZURE

School officials with sufficient reasons to do so may search a student's desk (since it is the property of the school). Although purse, jacket, backpack and the like are personal property, a school official with good reason may search the student's contents of pockets, purse, or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

The administration of the school, in consultation with the faculty, shall implement a systematic discipline procedure consistent with this policy and the goals of Catholic education with emphasis on both parent and school responsibility for the student's behavior and developmental state of the child. Students are expected to exhibit Christian behavior consistent with their age and maturity level. We strive to emphasize the positive over the negative. The essence of Christian discipline is self-discipline. Children who choose inappropriate behavior, must accept responsibility for their actions. Consequences should be appropriate for age and seriousness of offense.

## **INTERNET AND ELECTRONIC COMMUNICATION CONDUCT**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct". Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. Legal action may occur depending on severity of the incident. This is in compliance with the Archdiocesan policy and procedure (430.2).

The following Internet guidelines will be enforced at all times. Failure to following the guidelines will result in the student or faculty member losing Internet privileges for a defined period of time or permanent removal of privileges. The use of the Internet is a privilege not a right.

### *Acceptable Use/Purpose*

The Internet may be accessed to support research and education. The use must be in support of the educational mission of Holy Spirit Catholic School. Violations of this include copyright, obscene material, trade secrets, or violating national, state, or local laws.

### *Network Etiquette*

Users must abide by the generally accepted rules of Network Etiquette. They include, but are not limited to:

- Be polite
- Use appropriate language
- Do not provide any personal information, including phone numbers, about yourself or another person
- Do not download files without permission from the teacher or teacher's aide.

- Do not share pictures of other students on Facebook or any other media without parental permission of the other student and permission of the Administration.(i.e. Grade 8 Kindergarten Buddies and Grade 7 Pre-Kindergarten Buddies)

### *Vandalism*

- Any malicious attempt to harm or destroy any computer equipment or data from another person will result in the immediate removal of all computer privileges.
- Students are required to follow all Computer Lab rules and regulations
- Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronically) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

## **PRIVACY POLICY**

Holy Spirit Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the expressed written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications. (i.e. Little/Big Buddy pictures, Outdoor Education pictures).

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

## **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitation.

## **LOST AND FOUND AND PERSONAL PROPERTY**

Children are not to bring their personal belongings without permission from their teacher. The school will not be responsible for lost or broken items. Articles that have been found anywhere on the premises will be kept in the school office. Please mark sweaters, gloves, boots, etc. with your child's name. Unclaimed articles will be given to the poor.



## **SAFETY GUIDELINES**

The Archdiocese requires all schools to administer a set number of drills throughout the school year. Below are the guidelines Holy Spirit follows.

### ***Fire/Explosion in the Building Drill:***

1. Dial 911. Then contact the Pastor or Facility Administrator.
2. When the fire alarm sounds, everyone should be evacuated. Everyone should be prepared to use alternate routes if the fire/explosion is in the path of their usual evacuation route.
3. If the fire is outside the doorway, individuals should open/break a window in order to exit the building in the safest manner possible under the circumstances.
4. After exiting the building, assemble in the pre-determined location and take roll, if possible, to determine accountability. If someone is known to be missing, notify the administrator in charge immediately.
5. No one should return to the building unless an "all clear" is given by the authorities.

### ***Earthquake Drill:***

1. During an earthquake, the greatest immediate danger is being hit by falling objects. When the ground is shaking, everyone should take cover under desks or tables. Everyone should drop to their elbows and knees and cover their heads with their hands. A second option is to take shelter against interior walls or near door frames. Stay away from windows and freestanding cabinets and bookshelves, since they are likely to topple.
2. If outside at the start of an earthquake, move away from the building, utility poles and areas with overhead wires.
3. When the tremors cease or several minutes lapse between shocks, the facility should be evacuated. Use alternate routes if exits are blocked.
4. When exiting the building, staff should be aware of falling bricks or other items from above.
5. Authorities will shut off gas, water and electricity leading to the building. Staff should not assume this responsibility. However, someone should be prepared to explain to authorities where those shutoffs are located.
6. No one should return to the building for any reason until an "all clear" has been declared by authorities.

### ***Tornado/Severe Storm***

A *tornado watch* means conditions are favorable for a tornado or severe weather.

A *tornado warning* means there is immediate danger for the warned area and everyone in the path of such a storm is advised to take cover immediately, as it is likely a life-threatening situation.

If this is the case, the tornado sirens will sound.

1. Assemble in the predetermined areas (basements are best, cloak rooms, bathrooms). If possible, have everyone drop to their elbows and knees and cover their heads with their hands.
2. If a tornado hits the building, dial 911. Then contact the Pastor or Facility Administrator.
3. If the building is not safe to occupy following a tornado strike, it should be evacuated. Use alternate routes if exits are blocked.
4. Anyone injured should be given CPR or emergency first-aid until authorities arrive. This should be done inside the building if it is safe or outside building, if evacuation was necessary.

