

Holy Spirit School



Where All God's Children Come Together

Parent/Guardian Handbook

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Holy Spirit School

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Parent/Guardian Handbook

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NON-DISCRIMINATION POLICY

Holy Spirit School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Holy Spirit School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of Holy Spirit School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the **Principal has the discretion to take actions other than those specified in the Handbook.** This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

Holy Spirit School is accredited by the Middle States Association of Schools and Colleges.

The Story of Our School...

Amid 7.5 acres of property, a lovely two-story, rose-brick building began construction in 1964. Holy Spirit School opened its doors on September 15, 1965 admitting 359 students from grades one through eight under the auspices of the Dominican Sisters of Caldwell. During this time, the nuns resided in what is now Drexler Hall. In September of 1974 Drexler Hall housed Holy Spirit's first half-day Kindergarten class. Three and one-half years later, Holy Spirit saw its first full lay faculty and administration. The following September, the first Per-Kindergarten program began, utilizing Drexler Hall facilities for 3 and 4 year old youngsters in the afternoon. In 1990 the 3 year-old program was eliminated, thus extending the Per-Kindergarten 4 year old program to five afternoons per week. In 1994, the Kindergarten program was extended to full day sessions to keep up with the changing times. Finally in September of 2008, the Pre-Kindergarten program extended to full day sessions to keep up with community requests. As society moves into the 21st century, thus Holy Spirit School continuously strives to maintain a quality education in a Christian atmosphere.

Our Philosophy

We at Holy Spirit School recognize that our school is an integral part of the faith community of Holy Spirit Parish. Therefore, our goals reflect the faith commitment of this parish. We are Christ-centered and proclaim a three-fold purpose: *message* in spreading the Good News through daily living, *mission* in helping build a community of faith, and *service* with Christ-like love to all people. Our strength is based in the belief in the resurrection of Jesus and an overwhelming awareness of God's mercy. We seek to encourage our students to grow as dynamic Christians who think and act in accordance with the teachings of Jesus and are a living presence of Christ. We affirm religious values as a vital part of the curriculum.

We recognize the need for each child to develop his or her own spirituality and enjoy their relationship with God and their fellow man. Our aim is to instill a sensitivity and tolerance for our diverse population. We strive to attain a strong sense of community and we work together to form the body of Christ. Our commitment to actively serve others is founded in the words of Jesus - **WHATSOEVER YOU DO FOR THE LEAST OF MY PEOPLE THAT YOU DO UNTO ME.**

We aim to prepare citizens with a moral conscience to fulfill responsible roles within the family, church and society. We aim to create a positive and healthy self-image for each student. While students build academic skills, they also gain other important competencies including critical thinking, research, and problem solving. Our purpose of education is not only to instruct, but also to allow the students to assimilate and apply as much learning as possible.

Since we are becoming a technology-based society, it is essential for the school to enable the children to function in such a world. It is our goal to assist the students in responding to and incorporating these technological advancements in a manner befitting their Christian teachings. These values are as important as the mastery of basic skills.

We recognize the importance of the parent as the primary educator of the child and believe it is vital to maintain harmonious and open channels of communication between home and school.

The faculty at Holy Spirit, both individually and as a group, seeks to create a caring atmosphere of love, trust, understanding and respect.

Parent/Student Handbook
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MISSION STATEMENT

As Christian educators, the mission of Holy Spirit School is to be an example of Christ for others, so that they may grow in His love, wisdom and strength. Through our words, deeds and prayer life, we strive to create a climate where Christian values permeate and unify all areas of learning - academic, social, physical and spiritual. Thus, each person in our care can be nurtured to attain his or her potential within an atmosphere of commitment to others.

We serve God by giving witness to His teachings. We serve our community and neighboring communities by offering a Christ-centered education. We serve our faith community - for by strengthening and nurturing its member - we nurture and strengthen the whole church.

BELIEFS OF HOLY SPIRIT SCHOOL

We believe that:

- Our community of faith consists of priests, religious, teachers, staff, parents, and students.
- It is our responsibility to encourage each child to reach his/her full potential and to develop a genuine love for the acquisition of knowledge.
- A reasonable level of competition is regarded as healthy, yet students are expected to be mutually supportive and understanding of each other's differences.
- Teachers are viewed as Christian role models, directors of the educational process, and prime motivators for their students.
- A supportive relationship between teachers and staff is necessary to provide a nurturing and educationally stimulating environment for our students.
- Student-teacher relationships are based on trust.
- Parents are recognized as the primary educators of their children and are seen as partners in the educational process.
- All children have a right to a quality education provided in a safe, caring, and mutually supportive environment.
- Teaching Christian values enables our children to formulate moral decisions according to the message of Jesus Christ.
- Self-evaluation and continuous improvement are necessary to meet the needs of an ever-changing society.

ROLE OF PARENTS

"While it was relatively easy in more stable times for parent to educate their children and transmit their values to them, the immense complexity of today's society makes this a truly awesome task. Without forgetting, then, that parents are the "first to communicate the faith to their children and to educate them," the Christian community must make a generous effort today to help them fulfill their duty."

-To Teach As Jesus Did

The community of Holy Spirit will strive to assist parents in the education of their children. However, parents are the primary educators of their children and must weigh seriously their obligation to educate their children in an atmosphere that teaches community, doctrine, and service. To accept the role of parent-teacher team, parents can be of great assistance to Holy Spirit School in maintaining quality Catholic education by:

1. Assisting the student in his/her academic and moral development by reviewing the report card carefully, by supervising home study, by cooperating with the school in ALL regulations, activities and recreation.
2. Participating wholeheartedly as a member of the Home-School Association.
3. Trying to discover the student's interest and talents so they may be developed in cooperation with the classroom teacher.
4. Recognizing that the teacher takes the place of the parent while the students are in school.
5. Teaching and explaining to the children respect for Law, for authority, for the rights of others and for public and private property.
6. Insisting on prompt regular school attendance and complying with attendance rules and procedures.
7. Making an effort to attend individual and group parent-teacher conferences.
8. Working with the school in a cooperative effort to carry out recommendations made in the best interest of the students.
9. Parental participation in Sacramental programs is essential.
10. Nurturing the spiritual life of the children by actively participating in worship services on a regular basis.

ROLE OF STUDENTS

"Begin with little things and do not expect to accomplish anything without an effort."

-Theodore Roosevelt

Nothing is accomplished without effort. The effort to succeed is essential to all here in our community of Holy Spirit School/Parish.

What is expected of the students of Holy Spirit School? Boys and girls who, through the assistance of parents, teachers, administrator, and priests, develop their individual capabilities to their fullest potential, are thus readying themselves to be better fitted for the world of today and world of tomorrow.

