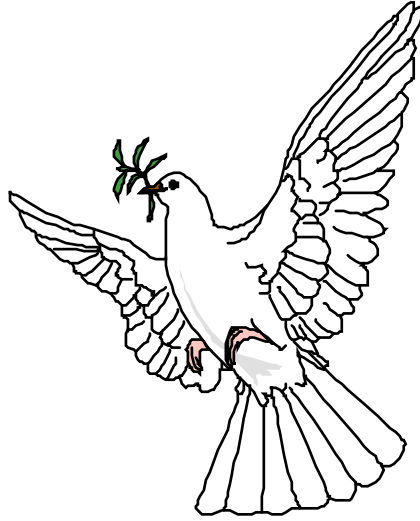


HOLY SPIRIT SCHOOL STUDENT AND FAMILY HANDBOOK 2024-2025



God asks of You
Only This:
To Act . . . Justly
To Love . . . Tenderly
To Walk . . . Humbly
With Your God
Micah 6:8

4382 Duchene Lane
Columbus, OH 43213
Phone: 614-861-0475
Preschool, K-8
www.holy-spirit-school.com

PARENT AND STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES

Students *and* parents are required to know all of the information, policies, and regulations. Ignorance can never be accepted as an excuse for their violation. This Handbook should be kept at home where it is available to both students and parents.

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. Acceptance of admission/enrollment to Holy Spirit School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the Advisory Board or the Administration. The principal is the final recourse and reserves the right to amend this handbook.

A signed statement indicating agreement by students and family to be governed by this Handbook must be returned to Holy Spirit School at the beginning of each school year. The Handbook Acceptance Form may be found at the end of this handbook.

Acknowledgement of Risks

Updated: July 3, 2024

We, the parent(s) and student who are signing this student handbook for Holy Spirit Catholic School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, including contracting and passing on communicable diseases (such as influenza, colds, COVID-19, etc.), and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of persons at the School, there is an elevated risk of student and parent(s) contracting a disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks of being in an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at greater risk of contracting communicable diseases, and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.

HOLY SPIRIT SCHOOL FACULTY AND STAFF

2024-2025 SCHOOL YEAR

Father Veevin Richard Pitchaisavary, Pastor

Miss Kathleen Costello, Principal

FACULTY

Mrs. Becky Springer	Kindergarten
Ms. Christine Brady	Grade 1
Mrs. Kimberly Thomas	Grade 2
Ms. Gina Greer	Grade 3
Mrs. Kristi Ramsey	Grade 4
Miss Lydia Forsthoethel	Grade 5 Homeroom
Mrs. Julie Parrott	Grade 6 Homeroom
Ms. Hannah Mc Feeters	Grade 7 Homeroom
Ms. Anne Oros	Grade 8 Homeroom
Miss Erin Wells	Middle School Math Teacher
Mr. Patrick Heinmiller	Physical Education/Health
Ms. Angelique Gabrielle	Music/Class Choirs
Mrs. Amy Agostino	Visual Arts
Mrs. Jennifer Garnica	Technology Director/Library
Mrs. Laura Schuler	Spanish/Library
Mrs. Angela Welsh	Lead Preschool Teacher
Mrs. Linda Saelzler	Substitute Teacher
Mrs. Jennifer Lawrence	General Tutor
Mrs. Amy Rose	General Tutor
Nurse Tammy Frampton	Clinic Nurse
Ms. Loreen Ward	Title I Reading Services
Ms. Kathy Morgan	Title I Reading Services
Mr. Matthew Knox	School Counselor
Ms. Shawna Blunt	School Counselor
Ms. Sabrina Sowa	Speech Pathologist
Ms. D'nae Reese	Intervention Specialist
Ms. Casey Mowery	ELL Teacher

SCHOOL OFFICE

Mrs. Molina Oros	Administrative Assistant
Mrs. Lori Dininni	Administrative Assistant/Auxiliary Clerk

SUPPORTIVE SERVICES

Mrs. Jane Feeney	Teacher Aide
Mrs. Julie Heinmiller	Teacher Aide
Mrs. Andrea Mulisano	Teacher Aide
Mrs. Linda Saelzler	Teacher Aide
Mrs. Misty Welsh	Teacher Aide
Mrs. Maria Alvaro	Teacher Aide
Ms. Birhan Abesha	Preschool Aide
Mrs. Tracey Antrim	After School Care/Aide
Ms. Kelly Robinson	After School Care
Mrs. Moné Hertzler	Cafeteria Manager
Mrs. Jolene Eckstein	Cafeteria Helper
Mr. Ethan Montoya	Cafeteria Helper
Mr. Vern Myers	Head of Custodial Services
Ms. Weynareg Eshetu	Cafeteria Cleaner

WELCOME TO HOLY SPIRIT SCHOOL!