In order to keep everyone safe, students will not be released during a tornado warning.

### ***Intruder Drill:***

Some signs that a person could be considered an intruder:

- is carrying a weapon, refuses to answer questions



- is visibly distracted, angry, nervous or making threats
- is carrying a large bag, which could contain weapons
- is wearing clothing, which could conceal weapons

1. If there is an intruder in the building or if an individual believes there is an intruder in the building, dial 911. Then contact the Principal, Pastor or Facility Administrator.
2. An announcement should be made over the P.A. that there is an intruder in the building.
3. You are to use your discretion as to what is the safest for your students. Evade, Evacuate and/ or Engage. Lockdown procedures include: Lock your door and turn out your lights. Cover door windows. Move to an area of the room which is not visible through the door window or other window. Close shades if possible. Keep as quiet and calm as possible. Everyone should wait for principal or designated school person to unlock the door.

#### ***Reverse Evacuation Drill:***

1. Will be done twice/year
2. These drills evaluate the times and methods to quickly, safely and efficiently re-enter the school once evacuated
3. Purpose of the drill is to get students and staff to a safe location in the event of an active shooter outside the school

### ***CLOSING DUE TO INCLEMENT WEATHER***

We need to be mindful that severe winter weather may be part of our St. Louis experience at any time. Local weather forecasts frequently stimulate questions from students and parents alike regarding Holy Spirit School inclement weather procedures. School will remain open whenever possible. Generally, if the staff can get here, school will be open. Please do not assume that weather related school closing announcements from the Pattonville School District will automatically apply to Holy Spirit.

A Snow Schedule has been developed. The start time for the Snow Schedule will be 9:30 AM with school doors opening at 9:00 AM. Parents are asked to use their discretion in deciding whether or not to send the student(s) since conditions vary from house to house, from one subdivision to another. The parent is the only one aware of the unique conditions he/she has to deal with in transporting his/her child(ren) to and from school. Transporting students to and from school from areas where driving conditions may be hazardous is not encouraged. The school encourages "regular" attendance, but does not require "perfect" attendance. An attempt will be made to gather the best possible information regarding weather and road conditions before a decision is made to open or close school at these times. Additionally, if school would be called off during the day (i.e. dismissal at Noon), there will be no Spirit Zone.

The decision to close school due to inclement weather will be announced as follows:

- **KMOX-AM Radio** (1120 AM) – Announcements broadcast: 5:30 AM, 6:30 AM, 7:30 AM & 6:00 PM & 9:00 PM.
- **KMOV-TV Channel 4** "News 4 Snow Alert" information displayed from 4:30 AM to 8:30 AM and at 5:00 PM, 6:00 PM & 10:00 PM.
- **KSDK-TV Channel 5** "News Channel 5 Storm Watch" information displayed from 5:30 to 8:00 AM and at 5:00, 6:00 & 10:00 PM

With your support, our parish school can help keep our students and their families as well as the faculty and staff safe during severe winter weather. Thanks in advance for your assistance during these non-routine periods of time.

### ***EMERGENCY DISMISSAL***

In the event of an emergency that requires the school to close, a FastDirect message will be sent. You may also turn your radio to KMOX 1120 on the AM dial. Information and directions will be given over the radio. No student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him/her. No student will be allowed to leave with another person, even a relative/babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. All parents/guardians or designated parties who come for students must have them signed out at the designated student release area.

### ***STUDENT'S BIRTHDAY POLICY***

Students may dress out of uniform to celebrate his/her birthday on the actual day or 1/2 birthday if it falls in the summer months. Please do not send treats, gifts, flowers, fast food lunches, etc. to school.

### ***PARTY INVITATIONS***

Invitations to children's parties or events are considered private matters and should be distributed outside of the school setting. The only exception is if every child in the class is going to receive an invitation.

### ***CLASSROOM PARTIES***

The students are scheduled to have three classroom parties each year. A classroom party will be celebrated at Harvest Time, Christmas and St. Valentine's Day. The room parent in consultation with the teacher plans these parties. Ten dollars per child, taken from the school registration fee, is given to the room parent coordinator for this purpose. The principal will determine the day and time of each party. In order to remain in compliance with current health department regulations, only commercially prepared food items may be served during classroom parties. Approved compliant party snacks are:

Fruit with Dip	Rice Krispies Treat
Trail Mix	Bag of Popcorn
Bag of Pretzels	Granola Bars
Fruit Juice Popsicles	Yogurt
Low Fat Pudding	Carrot Sticks
Bananas	Unsweetened Applesauce
Apples	Grapes
Raisins	Whole Grain cereal like; Cheerios, Raisin Bran,
Frosted Mini Wheats	Cheese/Crackers
Cheez-its (individual bags)	Baked Tortilla Chips