Students of Holy Spirit School should:

1. Make a sincere effort to do their best in all endeavors.
2. Accept responsibility for ALL their actions.
3. Develop personal standards of conduct befitting Christian citizens.
4. Respect themselves and others.
5. Obey all school rules and regulations and help maintain school property and school order.
6. Strive to realize a healthy self-image, which will lead to a well-adjusted life in school as well as at home.
7. Recognize that the teacher in school facilitates the wishes of the parent and MUST be respected.
8. Be particular of personal appearance; have pride in themselves and in their work.
9. Use their God-given talents to the utmost for spiritual, mental, social, and physical growth.
10. Be able to help others to grow spiritually, mentally, socially and physically.

I. Admissions

A. Policy on Admission of Students

Holy Spirit School gives preference to:

- * Siblings of students who are currently enrolled in the School
- * Students who have been enrolled in the HSS Early Childhood Program
- * Registered parishioners of Holy Spirit Parish who currently have siblings in the school
- * Registered parishioners of Holy Spirit Parish who currently have no siblings in the school
- * Catholic students registered in parishes other than Holy Spirit Parish and who currently have siblings in the school
- * Catholic students registered in parishes other than Holy Spirit Parish but who currently have no other siblings in the school
- * Non-Catholic students
- * In the event that Holy Spirit School maintains a waiting list, it will be for one academic year only. Registration is required for the succeeding academic year.

B. Technical Requirements For Admission

1. Age

- A Birth Certificate must be submitted for proof of age.
- A Kindergarten student must be five (5) years old on or before September 30.
- A First grade student must be six (6) years old on or before September 30.

2. Immunization Requirements

Varicella Vaccine (Chickenpox)

- Children entering K or First grade.
- Pre-K students after 12 months of age

Hepatitis B Vaccine (3 doses)

- Children born on or after January 1, 1996
- Children entering K or First Grade: Provisional admittance with one documented dose; second dose received no later than three months later; third dose no later than 12 months after first.
- Children born on or after January 1, 1990 and/or entering grade 6: two dose as an acceptable alternative only if appropriately documented administered to 11-15 years of age pupil.
- All students grade 9 through 12 (September 2004).

Medical exemptions acceptable from

- M.D. or D.O. and also Certified Nurse Practitioners.
- Subject to annual review by school personnel (confirm with medical provider).
Based only on current Red Book standards.

Provisional Admission

- Children admitted without completed documentation must show an appointment for the remaining doses and cannot take more than one year for completion.

DPT Vaccine

- For children under age (7) seven a minimum of four (4) doses are required one dose must be after 4th birthday. Any five (5) doses also comply.
- For children over (7) seven years of age three (3) doses are required.
- Pediatric D.T. toxoid is acceptable only with valid medical contraindication.

Polio Vaccine

- Children less than seven (7) years of age 3 doses of either OPV or IPV is required, provided one dose is given on or after the 4th birthday. Any (4) four doses also comply, must be separated by one month.
- Children over (7) seven year of age three doses are acceptable.

Measles, Mumps and Rubella Vaccine

- One dose for Pre-K students.
- Two doses for K through Grade 8.

Flu-One dose for Pre-K

Meningococcal-One dose, Grade 6

Tdap Booster- One dose, Grade 6, 11 years old

Pneumococcal-One dose Minimum

Hib Vaccine

- Requirements for one booster dose after 12 months of age before 16 months of age. For child care center or preschool up through 59 months is required.
- An applicant whose immunization record is incomplete will not be admitted.

3. Health Requirements

- All new students, including Kindergarten students are required to have a
 - a) complete physical examination signed by physician
 - b) complete dental examination signed by dentist

4. Wellness - We, at Holy Spirit School, support and promote healthy living for all students. This includes: eating well, getting proper sleep, lots of exercise and fresh air and good personal hygiene, especially frequent hand washing.

Please do not send your child to school ill! Please keep him/her home if there is fever, vomiting, diarrhea, pink eye or unexplained rash. Children should be kept at home until fever free for 24 hours.

5. Testing - Should Holy Spirit deem it necessary, placement testing will take place prior to acceptance.

6. Catholic Applicants - A Baptismal Certificate and verification of the reception of any additional sacraments is required.

7. Transfer Students

- Completion of all required registration forms
- Adherence to age, immunization requirements, health requirements, and testing
- Transfer notification from most recently attended school
- Report card and standardized testing results from most recent previous school
- Adherence to discipline policies of previous school
- Interview with parent/guardian and student

8. Financial Obligations

- a. A non-refundable registration fee per family is due at time of registration
- b. Tuition/Fees from any previous school must be satisfied

II. Attendance

A. General Statement

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future. Character formation and emotional security are greatly enhanced when children are present in school on a regular basis and when they arrive on time and remain for the entire school day.

B. School Hours

Full Day Session - School hours are 8:00 a.m. until 2:40 p.m.
Half Day Sessions - 8:00 a.m. until 12:30 p.m.

C. Absence

The following procedures represent a mutual effort to account for the presence of students during school hours:

- * The school office is to be notified by telephone by 9:00 a.m. when your child will not be attending school.
- * Upon return, each child must present a note written to the homeroom teacher by the parent/guardian including the dates of and explaining the reason for absence.
- * Absence of four consecutive days requires a doctor's note.
- * Should a child be reported absent and a call has not been received, the secretary or other employee of the school will make every reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence.

D. Excessive Absence

Excessive absence shows lack of commitment to the education process. This can result in poor academic performance and could contribute to the child's inability to master the academic material presented. Excessive absence may result in retention.

E. Tardiness

Students are expected to arrive on time for school. Continual tardiness distracts from the students ability to meet the challenges of the day in an orderly and proper fashion. It also causes interruptions for the teacher and classes that are in progress. Any student that arrives after the **8:10 a.m.** bell is considered tardy.

F. Early Dismissal

Holy Spirit discourages parents/guardians from removing students from school before the 2:40 p.m. and 12:30 noon dismissal times. It is disruptive to the learning process and classroom organization. Where frequent early dismissals exist, the principal will confer with the parents/guardian in order to correct the abuse.

A student who leaves school during the day due to illness, appointments, or any other reason, must be picked-up in the main office by the parent/guardian or authorized person

and signed-out by that person. No student shall be sent home or leave school for any reason without the knowledge of the principal. A written note should be sent to the office and homeroom teacher from the parent/guardian explaining the reason for early release, at least 24 hours in advance. Early dismissal is not to the child's advantage and is discouraged by the school.

G. Calendar

Please keep the yearly calendar and communication envelope updates in a convenient location in your home. Noon dismissals are noted on the yearly calendar. Please check our web site regularly.