The families, students, staff, administration, and Parish of Holy Spirit wish to welcome you to our school. We hope you enjoy your educational and community experiences with us. We invite you to feel at home and encourage you to participate in the many programs and activities at Holy Spirit School.

This handbook provides a concise summary of Holy Spirit curricula, activities, and general guidelines for its day-to-day operations. Please take the time to read it carefully. Ask questions on issues that are not clear and feel free to suggest ways for improvements. We are all dedicated to providing an excellent Catholic education for our children and rely on our Parish and school families' enthusiasm and cooperative goodwill to strive toward that goal.

May the Lord continue to guide us through the wisdom of His Spirit in carrying out our mission in quality Catholic education. May the Lord's peace dwell in our hearts, among our families, and within the school community.

OUR SCHOOL

Holy Spirit School, established in 1954, is a state chartered, Catholic elementary school of Holy Spirit Parish, under the auspices of the Diocese of Columbus Office of Catholic Schools. By offering academic excellence in a Catholic Christian environment, Holy Spirit makes a unique contribution to the range of educational choices available in the community.

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

The school is open to students of families who sincerely seek the religious nature of our program. New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. Holy Spirit School will not enroll a student for whom financial obligations to this or other schools of the Diocese remain unpaid.

The Catholic Church and Holy Spirit School recognize parents as the primary educators of their children. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the Administration. If, in the opinion of the Administration, the policies and/or regulations are irretrievably broken, the Administration reserves the right to require the parent to withdraw his/her child. This is a very serious decision that is not made lightly. Newly accepted students are on a probationary period for one quarter. After the quarter ends, the Administration, with advice from the teachers, will make a decision as to the progress of the child.

OUR MISSION

Holy Spirit School's mission is to empower a diverse community by providing academic excellence in a Catholic environment.

HOLY SPIRIT SCHOOL'S BELIEFS

- 1) The Catholic faith should be the guiding force behind all decisions impacting the work of the students and staff.
- 2) Students should be given opportunities to learn about and practice the Catholic faith and values on a daily basis
- 3) All students can learn and should demonstrate measurable progress within a school year.

- 4) Curriculum and instructional practices, including assessments, should include a variety of differentiated strategies that address students' different learning styles.
- 5) We should teach each student to develop and use their unique gifts and talents in order to fulfill God's plan in a safe environment.
- 6) The concept of a partnership of mutual respect and responsibility between the school and its families is essential to whole child development and advancing the school's mission.

Holy Spirit School's goal is to offer a quality religious education program, comprising studies, service and worship which invites our students to an informed faith and is designed to guide students and families in integrating gospel values into their lives. We also strive to offer a challenging academic program which seeks to develop students' intellectual abilities, raises their social consciousness, and nurtures their physical and moral growth. We encourage each student to recognize, develop and offer to others his/her unique gifts and talents while fostering each student's emotional well being according to his/her needs. We maintain a faculty who are committed to personal and academic excellence. We are a Christian community of students, faculty, parents, clergy, school board, and other persons related to the school who learn, work, and play together.

ACADEMICS

Class Day:

Preschool: Morning hours are 8:15AM to 11:00AM – Monday, Tuesday, Thursday and Friday (Pre-K). Afternoon hours are 11:45AM to 2:15PM --Tuesday, Thursday and Friday (3 and 4 year olds).

Grades K through 8: The school day runs from 7:30AM to 2:30PM (**Tardy marks begin after 7:50AM.**)

Breakfast Period: Breakfast is served from 7:30AM to 7:45AM. Please arrive at 7:30AM if you would like your student to eat breakfast at school.

Recess/Lunch Periods:

First Recess/Lunch Period 10:50AM to 11:40AM: Grades K, 4 and 5
 Second Recess/Lunch Period 11:30AM to 12:20PM: Grades 1, 2, and 3
 Third Recess/Lunch Period 12:10PM to 1:00PM: Grades 6, 7, and 8

Classroom/School Visitors: Appointments may be made through the Principal if a classroom visit is requested.