### ***SAFE ENVIRONMENT***

Before an individual can be involved (room parent, attend a class party, work, volunteer, go on field trips) any involvement at all with the children of our school for the 2021-22 school year, they must be fully compliant with the Protecting God's Children – Safe Environment Program. Full compliance means completion of all four of the following steps prior to any involvement with our children:

1. Individuals must take the Protecting God's Children (PGC) seminar. Seminars take place year round. To find one that is convenient for you, you can visit the Archdiocese website [www.archstl.org](http://www.archstl.org), click on Protecting God's Children in the left hand column, then click on Protecting God's Children Workshop Schedule, and then you'll have a listing of the scheduled workshops.
2. Individuals must read the Code of Ethical Conduct book and sign page 11 and return the form to their Holy Spirit Parish organization head. Organization heads must turn in these signed forms to Mary Welsh at the Parish Office. Please verify that individuals signed their full legal name and not nicknames.
3. Individuals must complete the Missouri Department of Health and Senior Services Worker Registration Form and supply a copy of their Social Security card. This form and Social Security card must be turned into Mary Welsh for processing with the state.
4. Sign the Acknowledgement for Volunteer Screening Purposes Form.

If you have completed all four steps above, thank you. Please note, though, that we are required to resend background check requests to the State of Missouri every even year. This is being done for those already in compliance. Number 2, 3, and 4 should be turned into Mrs. Mary Welsh, Parish Safety Coordinator for processing.

PLEASE NOTE -- It can take time to process Step #3 and compliance must be complete before any volunteering can occur. While we are able to perform on-line background checks, if the State of Missouri is experiencing a large volume of requests, it may take some time to get results.

Thank you so much for your cooperation. If you have any questions, please contact Mrs. Mary Welsh, Parish Secretary and Parish Safety Coordinator at 739-0230.

## ***CATHOLIC HIGH SCHOOL APPLICATION***

High School Nights are held in September. Students and parents have an opportunity to hear presentations from various schools. Admission is based on standardized test scores and the student's academic and conducts records. Application forms will be sent home with the students and are to be returned to school. Holy Spirit Catholic School will send transcripts, application forms, and fees to appropriate high schools. The District Catholic High School for students of Holy Spirit Parish is Holy Trinity High School and Duchesne High School.

### ***HIGH SCHOOL SCHOLARSHIPS/FINANCIAL AID***

Most high schools award scholarships that are based upon a student's academic record sent with the application to a particular school. There is one exception: DeSmet High School. This school requests the name of the top eighth grader (boy) determined solely by academic record. This scholarship is not based upon interest in the school or financial need. Most schools offer financial aid based on need. Parents should contact the school directly to inquire about assistance program. Other scholarships may be available for Grade 8 students. Some requirements for such scholarships may include, but are not limited to:

1. Must be attending a Catholic High School
2. Service to the community
3. Behavior – Conduct, manners, and are respectful towards all
4. Positive Attitude
5. Essay Question

## **HOME & SCHOOL ASSOCIATION**

### **PARENT VOLUNTEERING**

Parent Volunteering gives the parents a choice in how they contribute to our school – through their time, talent or treasure or all of the above. It has two arms: volunteering and fundraising. Both programs require all families to participate through volunteering their time. In addition, each family is asked to participate in the Scrip (Gift Card) program.

The parent volunteering side is referred to as Volunteer Program the fundraising side is called Scrip. Families will be required to work 15 hours by volunteering at various school activities and events. A volunteer sheet is distributed to the families where each may choose what fits their schedule. The Scrip program is simply purchasing gift cards, which are sold at various times including after each Mass on Saturdays and Sundays. A percentage of each gift card purchased goes to Holy Spirit School. See details below. Questions about Holy Spirit's Parent Volunteering can be directed to Mrs. Marcy Baker SCRIP Questions can be directed to Colin Burch or Lisa Jenkins.

Please Note: The Pastor and/or Principal reserves the right to deny a parent to volunteer given certain circumstances.

### **POINTS**

Each family who attends Holy Spirit Catholic School is asked to earn their hours over the course of a fiscal school year (July 1<sup>st</sup> through June 30<sup>th</sup>).

- \* The requirement is 15 hours per family, and there are numerous positions available to help you earn your hours. Opportunities include those that take about 1 hour to complete, 5 hours to complete, and those that take about 10 hours to complete. We will have a number of opportunities throughout the year when you can sign up and volunteer to work at different positions in order to earn your hours.
- \* For every 5 hours that you volunteer more than the minimum 15 hours required, your family will be entered into a drawing for a free book fee good for the next school year.
- \* A log book is kept in the school office for recording hours. It is the family's responsibility to ensure that all of their hours volunteered are logged in the book. You are able to track your hours on Fast Direct.
  
- \* It is our hope that through this opportunity, families will get involved with the children, parents, faculty, and staff of Holy Spirit Catholic School. By doing so, every family will find their place as well as model service for their children, take pride in the work that we, the many parts, are doing together as one body to build the Holy Spirit community.