H. Supervision

The school's responsibility for supervision of students begins at 8:00 a.m. and ends at 2:40 p.m. For children properly enrolled in the school's After School Care Program, Holy Spirit School's responsibility for supervision begins at 2:40 p.m. and ends at 6:00 p.m. For children properly enrolled in the Before School Care Program, supervision begins at 7:00 a.m. and ends at 8:00 a.m. when the children go to the general assembly, etc. for regular supervision. Children not enrolled in the Before Care Program, may not be on the premises before 8:00 a.m. Children not enrolled in the After School Program who are not picked up by 2:55 p.m. will be brought to the After Care Program. The parent/guardians will be responsible for the applicable fees. For students participating in after school extra-curricular activities, prompt pick-up is necessary. Should students not be picked-up on time, they will be brought to the After School Care Program and parents/guardians will be responsible for the applicable fees. Students should not be on school grounds when supervision is not provided.

I. Absence from School and Participation in School Activities

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, Holy Spirit School reserves the right to make an individual judgment regarding same day extra-curricular and athletic participation.

J. Family Vacations

Parents/guardians who wish to take their child(ren) out of school for vacation or family matters should discuss the child's progress with the principal and teacher. While this policy is generally discouraged however the primary obligation rests with the parent/guardian. In the event that this should occur, students will not be permitted to take textbooks with them. Work will have to be made up upon their return to school. No work will be given ahead of time. The responsibility for the make up of the work/tests rests with the student. It is also a matter of courtesy that the principal and teacher be notified in writing prior to the time of non-attendance.

K. Truancy

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is truant will be subject to discipline.

L. Emergency Closing, Cancellation of School, Delayed Openings

An emergency closing can occur due to inclement weather, no heat, severe absenteeism on the part of the faculty and students due to flu, measles, etc., Notification will be given through our School Reach Alert System. Please remember to register for this each September.

M. Inclement Weather

The cafeteria doors open at 8:00AM. On inclement days, the students will be permitted to enter the foyer of the cafeteria a few minutes early to wait quietly for the cafeteria to open.

N. Homework

Student's homework may be requested when a parent/guardian calls to report an absence. Homework assignments may be picked up after **2:40PM** at the school office. Since the teachers have a full schedule and cannot prepare the assignments before the end of the day, homework cannot be picked up before this time. The number of days absent is the number of days a student has to make up the required assignments. If homework is not requested through a phone call to the office, students are responsible for personally contacting the teachers about make-up work and for the completion of these assignments.

III. Home-School Communication

A. Appointments with School Personnel

Parents/guardians who wish to meet with the principal, a teacher, or any member of the school staff must contact the individual to arrange a mutually convenient meeting time. For the sake of good order in Holy Spirit School, parents/guardians may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, letter, email or at a mutually convenient appointment. Teachers will not schedule an appointment at times that may conflict with teaching or supervisory duties.

Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have proven unsatisfactory, should administrators be contacted.

When appointments are made, both the parent/guardian and the staff members should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

B. Regular Communication with Families

Holy Spirit School will communicate weekly with all parents/guardians via the Thursday Communication Envelope. Updates to our website will be announced throughout the year. Please check the website regularly. A paperless option for notices will be offered when resources are available.

C. Children Bringing Cash/Return of Notices to School

Money/return notices that are sent to school should be placed in a sealed envelope and identified with the child's name, grade, amount enclosed (where applicable) and purpose.

D. Home School Association

The HSA of Holy Spirit has been organized for the following reasons:

1. To function as a communication organism linking Holy Spirit's administration and faculty with the parent's/guardian's of its students in order to promote the spiritual, academic and social well-being of these same students.
 2. To underscore the dedication of Holy Spirit by uniting the professional contributions of its administrators, faculty and parents/guardians.
 3. To articulate the scholastic excellence of a Holy Spirit education.
 4. To engage in activities designed to promote the welfare of Holy Spirit School.
- The HSA sponsors meetings throughout the year. Socials and fund-raisers are also planned.

E. Custodial and Non-Custodial Parents

1. School Records-Parental Rights To School Records – Holy Spirit School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.
2. Court Orders
If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent is to supply the principal with the "custody section" of the divorce decree since it contains information which may be useful to the school in fulfilling its obligations.
3. Pick-up from School-Refer to the "Court Order" if on file with Holy Spirit.

F. Library Guild

The purpose of the Library Guild is to take care of the needs of our school library. Magazine subscriptions, books, videos, etc. are purchased by the Guild. Dues are collected at the beginning of each school year.

G. School Advisory Board

The purpose of the School Advisory Board is to collaborate on matters concerning the financial standing of the school, facilities upgrades, marketing and recruitment strategies.

The board consists of a panel of stakeholders, including the pastor or his designee, principal and Home-School Association president.

IV. Academic Policies

A. Curriculum

The major subjects offered at Holy Spirit include: Religion, Language Arts, Reading, Phonics (K-3), Spelling, Mathematics, Science and Social Studies. Special subjects include: Art, Music, Physical Education, and Spanish.

- Remediation Services are provided through the Union County Educational Service Commission.

It is expected that students successfully complete the designated courses for promotion.

B. Religious Education and Religious Services

Since the Catholic School provides the atmosphere for living the faith in its local environment, formal religious studies classes are an integral part of the curriculum. All students are required to take religion class. The school day and lunch periods begin and end with prayer and it is expected that all students be reverent during prayer time.

Provisions are made for monthly school liturgies, liturgical celebrations, community days, and other seasonal activities.

The core of our religious values comes in the daily teaching of the Word of God designed to guide each child in a meaningful exchange in the day-to-day living of the Christian life.

The non-Catholic student is welcome at Holy Spirit School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled during the school year.

C. Sacramental Program

The religious education child(ren) receive at Holy Spirit provides a thorough overview of our faith, as a supplement to the model of faith and worship parents/guardians are providing at home. This model of family faith is coupled with the participation in the sacraments of Reconciliation, Eucharist and Confirmation. The immediate preparation for these sacraments belongs to family and parish. It is the family who first began and continues to instill faith in the child, and it is the parish that is the primary welcoming, initiating assembly. As such, the religious education required immediately before Reconciliation, Eucharist or Confirmation is provided through our parish and school.

D. Homework

Homework assignments are given to supplement and reinforce classroom teaching and learning. A variety of activities will be assigned that are an outgrowth of the student's classwork. Homework assignments will be appropriate to the age, ability and the need of the student.

Since students concentrate, work and learn at different rates and assignments vary in difficulty, the following homework time allotments at the various grade levels are offered as suggested guides:

- Kindergarten as needed
- Grade 1 approximately 30 minutes
- Grades 2 - 3 approximately 45 minutes
- Grades 4 - 5 approximately 1 hour
- Grades 6 - 8 approximately 1 1/2 - 2 hours

Students may vary in their ability to complete the homework in the suggested time frame. Students are reminded that homework is their responsibility. Study and reading homework assignments are as essential as written assignments in fulfilling homework obligations. Additionally, class notes should be reviewed daily.

During the week and on weekends, time should be set aside for long-term assignments: e.g., book reports, research papers, projects. Parents/guardians are asked to support the teacher regarding various rules and directions concerning assignments. Parents/guardians are expected to supervise and check their children's homework so as to make certain that it is complete, neat and acceptable.