Educational Programs:

Holy Spirit School adheres to the Diocese of Columbus Kindergarten through Grade 8 Courses of Study that have been approved by the Ohio Department of Education. A highly qualified staff through the use of sound educational policies and procedures administers a standards-based educational program promoting academic excellence.

The Roman Catholic religion is the basis of the Holy Spirit Program. Students take religious instruction during the course of the school day and are taught by teachers certified through the Diocesan Religious Education Program. No students attending Holy Spirit School may be excused from participation in these classes, liturgies or prayer services.

Grade Placement, Promotion, and Retention:

If a student has Ns in 2/3s of all sub-skills under a subject area (Reading, Language Arts, Math, Science, and Social Studies), the student has failed that subject. When a student in the upper grades (6, 7, or 8) fails one

academic subject, the student must successfully complete a summer school program, or they will be placed, not promoted, to the next grade level. Students in Grades, 6, 7, or 8 who have failed two subjects must successfully complete a summer school program to be promoted. They will be placed, not promoted, if they pass only one of the two failed subjects after completing a summer school program. Failure of two subjects in the upper grades will automatically require a student to repeat the grade level.

There are many factors that affect a student's promotion or placement into the next grade level. This is especially true, in Grades Kindergarten through Grade 5. A final decision as to the child's grade placement rests with the Principal, based primarily upon teacher recommendation and in conferencing with the parents. Grades alone may not be the sole determination of a child's placement. Other factors such as maturity, basic skills acquisition, or predictable success may be considered in this decision. Such decisions do not necessarily imply that a child "passed" or "failed", but may involve some determination as to the likelihood of a child's success in a given grade. These factors will be considered both for students returning to Holy Spirit and for students entering the school for the first time.

Parents will be notified of the possibility of retention at all grade levels by the end of the Third Quarter.

Grading System:

The grading system for grades K through 8 is based on the following scale:

Symbol	Progress Code Description
E	<p>Exceeds the Essential Standard</p> <p>The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level. The student independently synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems.</p> <p>Bike example – person demonstrates the ability to do flips and tricks while riding</p>
M	<p>Meets the Essential Standard</p> <p><i>The student has consistently mastered the essential standard taught and assessed.</i></p> <p>A student earning an "M" demonstrates a consistent understanding of grade level expectations and concepts when assessed. A student earning an "M" demonstrates content knowledge and skills by consistently demonstrating achievement of all the indicators that are linked to the essential standard. An "M" can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. The "M" is the goal for the grade level and should be celebrated.</p> <p>Bike example – person competently rides the bike without support</p>

W	<p>Working Toward Meeting the Essential Standard</p> <p><i>The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.</i></p> <p>A student earning a “W” has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. The “W” is an indication of a student learning the grade-level concepts and skills.</p> <p>Bike example – person frequently falls and needs an adult support. The person continues to extend the time he/she is independently riding.</p>
N	<p>Not Meeting the Essential Standard</p> <p><i>Student has not demonstrated mastery of the essential standard. This is usually given to students that are at the beginning stages in learning a new concept or are working below grade-level.</i></p> <p>A student earning an “N” demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a “W” and an “N” is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn’t met it yet, he/she would receive a “W”. However, if the student is working on previous grade-level standards, he/she would receive an “N”.</p> <p>Bike example – person is riding a bike with training wheels or has just sat on the bike.</p>
Symbol	Progress Code Description
INS	<p>Insufficient Evidence</p> <p><i>There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.</i></p> <p>Corresponding documented evidence, such as an assessment, must be linked to the mark on the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.</p>
*	<p>Modification</p> <p><i>Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals. This does not apply to students who only have accommodations.</i></p>

Report Cards: Report cards are sent home quarterly. Envelopes are to be signed and returned by parents or legal guardians. Parents are encouraged to discuss this report with the child, pointing out areas where improvement is expected, supporting the child’s efforts to improve, and sharing obvious pleasure in the child’s accomplishments. Cooperation with the child’s teacher is *extremely* important in helping to correct deficiencies.