### **SCRIP**

Each family that attends Holy Spirit Catholic School are asked to earn a tiered amount of Scrip proceeds in a fiscal calendar year (July 1<sup>st</sup> through June 30<sup>th</sup>).

- \* All families with children in K-8<sup>th</sup> will need to earn \$150 Scrip contributions
  - o This money can be earned via a combination of the Schnucks e-scrip card or purchases of Traditional gift cards.
  - o Every Scrip purchase will be credited to your required goal and tracked weekly.

- Scrip credits begin with purchases made July 1<sup>st</sup> through June 30<sup>th</sup> for the current school year.
- At the end of the Scrip year, you are responsible for paying any unearned balance of your \$150nScrip requirement. For example, if you have earned \$140 of your required \$150 Scrip credits you will owe \$10 back to Holy Spirit School.
- Any parishioner, family, or friend is welcome to designate their purchases toward your Scrip requirement by simply writing the family on their purchase form.

### *Traditional Scrip Cards*

- 100% of the listed rebate will be returned directly to the school and credited to you. For example, the \$100 Shop n Save offered at a 5% rebate will earn \$5 for our school and \$5 in credit for your family, simultaneously.
- There are a huge variety of vendors that participate in the Scrip program. Please feel free to visit [glscrip.com](http://glscrip.com) for the most current participating retailers and their current rebates.
- Two ways that you can purchase these gift cards is to order in advance or purchase on hand inventory.
- We carry many retailers on hand to be purchased, such as Dierbergs, Target, Walmart, and Walgreens. A few restaurants include: Applebee's, Subway, Taco Bell, and Wendy's. Gas retailers include: Mobil, BP, Shell.
- These cards can be used in a variety of ways: as cash at participating retailers, given as gifts, or for budgeting purposes.
- Purchases can be made both at pick-up and drop-off on Fridays, during the school year and year round at weekend masses.

### *Buy-Out*

You may choose to BUY OUT of Scrip purchases, however, it is not recommended.

- A buyout check of \$150 may be paid at Back to School Night, payable to HS Points.
- If you (or anyone purchasing scrip designating it to your family) make a scrip purchase during the school year after you have bought out, you are not entitled to any (partial or full) refund of your buyout payment.

## **FUNDRAISING**

Each year the school will embark on a large fundraising effort to support various needs of the school including, but not limited to technology, tuition assistance, and educational materials. All families are expected to support fundraising efforts. Additionally, some classes may fundraise for particular activities such as Outdoor Educational Camp and 8th grade Graduation. All fundraising activities shall be approved by the Pastor, and Principal.

# **Playground Guideline for Supervisors**

Morning Recess: 9:45 AM–10:00 AM

Lunch Recess: Grades 6 thru 8--11:05 AM–11:25 AM

Kindergarten thru Grade 2--11:30 AM–11:50 AM

Grades 3 thru 5—11:55 AM-12:15 PM

## **❖ OUTDOOR RECESS**

- Church Parking Lot within the orange cones
  - Back lot to be used when front church parking is unavailable

## **❖ Supervisors**

- Pick up walkie & emergency bag from office
- When two or three are present (lunch recess)
  1. Observe from parking lot entrance
  2. Observe from parking lot exit
  3. Observe from top of lot near driveway to school (usually the teacher on duty)
  4. When only two one should be near Parkwood Lane either at the entrance or exit and the other at #3.
- Should be watching students at all times
- Should retrieve balls that have rolled across the street – Students are not allowed to cross the street
- Whistle
  - One long whistle
    - students need to line up immediately
  - Three short whistles
    - students are to freeze
      - ◆ car moving on lot or
      - ◆ emergency vehicle with sirens passing
        - students stop and say a Hail Mary (Supervisor to lead)
- Walkie
  - Notify office when sending a student in and the reason
    - Students should only be allowed to come into the building for emergency reasons.

## **❖ Rules**

- Students are not allowed to play
  - around parked cars
  - in the street
  - in neighboring yards
  - grassy areas
  - on sidewalks
  - in the rocks by the brick wall
- Students
  - should use the restroom prior to going out to recess
  - may only use school-supplied playground equipment and may not bring any from home
  - may not return to the classroom for forgotten playground equipment
  - are to be kind and include others when playing
  - are expected to play fair and practice Christian sportsmanship