Suggested Tips:

1. Set a definite time and quiet place for home study.
2. Homework is the child's responsibility and must be completed on time, neatly and accurately.
3. Encourage good work and show enthusiasm for accomplishments.
4. Check on long-term assignments such as projects, book reports, etc.

E. Homework/Absence

If a child is absent, the homework procedure is as follows:

1. If it is a one day absence, receive the assignments the day the child arrives back to school.
2. If a child is to be absent more than one day, call or send a note to the school office by 9:00 a.m. requesting homework; specify approximate number of days the child is expected to be absent and pick up the assignments and books in the school office at the end of the school day your request was made or the next morning.

All make-up homework assignments are to be completed and returned to the teachers as requested. Projects and other long-range assignments must be returned on time. Tests are to be made up at the discretion of the teacher.

F. Interim Progress Reports, Report Cards

1. Interim Progress Reports will be sent home halfway through each trimester.

These notices alert parents/guardians to areas in which the child needs additional assistance. These reports are to be signed by the parent/guardian and returned to the teacher the next day.

2. Report Cards are distributed three times a year. Parents/guardians are asked to review and discuss the report card with their child. The report card envelope is to be signed and returned to school.
3. Daily Progress Reports and All About Homework Reports are important means of communication between school and home. They are given when necessary to keep parents/guardians current on any area of concerns or missing and/or incomplete assignments.

We encourage parents/guardians to contact us whenever there is a question, a need for explanation or a problem area they would like to discuss. Often such contact can prove to be most helpful in understanding, calling attention to or working toward a satisfactory conclusion to various concerns. Never can a situation be worked out if one is unaware of problem areas or if one is aware of only one side of a situation.

G. Report Card Grading

Archdiocese of Newark Schools Office has set the marking periods to Trimesters
End of first marking period is typically in November; End of second marking period is typically in March; End of third marking period is June.

The grades for 1-3 are as follows:

- E - Exceeds (High Understanding)
- S - Secure (Understanding Demonstrated)
- D - Developing (Growth Demonstrated)
- B - Beginning (Beginning Stages)
- N - Not Yet Performing (Assistance Required)

The grades for 4-8 are as follows:

- | | | |
|-------------|----------------------|------------|
| A+ (97-100) | A (92-96) | B+ (88-91) |
| B (83-87) | C+ (78-82) | C (73-77) |
| D (70-72) | U Below 70 (Failure) | |

Personal Development Codes:

- O - Outstanding S - Satisfactory I - Improvement Needed
- U - Unsatisfactory

6, 7, 8th grades only will be given final exams; those exams will be based on third trimester material.

H. Honor Roll

Each marking period students who achieve above average grades will be placed on the honor roll. Students in Gr. 4 to 8 who achieve 92 or better in each subject area will receive High Honors. If they achieve 88 or better those students will receive Honors. Students are kept off the Honor Roll for any U's on the left side of the report card or I', U's on the right side of the report card.

I. Scheduled Parent/Teacher Conferences

Once a year conferences are scheduled after the first marking period. Letters are sent home with the first report card. Classes are cancelled for one day so that all parents are able to speak to the student's teacher concerning academic progress. Evening conferences are scheduled for working parents. The teacher or the parent, on an individual basis, may schedule other conferences throughout the year.

J. Standardized Tests

Standardized testing is designed to determine readiness, growth potential, academic achievement and a student's growth in basic skills. These tests have their limitations and are only intended to provide indicators of a student's year-to-year development. They are also used to determine whether a student qualifies for remedial help in reading, math, and writing skills.

The Archdiocese of Newark has contracted with McGraw-Hill Company to service all Catholic Elementary Schools in the Archdiocese. The Terra Nova test is given each spring to students in grades 2 through 8. The Catholic High School Admissions Test is given to grade 8 each fall.

K. Academic Support Programs

Holy Spirit School offers remedial programs in reading, math and writing skills which are funded by the state and federal governments. A student's standardized test results are used to qualify for any of these programs. English Language Learning (ELL) and Speech are also offered through government funding.

Teacher recommendations supported by multi-measure criteria are used to qualify a student for evaluation. A Child Study Team, through Union County Educational Services Commission, tests students for possible learning needs.

All the above programs are offered during the course of the school day and are pullout or push-in programs.

L. Records and Transcripts

Viewing records: A parent/guardian has the right to view his/her student's

- a) academic record,
- b) academic standardized test results,
- c) health records and
- d) emergency card (emergency phone numbers, etc.). These records will be made available upon request by appointment.

Government records: Records attached to publicly funded services provided through the local Board of Education such as Child Study Team Reviews, Comp Ed, Speech,

ESL, etc. are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The School is not permitted to distribute this information to anyone, not even to a parent/guardian.

Transcripts: Transcripts of academic and health records will not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when Holy Spirit School receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the sending school.

M. Retention/Withdrawal

Failure to meet minimum academic requirements may result in retention in the grade. Academic requirements include and are not limited to satisfactory grades in tests, class work, homework and projects. Proper deportment, effort, attitude as well as social and emotional development is also considered.

Should the administration deem that the school cannot provide an academic program suitable for the child's individual needs (whether or not the student has an I.S.P.), that child may be withdrawn from the school.

Students who exhibit inadequate academic performance and/or non-compliance with school policies may be withdrawn. When there is a possibility of non-promotion or withdrawal, the administration will arrange a conference with the parent/guardian.

V. Field Trips and School Activities

Holy Spirit School sponsors and conducts field trips for the educational enrichment of our students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to Holy Spirit School. The school provides the permission form and the school permission form only will be accepted. Students who fail to submit this form will not be allowed to participate in the field trip. Notes and phone calls will not be accepted. Faxes of the original permission form will be accepted. Parents/guardians who do not wish their child to participate in a field trip are asked to indicate that on the form.

- School activities such as field day, assemblies, dances, socials, etc. are offered to students to enhance the curriculum as well as the students social and emotional development.
- Field trips and school activities are privileges afforded to students. No student has an absolute right to either. Participation is based on satisfactory academic and appropriate behavioral standards.

VI. General Discipline Policy

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Holy Spirit School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and school should work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation must accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal and/or the appointed authority.

Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms: misconduct referrals or warnings, denial of privileges; detention, in-school suspension, out-of school suspension; or expulsion.

If a teacher finds it necessary to send a student from the classroom because of disruptive behavior, the student must report immediately to the office. He/she will be reinstated to class after a conference with the principal or when the teacher involved is confident he/she can return. Parents will be informed of a child's chronic misbehavior.

Actions, including behavior or communication outside of school which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit on the school, will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation, or safety, a conference will be scheduled. All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. If a student's behavior is generally disruptive and/or uncooperative, it may be necessary to ask parents to choose another school for their child. The education of the whole class will not be jeopardized because of the disruptive behavior of one student. Parents should be aware that some harassment might have legal consequences.