Progress Reports: Grades will be posted to the online grade book on or around the 20th of each month, unless the actual report card is being published at the end of the quarter. This progress report serves as an interim report to the parents or guardians. Parents and guardians should discuss this report with their child.

Effort Reports: Effort reports are included quarterly as part of the quarterly report card. These include information on how students function when they are learning. Skills such as listening effectively and completing work are mentioned, along with several other skills. Behavior reports may also be sent to parents during the quarter, when needed. Again, parents and guardians should discuss this portion of the report card with their child.

Please note: All financial obligations to the school must be met by the end of each quarter in order for a report card to be sent home.

Homework:

Homework is necessary in the development of the child's skills and the mastery of the content area. Recommended and suggested study times are as follows:

Grades 1 and 2	30 minutes each day
Grades 3 and 4	60 minutes each day
Grades 5 and 6	60 to 90 minutes each day
Grades 7 and 8	90 minutes each day

If the teacher feels that a particular skill has been mastered through a lesson completed in class, no specific homework will be assigned. However, it is recommended that students review and study each day's work to ensure that they have understood the material that has been presented. All written work should be done neatly and completely and is to be handed in on time. If a child's homework study time goes beyond this, parents are urged to discuss the situation with the teacher.

Please note that these times may vary depending on a student's reading level and ability to focus. Providing a quiet atmosphere and a designated time and area for homework would help any student to function better independently. A homework routine should be set up at home. Parents are encouraged to monitor their child's homework. It is helpful to check it on a regular basis, encouraging quality work. It is the responsibility of the student to complete all homework assignments at home and turn them in on time.

Parent, Student, and Teacher Conferences:

While the report cards and progress reports can be valuable, they do not tell the whole story. For this reason parents are encouraged to take advantage of the opportunities for parent-teacher conferences in Grades K through 8 at the end of the first and second quarters. Students may attend conferences in Grades 6 through 8, at the end of the second quarter, or when suggested by the teacher. We encourage parents to confer at times throughout the year. If your student has difficulty completing assignments, avoids completing work or is frustrated studying at home, we encourage you to reach out to your child's teacher.

Awards:

Positive reinforcement for effort is continuous, but at the end of each quarter steady effort is recognized. The Honor Roll, Principal's Spartan Award, and Attendance Awards at Holy Spirit aspire to encourage and to commend students for academic achievement, for consistent effort in the development of study skills, and the traits of a strong Christian character. Students with no infractions within the quarter will receive a special reward from the principal at the end of each quarter.

HONOR ROLL (Grades 5-8):

MERIT AWARD: Awarded for meeting the standards in all subject areas.

OUTSTANDING ACHIEVEMENT AWARD: Awarded for meeting the standard in all subject areas with 2 or more “E” progress codes.

PRINCIPAL’S SPARTAN AWARD:

Middle School Qualifications:

1. The student must not have served more than two Lunch Detentions within the quarter.
2. The student must not have served any After School Detentions for behavior within the quarter.
3. The student must display an active willingness to learn, which includes positive participation, good listening skills and the observing of classroom and school rules within the quarter.
4. The student must not have received any “Ns” for the quarter in the **effort/behavior** portion of the report card.

Qualifications for Grades 1 – 5:

The student must be observed reflecting the following behaviors throughout the quarter:

1. Completing homework and daily work assignments on time and to the best of their ability.
2. Showing responsibility in having classroom supplies and returning family envelopes, library books, report cards, etc., on time.
3. Observing the rules that are established in the classroom/school for respecting the rights and property of others.
4. Maintaining an attitude that is positive and displaying a willingness to learn through listening, sharing, following directions, and remaining on task.
5. Showing a continued effort towards improving any **effort/behavior** areas that are in need of mastering.

ATTENDANCE AWARDS:

PERFECT ATTENDANCE: Awards students that have not been absent, tardy or have had an early dismissal.

SUPERIOR ATTENDANCE: Awards students that have no more than two absences, tardy marks, and/or early dismissals.

Awards Recognition Ceremony:

At the end of the academic year, the school may have a Recognition Ceremony for Grades 6, 7, and 8 for students who have attained any awards. Pins, certificates and plaques will be presented to the students. This ceremony may be incorporated into the graduation ceremony for students in Grade 8, so that parents may attend.

OTHER AWARDS THAT THE STUDENTS CAN ACHIEVE:

MONSIGNOR GRIMES AWARD: This award will be presented to the eighth grade female student and the eighth grade male student who achieved the highest score on the ARK religion assessment.