- Students
  - may NOT chase balls into the street, yards, or snow
  - should not litter (morning recess when taking snacks out)
- ❖ **Kdg – 5<sup>th</sup> grades specific guidelines**
  - Students
    - May play with students in other grades, however use discretion (ex. Kdg may not play “team games” with 5<sup>th</sup> grade students)
    - May not play with balls on the back parking lot
- ❖ **Grades 6 thru 8 specific guidelines**
  - Students
    - May play with other students one grade level above or one below
    - May bring balls from home; however, the school is not responsible for loss or damage.
    - May play with balls on the back parking lot; however, no kicking.
- ❖ **General Guidelines**
  - Students who are to be dismissed early must leave from the school office. Parents may not take students from recess.
  - In the event of an ambulatory student injury, the playground supervisor will direct the student to the school office. If the child cannot be moved, contact the office immediately.
  - Should a student’s behavior warrant his/her removal from the playground, a supervisor should contact the office by walkie with the name of the student being sent to the office.
  - When a student has been removed from the playground, the homeroom teacher will be called to the office to determine the appropriate disciplinary action warranted in this matter. The teacher may discuss the incident with the playground supervisor and student in order to resolve the matter. An incident report will need to be completed by the supervisor and/or teacher. (Get form from school office.)
- ❖ **INDOOR RECESS**
  - Held in individual classrooms
  - Students
    - should always play fair and practice Christian sportsmanship.
    - may sit on the floor or chairs
    - may play with games provided by the teacher
    - may not sit on the desks or tables
    - may not run, crawl or chase other in the classroom
    - may not throw balls or other items
    - must stay in his/her classroom
    - must put away all games and toys before the recess period ends
    - may not sit at the teacher’s desk
    - must ask a teacher or supervisor to use the restroom



HOLY SPIRIT CATHOLIC SCHOOL  
GRADES Pre-K through 8  
2021-22

**Student Dress Code for Girls**

Dress, appearance, neatness, and cleanliness correlate with students' general work habits, self-esteem, self-discipline, and attitude toward learning. Students will follow the uniform guidelines.

- JUMPER:** Grades Pre-K - 8 "Holy Spirit" Plaid Jumper. No more than 2" inch above knee.
- SKIRT:** Grades 5 – 8 "Holy Spirit" Plaid Skirt. No more than 2" inch above knee.
- SKORT:** Grades Pre-K–5 Grade Navy Blue single front flap twill skort. No more than 2" inch above knee.  
August and September (October left to the discretion of Principal)  
April through the end of the school year.
- SHORTS:** Grades Pre-K - 8 Navy Blue dress style uniform walking shorts. No cargo pockets.  
August - September (October left to the discretion of Principal)  
April through the end of the school year.
- PANTS:** Grades Pre-K - 8 Navy Blue dress style, twill or corduroy uniform pants. No cargo pockets.
- LEGGINGS:** Grades Pre-K – 8 Navy Blue leggings may be worn under jumper. Sweatpants and PJ pants are not permitted.
- BELTS:** Grades K – 8 Must be worn with shorts and pants. Any solid dark color.
- SHIRTS:** Grades Pre-K - 8:
- Plain White, short or long sleeve knit polo or plain White round collar blouse
  - Plain White knit turtlenecks. No logos.
  - Red short or long sleeve knit polo with "Holy Spirit Logo" MUST be purchased through school
  - Plain White under garments No colored, prints, patterns or logos.
  - MUST be tucked in at all times.
- SWEATERS:** Grades Pre-K - 8 Plain Navy Blue cardigan, vest, or v-neck pullover.
- SWEATSHIRT:** Grades Pre-K - 8 Navy Blue or Red sweatshirt with "Holy Spirit" logo. Must be purchased through school
- NOTE:** Grade 8 students may wear his/her class t-shirt and/or sweatshirt year round.
- SOCKS:** Grades Pre-K - 8:
- Plain White, Navy or Black socks. Socks without logos must be visible.
  - Navy Blue knee socks.
  - Navy Blue tights.
- SHOES:** Grades Pre-K - 8:
- Tennis shoes that reveal the ankle bone, no light- up
  - No boots or heelys. Dress shoes may be worn.
  - All shoes must have crepe soles or soft rubber soles
  - Heel of the shoe MUST be enclosed. (No heelys)



**HAIR: Pre-K – Grade 8:**

- Hair is to be styled away from face.
- Bang's length top of eyebrow or a clip must be in at all times.
- Radical hair styles/cuts or hair coloring (tinting/streaking/frosting) is prohibited.
- All hair color must remain the child's natural color. As determined by the principal.

**NAILS &**

**MAKE-UP: Grades Pre-K – 8** No nail polish and/or make-up.

**JEWELRY: Grades Pre-K – 8** Watch and one small, simple religious medal may be worn. Small, simple post earrings only. No dangling earrings.

**PHY. EDUCATION GRADES 5 -8 ONLY:**

- Navy Blue "Holy Spirit" logo knit shorts (Grades 5-8)." Must be purchased through school.
- Plain White T-shirt or "Holy Spirit" logo PE T-shirt purchased through the school with "Holy Spirit" logo (Grades 5-8)."