A. Discipline Policy

The essence of Christian Discipline is self-discipline. Students must realize that the observance of rules brings happiness to themselves and to others. Parents and students should be aware that authority is necessary to promote spiritual and mental growth and to develop a sense of responsibility.

ALL school rules and regulations aim to safeguard the liberties of students rather than curb them.

Standards of Behavior - in fostering the values of respect, responsibility, safety, and proper personal appearance, the school expects students to abide by the standards of behavior which promote such values. The following is a list of possible inappropriate behaviors. It is not exhaustive. Appropriate discipline is always within the judgment and discretion of the Principal.

The principal deems the following behaviors inappropriate. This policy shall apply to student behavior while at school and extra-curricular programs, on school grounds, during school hours while off school grounds, at school-related functions on or off campus, and in transit to or from school or any school related function.

Conduct referrals, detention slips or an action at the principal's discretion will be issued for any infractions of school rules. Disruptive behavior shall include, but is not limited to:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person in authority
- Lying, cheating, and plagiarism
- Disregard of school rules and policies. (including missing assignments/projects)
- Trespassing or unauthorized presence in areas restricted from student use
- Bullying, fighting or physical assault upon another pupil, teacher or any school employee, or inciting others to engage in such physical assault
- Hazing or harassment of a student in a sexual, verbal or physical manner
- Use of profanity, abusive language or threatening and provocative language
- Unsolicited or unwanted touching
- Intimate contact or indecent exposure
- Throwing of food, paper, pens or other objects
- Chewing gum or candy on school property
- Taking or attempting to take school or personal property from classrooms, school offices, or any other areas of the school's facilities; or personal property from another student whether by force or fear
- Willfully causing, or attempting to cause, substantial damage to school property or endangering another student or school personnel
- Tampering with, damaging, defacing or destroying school or personal property
- False fire alarm or emergency call
- Taking part in any unauthorized occupancy of the school and refusing to leave promptly when directed to do so by a person in authority
- Truancy and cutting class; leaving school property without permission
- Possession or use of unauthorized electronic devices including I-pods, cell phones, or computer software
- Possession or use of knives, razorblades or any other unsafe or illegal objects
- Participating in activities relating to the sale, purchase or distribution of gambling paraphernalia or Lottery related materials
- Possession, use, sale or distribution of any tobacco product, controlled

dangerous substance, alcohol, drugs, or drug paraphernalia, explosives, firecrackers, smoke bombs or similar materials

- Arson or attempted arson
- Forgery of signature and/or tampering with documents of parents, guardians, teachers or other students
- Failure to return papers with required parental signature
- Inappropriate usage of software, hardware or computer networks
- Disregard of the dress code - Wearing an incomplete, inappropriate or untidy uniform
- Wearing make-up, such as, but not limited to eye liner, shadow, blush, gloss, nail polish (see dress code).
- Wearing decorative jewelry (girls may wear a single stud earring in each ear).
- Wearing inappropriate, exotic, shaved or decorative hair styles or styles that violate the school code
- Having tattoos or body piercing other than pierced ear lobes (girls)

B. School Code for Hairstyles

Hair grooming should be appropriate and conducive to the atmosphere of a Catholic school. Hair, for both boys and girls, is to be neatly groomed and conservative. Hair for boys must not extend beyond the shirt collar and MUST be above the eyebrows. Hairstyle should not impede vision. No extreme hairstyles or bleaching/dying are allowed. The color must be natural and remained unchanged for the duration of the school year. Non-traditional fads in hair styles (boys and girls) are not acceptable. Wearing inappropriate, exotic, shaved or decorative hairstyles violates the school code.

C. Bullying Policy

NOTHING IN THIS POLICY SHALL BE INTERPRETED TO PROHIBIT OR ABRIDGE IN ANY WAY ANY STATEMENTS OR EXPRESSIONS OF OUR CATHOLIC FAITH OR THE EXERCISE OF OUR BELIEFS AS CATHOLICS OR INTERFERE IN ANY WAY WITH THE TENETS OF OUR CATHOLIC RELIGION.

Flowing from the Christian vision expressed at Holy Spirit School, we are called to establish relationships that are grounded in love, compassion, reconciliation and justice. In witnessing Christian values, we reject ideas, beliefs, and behaviors that marginalize or victimize people. We believe and declare that a safe school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers will be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated

either by any actual or perceived characteristic, such as race, color, religion, gender, sexual orientation, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property or at any school-sponsored function, or disrupts the feeling of safety at school.

Harassment is any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures and actions, which tend to annoy, alarm, and abuse another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she: 1. makes a telephone call without purpose of legitimate communication; or 2. insults, taunts or challenges another in a manner likely to promote a disorderly response; or 3. makes repeated communications anonymously or at extremely inconvenient hours, or in offensive coarse language; or 4. subjects another to an offensive touching; or 5. engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then, when one person makes repeated verbal or written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By continually ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

All students, staff, and volunteers are entitled to respect and personal safety. Verbal abuse, name calling, or cyber harassment is unacceptable. In addition, physical harassment will not be tolerated and will be dealt with in accordance with the Archdiocesan Policy. If any student experiences bullying, harassment, or feels threatened in any way, he/she is to report this to the Principal immediately.

At Holy Spirit School bullying is viewed as a breach of the school behavior code. Any reports of bullying will be investigated and appropriate action will be taken.

The response to bullying will provide:

- Guidance and other support to the victim
- Interviews conducted with sensitivity and due regard to the rights of all students concerned
- Notification to parents/guardians of both parties for consultation according to the severity of the offense.

Factors that determine consequences:

- Age, developmental and maturity levels of the involved students
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior

Implementation of consequences:

- Admonishment

- Temporary removal from the classroom
- Deprivation of privileges
- Classroom or administrative detention
- In-school suspension
- Out of school suspension
- Expulsion

Incidents of bullying behaviors should be reported to the teacher in charge. A teacher will take a calm, impartial, problem-solving approach when reported by pupils, staff or parents/guardians. The teacher and/or principal will interview all parties involved and investigate to get accurate details before disciplinary action is taken.

VII. Technology Advisory for Home Computer Usage

In the current age of technology, parents are encouraged to have an active involvement with their child's Internet use. This is an area that needs both supervision and restrictions from home. The perceived anonymity can encourage lapse in judgment and create permanent psychological damage to potential victims.

- * Monitor your children's activities on the computer. This includes violent computer software programs and all social networks.
- * Keep your computer in a common area of your home, not an isolated bedroom.
- * Talk to your children about using the Internet wisely.
- * Stress to your children the dangers of giving out personal information on the Internet or in Chat Rooms. This includes their real name, address, phone number or a description of their schedule, activities, routines, etc.
- * Tell your children never to meet anyone they contact on the Internet.