**NOTE:** Holy Spirit sport team hoodies and sweatshirts are not considered uniform attire.

HOLY SPIRIT CATHOLIC SCHOOL  
GRADES Pre-K through 8  
2021-22

**Student Dress Code for Boys**

Dress, appearance, neatness, and cleanliness correlate with students' general work habits, self-esteem, self-discipline, and attitude toward learning. Students will follow the uniform guidelines.

**PANTS:** **Grades Pre-K – 8** Navy Blue dress style, twill or corduroy uniform pants. No cargo pockets.

**SHORTS:** **Grades Pre-K – 8** Navy Blue dress style uniform walking shorts. No cargo pockets.  
August and September (October left to the discretion of Principal)  
April through the end of the school year.

**BELTS:** **Grades K – 8** Must be worn at all times. Any solid dark color.

**SHIRTS:** **Grades Pre-K – 8:**

- Plain White short or long sleeve knit polo shirts. No logos.
- Plain White knit turtlenecks. No logos.
- Red knit long or short sleeve knit polo with "Holy Spirit Logo" must be purchased through school.
- Plain White Undershirts No logos.
- Must be tucked in at all times.

**SWEATER:** **Grades Pre-K – 8** Plain Navy Blue cardigan, vest, or V-neck pullover.

**SWEATSHIRT:** **Grades Pre-K – 8** Navy Blue or Red sweatshirt with "Holy Spirit" logo.  
MUST be purchased through school.

**NOTE:** Grade 8 students may wear his/her class t-shirt and/or sweatshirt year round.

**SOCKS:** **Grades Pre-K – 8 Plain** White, Navy, or Black socks. Socks without logos must be visible.

**SHOES:** **Grades Pre-K – 8**

- Tennis shoes that reveal the ankle bone, no light- up
- No boots or heels. Dress shoes may be worn.
- All shoes must have crepe soles or soft rubber soles
- Heel of the shoe must be enclosed. (No heelys)

**HAIR:** **Grades Pre-K – 8**

- May not touch the shirt collar.
- Side length may not touch top of ears.
- Front length may not touch the top of eyebrow.
- Radical hair styles/cuts or hair coloring (tinting/streaking/frosting) is prohibited.
- All hair color must remain the child's natural color.
- No lines may be cut into hair.
- As determined by the principal

**JEWELRY:** **Grades Pre-K – 8** Watch and one religious medal may be worn. No earrings.

## **PHYSICAL**

### **EDUCATION: GRADES 5 - 8 ONLY**

- Navy Blue "Holy Spirit" logo knit shorts (Grades 5-8)." Must be purchased through school.
- Plain White T-shirt or "Holy Spirit" logo PE T-shirt purchased through the school with "Holy Spirit" logo (Grades 5-8)."

**NOTE:** Holy Spirit sport team hoodies and sweatshirts are not considered uniform attire.

### **SPIRIT DAYS**

Students may wear a Holy Spirit "spirit shirt" with non-uniform bottoms that follow the guidelines for out-of-uniform days. Non-uniform shorts are not permitted. Appropriate shirts for spirit days include shirts representing Holy Spirit parish, school, or athletic association or a plain red shirt.

### **OUT OF UNIFORM DAYS**

Students are expected to dress modestly. Their attire should not distract from educational or religious activities. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed.

#### *Guidelines for Out-of-Uniform Days*

- Clothing items should not make reference to drugs, alcohol or any inappropriate themes or slogans
- Low cut/low hanging, torn or ripped jeans may not be worn
- Shorts other than uniform shorts may not be worn at any time
- Low cut, halter, crop or tops not covering the midriff may not be worn
- Sandals, crocks, clogs, open-heeled shoes may not be worn
- Yoga pants, leggings and jeggings may not be worn

The administration will determine the boundaries of acceptable styles. The principal reserves the right to make the final decision related to any questionable uniform or grooming code violation. Dress code compliance is the responsibility of each school family with assistance of the school faculty. Non-compliance will result in a phone call home for parents to bring a change of clothes to the school and possible issuance of a C.A.R.E. Card signature or C.A.R.E. Slip.

Revised: June 2021

### **Fischer's School Uniforms**

69 Florissant Oaks  
Florissant, MO 63031  
314-921-9972  
1-800-921-9972

or

626 Jungermann Road  
St. Peters, MO 63376  
636-939-3349  
1-800-939-3349





## **SUPPLY LISTS 2020-2021**

### **KINDERGARTEN**

- 1 Pull-top container Clorox wipes
- 1 Book bag or backpack (no rolling backpacks)
- 1 Beach towel (Name on towel)
- 1 Plastic pencil box (not a pencil case) 8" x 5-1/2"
- 3 Boxes of crayons (24 count, no larger)
- 12 #2 pencils (sharpened)
- 4 Pink erasers
- 1 Package of Washable markers (wide tip)
- 2 Thin tip dry erase makers
- 6-8 Glue sticks
- 1 Pair of Scissors
- 1 Package of Wide Ruled Notebook
- 1 Two-pocket folder (any color)
- 1 Two-pocket folder (red)
- 1 Roll of paper towels
- 2 Box facial tissues
- 1 Bottle of hand sanitizer
- 1 Package of Dinner Size Paper Plates
- 1 Ream of white copy paper
- NO rest mats

**PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL**

### **GRADE ONE**

- 1 Box of pencils unopened (No name on the box; Do not sharpen)
  - 4 Erasers (pink) 1 will be given out each quarter.
  - 2 Boxes of crayons (24 count, No larger) one box given out each semester.
  - 1 Pocket folders
  - 1 Plastic pencil box (not pencil case) 8" x 5-1/2"
  - 1 Pair pointed craft scissors
  - 4 Glue sticks (given out as needed)
  - 1 Pull-top container of Clorox wipes last name beginning with J thru Z
  - 1 BIG bottle of Hand Sanitizer A thru H
  - 1 Box of facial tissues
  - 1 Book bag or backpack
  - 1 Package of Dinner Size Paper Plates
  - 1 Ream of white copy paper
- Please be aware that some items may need to be refilled or replaced throughout the year.

**PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL**

## **GRADE TWO**

- 1 Box of #2 Ticonderoga Pencils sharpened
- 4 Red ballpoint pens (stick pens only)
- 2 Boxes of crayons 24 count only, no larger, please (one box per semester)
- 1 4 Pack Black Expo Dry Erase Markers (chisel tip)
- 4 Glue Sticks
- 4 Pink Erasers
- 3 Single Subject Wide Ruled Spiral Notebook one yellow, one red and one blue
- 1 Ream of white copy paper
- 3 Plastic Folders
- 1 ½ Inch View Binder
- 1 School box for supplies 8" x 5-1/2" (plastic only, not a pencil case)

### **CASE ANY LARGER WILL BE SENT HOME**

- 1 Rainy day coloring book
- 1 Large box of facial tissues
- 1 Package of Dinner Size Paper Plates
- 1 Box of sandwich size Ziploc bags
- 1 Set **each** of addition and subtraction cards

### **PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL**

## **GRADE THREE**

- 1 One box of 12 #2 Pencils (Sharpened)
- 1 Small pencil sharpener
- 1 Box of crayons (24) No larger, please
- 1 Pair of pointed scissors
- 1 4 oz. bottle of glue
- 4 Glue sticks (please replace as needed)
- 1 Box markers
- 1 Box colored pencils
- 1 Art box; a clear plastic shoe box
- 1 Pair of headphones for computer use
- 1 Coloring or drawing note book for indoor recess
- 1 Eraser
- 1 Package of Dinner Size Paper Plates
- 1 Ream of white copy paper
- 1 Roll of paper towels
- 1 Box of facial tissues
- 1 Pull top container of disinfecting wipes

### **PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL**

## **GRADE FOUR**

- 1 Book Bag or Backpack
- Pencils #2 (constant supply of 3)
- 1 Eraser (pink pearl or magic rub)
- 3 Ballpoint pens (either black or blue)
- 1 Highlighter marker
- 1 Box Crayola Crayons (No larger than 48 count pack)
- 1 Box Crayola Washable Markers thick point
- 1 Box of colored pencils-(24 count)
- 1 Black permanent marker thin point (not ultra fine)

### **GRADE FOUR CONTINUED NEXT PAGE**

### **GRADE FOUR (continued)**

- 1 Pointed scissors (Fiskar)
- 2 Dry Erase Markers (low odor) constant supply
- 1 Zippered pencil case (must fit in desk)
- 1 Art Box shoebox size (No larger) \*Larger boxes will be sent back home.
- 1 Spiral notebook wide ruled
- 1 Package of 3 x 5 ruled index cards
- Loose leaf paper 8½ x 11 wide ruled (constant supply)
- 2 Pocket folders
- 2 One inch binders
- 1 Set of dividers for binder
- 1 Mead composition notebook
- 1 Ream of white copy paper
- 1 Set of poster temptra paints
- 4 Jumbo book covers
- 3 Boxes of facial tissue
- 1 Package of Dinner Size Paper Plates
- 2 Rolls of paper towels
- 1 Large container of pop-up wet wipes

PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL

### **GRADE FIVE**

- 3 ERASABLE blue/black pens at all times
- Colored pens for correcting, 1 must be red
- #2 pencils, at all times (continuous supply)
- 3 Spiral notebook (wide-ruled) single subject
- 1 Mead composition book
- 1 Large eraser
- 1 Box of crayons (24)
- 1 Box of colored pencils (24)
- 1 Box of 10 Crayola markers thick point
- 1 Box 10 Crayola markers thin point
- 1 Black Sharpie fine point
- 1 Black Sharpie ultra fine point
- 8 Fluid oz. white glue
- Glue stick (continuous supply)
- Pointed scissors (Fiskar)
- 1 12" ruler (centimeters & inches)
- 1 Zip Pencil case
- 4 Jumbo book covers
- Index card case Optional (not box)
- 1 Ream of white copy paper
- CONSTANT SUPPLY White loose leaf paper Wide Ruled
- Plastic shoe box size box for art supplies
- Dry erase markers (low odor) CONSTANT SUPPLY
- 2 Hi-liters different colors
- 5 Folders
- 1 Clean Sock
- 2 Roll paper towels
- 1 Package of Dinner Size Paper Plates