You may wish to investigate and purchase browser-filtering software to keep your children off of inappropriate websites. No product is 100% guaranteed but will provide some protection. All will need to be upgraded regularly.

For older children, please emphasize the importance of using e-mail properly. Have them ask themselves the following questions:

- * Who will read the e-mail?
- * Am I writing anything negative about someone?
- * Would I say to a person's face the same thing I am putting into a written message?
- * Would I be embarrassed if my mother, father, or teachers read the message I am sending?

If the answer is yes to any of these questions, the e-mail should not be sent. It is also important for children not to forward an e-mail sent to them by another person without that other person's permission.

As adults, we know it is our responsibility to monitor our children's computer usage. We cannot afford to be lax. Their innocence is too great a loss!

VIII. Use, Possession and Distribution of Controlled Dangerous Substances Definitions:

Controlled Dangerous Substances are defined in sections I through V of the New Jersey Criminal Code. They include but are not limited to: marijuana, cocaine, heroin and anabolic steroids. The term controlled dangerous substance also includes alcohol.

Under the Influence: A student is judged to be under the influence whenever she/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances whether incurred or observed on or off school property.

Possession is defined as knowingly or purposely obtaining or possessing, actively or constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle

Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if she/he does not have physical possession of the item. For example, one who hides drugs on school property or asks a classmate to hold drugs from him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school

Possession with Intent to Distribute applies regardless of whether or not a student intended

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

A. Student Concerns

In setting forth a comprehensive policy regarding substance abuse, it must be remembered that a Catholic school desires to assist the student who may be involved in abuse to healthy livings and to return to the school community. Primary approaches

advancing this belief shall center around preventive and therapeutic education including formal and informal discussion with staff, health education programs in the curriculum, and the utilization of referral and resource agencies.

The school may require a student who has abused controlled substances to participate in appropriate professional counseling and/or rehabilitation programs before returning to the school community. If a student is receiving treatment or rehabilitation from therapeutic agencies, the school will make a cooperative effort to be assistance to those agencies in effecting the student's rehabilitation.

B. Reporting Obligations

Refer to "A Modified Memorandum of Agreement for Catholic Schools between the Catholic Diocese of New Jersey and Law Enforcement Officials," 1999 Revisions.

C. Cafeteria Rules

Proper behavior and eating habits are expected of all children in the school cafeteria. At all times, the children should be seated when eating, not walking around with food, should clean up their places and dispose of garbage properly.

With special reference to the Cafeteria the following are to be followed.

1. Waiting for grades to be called before lining up to purchase food.
2. Walking to line in an orderly fashion
3. Not leaving the cafeteria before 20 minutes of the lunch period is completed. If a child needs to use the bathroom, he/she must ask the supervising adult(s).
4. Not taking food, etc. out onto the playground unless given specific permission.
5. Running or throwing anything is not allowed in the cafeteria.
7. Cleaning up table space, including the floor around students' seats.
8. Only using the bathrooms near the boiler room.
9. On days that they must stay in during lunch, the children will remain in the cafeteria until their classroom teacher comes for them.
10. Students are not permitted to return to the classroom for any reason unless escorted by a teacher.

Any disregard for the above will result in a detention.

IX. Medication

A. Policy on Administration of Medication

Holy Spirit School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply.

1. A parent/guardian must come to school and personally dispense the medication (the school administration must be aware of this in advance).
2. If this arrangement is not possible, (in extraordinary cases) the school nurse, principal (or his designee) will administer the medication under the following conditions:
 - A. The medication must be given to the school nurse, principal (or his designee) by the parent/guardian.
 - B. The medication must be in the original pharmacy-labeled container;
 - C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school. (See Appendix)

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school. (See Appendix)

B. Policy on Administration of Epinephrine

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via Epi-pen for anaphylactic shock.

1. Parents/Guardians Authorization and Agreements Regarding Liability

Written authorization for administration of the Epi-pen must be received from the parent/guardian of the student. The parent/guardian of the student shall be notified that upon administration of the Epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the Epi-pen of the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for such injury, as provided by law.
2. Administration of the Epi-pen by the School

The school nurse shall have primary responsibility for administration of the Epi-pen. In the absence of the school nurse another school employee - designated and trained in administration of the Epi-pen by the school nurse pursuant to New Jersey law- may administer the Epi-pen.

C. Allergies

With the ever-increasing numbers of children who are severely allergic to peanuts, parents/guardians are asked to endeavor to pack alternate food for lunch and/or snack. Peanut allergies are usually severe and can be fatal. As part of the Holy Spirit family, we are requesting everyone's cooperation to help make the Holy Spirit environment peanut and candy free and a safe and healthy environment of all of our children.

X. Health and Safety

A. Suspected Child Abuse or Neglect

New Jersey State law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Child Protection and Permanency (formerly DYFS).

B. Asbestos Management Plan

The School's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

C. Crisis Management Plan

The school's Crisis Management Plan is on file in the school office, as required by the Archdiocese of Newark. This document is available for examination upon request.

D. Fire Drills/Security Drills

Fire Drills and Security Drills are held on a regular basis. Teachers review fire drill procedures and practice these procedures with each class.

E. Health Services

Whenever the school nurse is present, she is responsible for first aid. If the nurse is not present, an injured or sick child is sent to the office. When a child becomes ill or is seriously injured at school, the parent/guardian will be called and notified, possibly to pick up the child. No child may be sent home by himself/herself. The parent/guardian must come into the school office and sign the child out.

Among the services provided by the nurse are eye, hearing and Scoliosis screening as well as provisions for Dental Screening and Medical Examinations (when necessary). Emergency telephone numbers are to be kept current. Please notify the school immediately of any change of telephone numbers; home, business or cell.

F. Parking Lot

Please drive slowly in the parking lot. Do not double park or leave your car engine running while waiting for your child(ren). Do not block rectory garages or driveways. A

parking lot procedure memo is sent home annually.

G. Access Procedures

During the school day, immediately before and after school, all visitors to the school must report to the school office to receive a "Visitors Pass."

Parents/guardians are not to go to classrooms at any time before, during or after school. Teachers must supervise students and are not to be distracted by parents/guardians.

Please note the following:

- a) Parents are requested not to bring any forgotten articles to school. It is the student's responsibility to remember their belongings.
- b) Lunch is not to be dropped off at school. Please be sure your child has lunch when they leave the house in the morning.
- c) Once the students leave the building at dismissal, no one will be allowed to re-enter the building to get anything (books, clothing, book-bags, etc.) that he/she has forgotten. This is a major point of student responsibility as well as safety and you are asked not to bring your child back to school.

H. Facilities Use

Use of the academy/parish buildings and grounds must be requested through the administration for school-sponsored activities. Prior to approval, the requested dates must be confirmed with the parish calendar at the rectory office. The use of school or parish buildings for personal occasions is not permitted.

I. Student Accident Insurance

Students are covered under the Archdiocese of Newark Student & Sports Accident Insurance. The plan is underwritten by the Bollinger Insurance Co. There is no cost to the parent/guardian. This policy has an excess provision for accident medical expense that requires that benefits available under any other insurance covering the student must be used before benefits under this plan will be available. Additional coverage is also available at an extra fee.

XI. Dress Code

Please adhere to the following dress code rules and regulations. Summer uniforms are worn during the months of May, June and September unless otherwise announced by the principal. The winter uniform is to be worn all other months.

A. Summer uniform

Both boys and girls have gray shorts and a maroon top (embroidered with HOLY SPIRIT). Students wearing the **FULL** summer uniform may wear sneakers with white socks. **NO** high top or fad sneakers. Girls in grade 6,7,8 may wear the maroon shirt with the gray skort with white socks and sneakers.

The maroon top may be worn with the gray pants but the uniform shoe **MUST** be worn with this outfit.

B. Winter uniform - October to April

- GIRLS:**
- gr. 1 - 5 = Plum plaid jumper/white short/long sleeve blouse
Plum knees socks from October to May
White socks -**MUST SHOW ABOVE SHOE AT ALL TIMES**-during the months of May, June and September
Optional = plum cardigan
 - gr. 6, 7, 8 = gray skort
White long/short sleeve blouse (tucked in at all times)
Plum tights
Plum with white sweater vest/ long sleeve V-neck pullover
Black shoe (no platforms/heels, ballerina-type shoes)
GR. 1 - 8 = black shoe/loafer (NO platforms/heels, boots)
NO BALLERINA LIKE SHOES!!!
- BOYS:**
- gr. 1 - 5 = gray pants with belt
White long/short sleeve shirt
Plum plaid tie
Solid plum sweater vest
 - gr.6,7,8 = plum with white vest/long sleeve V-neck pullover
White short/long sleeve shirt
Gray tie
Gray pants with belt
Black shoe (No sneakers, boots, work shoes)
GR 8 = black shoe/loafer (NO boots, work shoes)

NO WORK BOOTS/SNEAKERS AT ANY TIME. NO BALLERINA LIKE SHOES.

If for a valid reason, your child cannot be in uniform, please send a note to the principal.

Parents are asked to abide with the school regulations pertaining to the uniform code.

Uniforms are to be purchased at Flynn & O'Hara, a mail order uniform company. Their

store is located in Holmdel for your convenience. Please call the school for exact location. During extra curricular activities and school functions, students are to dress appropriately and neatly.

C. Accessory items

Along with the uniform code, the following rules will also be adhered to during the school hours:

1. No make-up is permitted in school
2. No costume jewelry, including bracelets, rings, dangling earrings, hoop earrings, is to be worn to school.
3. Girls may wear small button-like earrings and watches.
Boys may wear watches only to school; **NO** earrings.
4. Only clear nail polish is permitted.
No fancy accessory nails or fake nails.
5. Hair, for both boys and girls, is to be neat and conservative. No tails, beads, unusual hair styles. No wild clips/bows. **NO DYED/STREAKED** hair. Hair for boys must not extend beyond the shirt collar and beyond the eyebrows.

D. Gym uniform

Gym uniforms are to be worn for gym each week. The students may wear the Holy Spirit contest shirts for gym (ex. Catch the Spirit, Holy Spirit Pride) with the red gym shorts. Girls in gr.1 - 5 may wear white socks to school on gym days. Gym clothes are to be worn to school including sneakers. A doctor's note is required for non-participation in physical education. Not being prepared for gym will be reflected in the student's report card grade.

E. General: Please note:

1. No variations on the uniform code are permitted.
2. It is expected that all uniforms be washed and pressed on a regular basis.
3. Shoes should be cleaned and polished
4. Girls: No dangle earrings, nail polish or make-up.
5. Boys: No earrings.
6. All students: Hair: neat, clean, groomed; no eccentric trendy styles, dyed hair; no body piercing, no tattoos.

XII. Financial Policy

The Holy Spirit School Advisory Board in conjunction with the Archdiocese of Newark, establishes the regulations under which the tuition and fees be paid. The Principal is charged with the duty of impartially enforcing these regulations. A student's class registration is provisional until such financial obligations have been satisfied.

The Advisory Board and the Archdiocese reserve the right to change the regulations of the school including those concerning tuition, fees, parish contributions and the manner of payment. Such changes are effective for all students from the date when they are first promulgated.

A. Tuition

Tuition Rates:

Parishioner:	One child	*These amounts are published during the spring registration period
	Two children	
	Three children (or more)	
Non-parishioner:	One child	
	Two children	
	Three children	
	Four children	
HSA Fees:	Guild Dues	\$20

Tuition Policy:

1. A non-refundable \$175.00 registration fee per family is required. The tuition payment schedule for the school year will be a ten month plan paid to the SMART tuition management system via personal payment or through the school. The first payment is due July and the last payment is due April.
2. Families enjoying the parishioner discount are expected to be registered at Holy Spirit Parish, or other Catholic parish in the Archdiocese of Newark, be an active member of the worshipping community and parish sponsored programs/activities and contribute to the support of the parish through the use of the Parish Envelope System (July 1 through June 30 of each academic year). Should the parish obligation not be met, families will be subject to forfeiture of their right to parishioner tuition status and removal from parishioner tuition status.
3. A returned check fee will be imposed for checks that do not clear the bank. Future payments will be required as a money order or certified bank check.
4. The Administration has the right to suspend services if tuition is not paid in a timely fashion.
5. Services, class trips, extra-curricular activities may also be terminated for any student whose tuition is in arrears in excess of 60 days.
6. Should an emergency arise and interfere with the ability to make tuition

- payments as scheduled, the principal and pastor must be notified in order that an alternate payment plan be made.
7. Should a child be withdrawn or expelled from school, tuition will be reimbursed on a pro-rated schedule as to the date on which he/she leaves during the academic year.
 8. All families are expected to fulfill the volunteer contract and participate in the major fund-raisers of the School/HSA.

XIII. Continuance at Holy Spirit

Holy Spirit School maintains high standards of academic and personal excellence.

Continuance at Holy Spirit requires:

1. the fulfillment of school requirements in the field of academic subjects
2. the fulfillment of school requirements in disciplinary areas
3. a wholesomeness of attitude and cooperation in all areas
4. compliance with New Jersey health regulations
5. fulfillment of all financial obligations: tuition, church donations, Before School Care, After School Care, tuition late fees, class dues, etc.
6. Re-registration due at the designated time

It is expected that parents/guardians support, uphold and cooperate with the established policies and procedures of the school. An atmosphere of respect, concern and charity should exist between home and school. Conduct of a parent/guardian that interferes with the administration and/or learning environment of the school will result in the dismissal of the child/children from Holy Spirit. This includes and is not limited to gossip about, harassment of and/or threats to the administration and/or teachers and staff in any manner or form. The education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

XIV. Miscellaneous

A. Before School Care and After School Care Programs

The School provides the services of Before School Care and After School Care services. Registration forms are sent home via the communication envelope or available in the school office. All policies for these programs must be followed.