### **GRADE FIVE CONTINUED NEXT PAGE**



### **GRADE FIVE (continued)**

2 LARGE boxes of facial tissues  
CONSTANT SUPPLY of 3x5 Ruled index cards (white or colored)  
1 Container of Lysol pop-up disinfecting wipes  
1 Bottle of Germ-X  
1 Draw string bag for gym clothes  
NO Pencil sharpeners

PLEASE NOTE: MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL

### **GRADES SIX, SEVEN, & EIGHT**

Blue or black ink ballpoint pens, replenish as needed.  
12 Red ballpoint pens (no felt tip), replenish as needed.  
12 Pencils #2  
1 Box of crayons (24)  
1 package of markers  
3 Sharpies Black Fine Point  
Colored pencils  
White glue or glue stick  
Pointed Scissors (Fiskar)  
1 12" ruler (centimeters & inches)  
Protractor  
Compass  
Calculator  
White loose leaf paper wide-ruled only  
Plastic box for art supplies  
2 Large boxes facial tissues  
2 Rolls of paper towels  
1 Package of Dinner Size Paper Plates  
2 Pull-top container of disinfecting wipes  
Trapper-Keeper  
5 Spiral notebooks (wide ruled)  
1 Ream of white copy paper  
5 Large Cloth Book Covers  
1 Draw string bag for gym clothes

### **PRE-KINDERGARTEN**

3 Eight count only basic color "Crayola Brand" crayons (red, orange, yellow, green, blue, purple, brown, black) (not fat kind)

6 Elmer's glue sticks (No bottled glue)

2 Reams of white paper

\*\*Please buy only *Crayola Brand* because Rose Art is too waxy and not true to color. Please make sure the 8 original colors are in the box. Target *does not* carry 8 original colors, check Walmart or Hobby Lobby.

2 10 count classic color "*Crayola Brand*" markers (fat style, washable)

2 Pull-top container wipes (Baby Wipes)

2 Box of Kleenex

3 Rolls of paper towels

1 Pull top Disinfectant wipes

1 Box of Band-aids (latex free)

2 Box of 5 oz. paper cups

1 *Large Beach Towel* for naptime (No large blanket)

1 *Small Pillow*

1 Trifold Pre-School Sleeping Mat (available at Target or Wal-Mart thin style) Please put your child's name on the mat. This item is for Full Day students only

\*\*\*Due to limited storage space we ask that you do not purchase roll up mats, adult size mats or sleeping bags. We also would appreciate small pillows and towels only. No blankets.

1 Large size backpack/book bag

\*\*\*Extra undies and change of clothes; the change does not have to be a uniform. All children need this extra change because spills happen.

(PLEASE PUT CLOTHES IN A ZIPLOC BAG WITH THE STUDENT'S NAME ON THE ZIPLOCK BAG)

PLEASE DO NOT LABEL ANY SUPPLIES EXCEPT FOR EXTRA CLOTHES, COATS, HATS AND NAPPING ITEMS. (NAP ITEMS ARE FOR THOSE CHILDREN STAYING ALL Day.)

## **PRE-SCHOOL**

### **THE FOLLOWING ITEMS ARE FOR ALL STUDENTS**

1 Bottle of Elmer's glue

2 Box of Kleenex

2 Roll of Paper Towels

1 Box of Crayola markers

1 Crayola 8 count watercolor paint

1 Box of Band-aids (latex free)

2 Pull- Top container Baby Wipes

1 Ream of white paper

### **PRE-SCHOOL CONTINUED NEXT PAGE**

2 Box of 5 oz. Paper Cups

1 Extra Pair of Underwear and Change of Clothes

❖The Clothing should be Seasonal Appropriate in a zip lock bag with their name on bag.

### **THE FOLLOWING ITEMS ARE FOR FULL-TIME STUDENTS ONLY**

The below items will remain at school

1 *Large Beach Towel* for naptime (NO large blanket)

1 *Small Pillow*

1 Small Stuffed Animal

1 Trifold Pre-School Sleeping Mat (available at Target or Wal-Mart thin style) Please put your child's name on the mat.

\*\*\*Due to limited storage space we ask that you do not purchase roll up mats, adult size mats or sleeping bags. We also would appreciate small pillows and towels ONLY. NO BLANKETS.

**MARK NAME ON ALL ITEMS BEFORE BRINGING THEM TO SCHOOL.**