The Before Care Programs runs from 7:00 – 8:00 a.m. At 8:00 a.m. all students are brought into the cafeteria for morning supervision. The After School Program runs until 6:00 p.m. Monday through Friday on full day sessions. Costs for these programs are determined annually and are not included in the tuition.

B. Emergency Forms

Emergency Cards are distributed during the first week of school. Emergency cards must be completed for each child. All information should be completed and accurately filled in by the parents. If a child becomes ill or is hurt during the school day, parents will be notified. In case of illness or serious injury, the school cannot assume responsibility for the child without permission from the parents/guardians. Every effort will be made to contact the parents/guardians, so please make sure we have the correct telephone numbers; home, work, and cell.

Should your child not have allergies, please write in the word “none” in that section of the emergency card.

C. Textbook Care

- A book-bag is required for all students.
- Should textbooks or workbooks be lost, a new book must be purchased.
- Fines or replacement costs shall be imposed for books not kept in proper condition.

D. Telephone Calls

The school telephone may not be used by students except for emergency (Permission will be given by the office staff). Pick-up time for after school activities should be pre-established.

Cell phones or other electronic devices should be left home when possible. However, if circumstances deem it necessary to have a cell phone in school, it should remain in an off position in the child’s book bag. Children should not be getting personal phone calls from anyone!

Please keep the yearly calendar in a convenient location in order that unnecessary calls not be made to school. Always check the website for needed information!

E. Bus Transportation

Bus service or reimbursement is provided by some resident Boards of Education during certain years. Bus schedules are sent directly from the local Board of Education to the families concerned. Each bus is under the supervision of the driver.

In the best interest of safety and courtesy, parents/guardians are asked to instruct their children in good habits of bus behavior.

Students are to observe the following regulations:

- 1) All students must wear seatbelts and face forward in their seats at all times.
- 2) No students are allowed out of their seats unless disembarking/embarking
- 3) Keep the bus clean - There should be no eating or drinking on the bus.
- 4) Observe all rules and regulations as stipulated by the bus driver

Students are not to ride on a bus other than the one assigned to them. If a child is not a bus rider, permission may not be given to him/her to ride any bus. Children who wish to visit another child must have other arrangements made by their parents/guardians in advance. Absolutely no exceptions!

F. Graduation

1. Graduation - Grade 8

Recognition of the achievement of graduates is most appropriately carried out through the granting of the official Archdiocesan diploma. This takes place in a simple ceremony, religious in nature.

Graduation requirements include:

- Satisfactory completion of all academic requirements
- Adherence to discipline policies
- Financial obligations be satisfied prior to Graduation

2. Graduation – Kindergarten/Pre-K

Participation in kindergarten graduation requires:

- Satisfactory completion of all academic requirements
- Adherence to discipline policies
- Financial obligations be satisfied prior to Graduation

G. Activities and Sports

Student life at Holy Spirit is enriched through participation in after school activities and sports programs. Students are encouraged to participate in these activities to develop their skills, to expand their interests, to form additional relationships, to acquire a sense of team work, and to expand their sense of service. It is expected that students adhere to the rules/regulations set forth by the moderators of the various activities.

The moderators and/or coaches serve at the pleasure of the school administration. They are expected to uphold the academic and disciplinary policies of the school as well as specific regulations pertinent to the specific activities set forth by the administration. We anticipate that parents/guardians will behave in a dignified respectful manner at all times.

H. Use of Student Information/Pictures

The school reserves the right to use student pictures in publications, newspapers, web sites, etc. Any parent/guardian who does not wish his/her child(ren)'s picture(s) used must indicate that on the release form.

I. Parties

Parties are not encouraged for every occasion. When parties are planned it is at the discretion of the classroom teacher. We encourage healthy foods. No invitations for birthday parties may be handed out in school unless given to all class members.

J. Volunteers (Chaperones/lunch helpers/coaches/scout leaders/club moderators, etc.)

In order to demonstrate our personal commitment to the safety of minors, All volunteers who have contact with minors, as determined according to the guidelines provided by the Archdiocese of Newark, must have on file at the school office the Acknowledgment of Archdiocesan Policies with Respect to Conduct with Minors and Certain Reporting Obligations (VII, VIII B, VIII C) and the Disclosure and Authorization Form (Choice Point). The documents to be read, the Acknowledgment Form and Disclosure form will be provided to each volunteer. Attendance at a "Protecting God's Children Program" of the Archdiocese of Newark is required and a certificate of training attendance must be on file in the school office.

Volunteers serve at the pleasure of the school administration. They are expected to uphold the regulations pertinent to the specific activities set forth by the administration.

K. Change of address/phone number

A change of address, home phone or emergency number must be reported to the school office, homeroom teacher and the school nurse as soon as possible. Updated and accurate information is essential for proper communication should an emergency arise with your child.

L. School visitors

All visitors are to report to the school office. Teachers do not leave their classrooms while classes are in session to confer directly or by telephone. A conference must be scheduled to discuss a child's progress with the teacher. No parent is allowed to pick up homework in the classroom. All work will be waiting at the office at the end of the day. All visitors must sign in at the school office.

M. Cafeteria/lunch

All students remain in school during lunchtime. No parent may eat with his/her child. A variety of lunches are sold throughout the month. Prices vary so please check the monthly calendar. Ice cream is sold when available. Prices and due dates are noted on the monthly calendar. Please make sure the proper amount is in an envelope with the child's name, date and grade. **No glass bottles or soda** are ever permitted in school. Parents are not allowed to bring special lunches (McDonald's, Burger King, etc).for the children.

If a child forgets his/her lunch money, a light option will be provided. The cost is \$2.50 and is due the next day.

N. Peanut and Candy Free School

This possible life-threatening allergy is becoming more prevalent in today's society. Therefore, Holy Spirit School is a peanut-free school and also candy-free.

XV. ATTACHMENTS

The following forms are included for use in conjunction with the Handbook

- A. Permission Slips for Field Trips (sample- specific forms will be sent home for trips)
- B. Authorization to Administer Medication in School (to be discussed with Principal on individual basis)
- C. Authorization for Self-Administration of Medication in School (to be discussed with principal on individual basis)
- D. Authorization to Administer Epinephrine
- E. Acknowledge and Receipt (to be signed and returned to school)

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for **HOLY SPIRIT SCHOOL**. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic school year, and I agree that we will abide by its provisions and content. I understand and agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

(Name/s of Student/s)

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

*****TO BE SENT BACK TO SCHOOL, SIGNED BY PARENT/GUARDIAN.****