POWER OF THE PEN TEAM: This award is for students in Grade 8 who have made the Power of the Pen team. Students who have won special awards at the District, Regional or State Competition or who have qualified for the District, Regional or State Writing Competition will be recognized.

SPELLING BEE AWARD: This is awarded to students who won the Spelling Bee at Holy Spirit go on to competition with other Eastside schools.

SCHOLARSHIPS: Scholarships are awarded to students in Grades 5 through 8. They are granted at the discretion of the principal and pastor based on teacher nominations. These scholarships include:

PASTOR'S SCHOLARSHIPS TO:
BISHOP HARTLEY HIGH SCHOOL CRISTO REY HIGH SCHOOL
ST. CHARLES PREPARATORY SCHOOL

Graduation:

A simple, appropriate, inexpensive graduation exercise is held for students completing the eighth grade at Holy Spirit School. In order to receive a diploma, a child must be in good standing academically and have satisfied the requirements for the completion of eighth grade. Diplomas may be withheld when tuition and other fees are not paid in full. Graduation exercises are considered a privilege for students. Participation may be denied to students whose flagrant violations of the Code of Conduct are evident, and in those cases, the diploma will be awarded privately.

Graduation Dress Code: The girls are to be dressed appropriately and "modestly" for church. Dresses may not be strapless or low cut. The skirt of the dress must be no more than three inches above the knee. Girls' cleavage must be covered. Spaghetti strap dresses are not permitted. The boys should be dressed in a suit or dress pants, a shirt and tie, socks and dress shoes. Tennis shoes are not permitted for the graduation ceremony.

Auxiliary Services:

Through the State of Ohio's Auxiliary Services program, students at Holy Spirit are able to receive help through the following programs.

- Reading remediation and enrichment
- Math remediation and enrichment
- ESL Supportive Instruction
- Speech, hearing and language therapy
- Educational evaluation through consultation with Whitehall City Schools
- Mental health counseling services provided by a school nurse
- Intervention Assistance Teams (IAT)

Students are referred to these programs through their classroom teachers, principal, parents or other involved parties. Parents should contact the classroom teacher if they wish to initiate the process. Prior to admission to the speech and hearing program, a student receives special screening to determine the extent of his/her need and qualification for the program. A parent's permission is usually required for a student to participate in a program. Auxiliary personnel hold parent/teacher conferences.

Referrals are made for additional educational assessment when disabilities are suspected or learning differences require further consideration.

The reading and math enrichment teacher provides time to tutor any student in grades K-8 who need help on any math skill and/or reading skill.

Library/Media Services:

Holy Spirit School enjoys a library media center that is always changing and developing. The Kindergarten through Grade 8 library classes' use of audio-visuals, technology, and instructional materials enhances the curriculum and helps to supplement the printed materials.

Students are encouraged to visit the library and check out books regularly. Books are loaned for two weeks, encyclopedias for overnight and other reference materials for three days under normal circumstances. Students are held responsible for the loss or damage of any library materials loaned to them. Students who

cannot locate library materials within a reasonable length of time will be expected to pay for the material. If materials are located and returned in good condition, the replacement cost of the item will be returned. Prudent use and care of books and materials is expected by all students.

Accelerated Reader Program (AR):

Beginning in the First Grade, students have the opportunity to participate in the Accelerated Reader Program. This program is a collaborative effort between the librarian and the classroom teacher that provides an additional component to the development of reading skills. While the Reading/ELA Course of Study and the standards that are taught are the essential components of the reading curriculum, the Accelerated Reader Program provides incentives for our younger students and an assessment tool for teachers in Grades 1 through 8 in evaluating independent reading progress outside of the classroom literature curriculum. The AR or Renaissance program is a subscription to all of the AR tests ever developed. Students have access to over 120,000 AR tests! The librarian has shown the students how to use www.arbookfind.com to find books on their level that we may not have in the school library, but that they could find at the Columbus Metropolitan Library.

They will only be able to take the tests at school.

Parents are required to monitor appropriate content of these books when parents and their child choose to utilize the public libraries for books in the AR program that are not available in our school library. Some of the public library books that are targeted for the middle school audience have mature themes that will require a parent's guidance. Holy Spirit School will continue to monitor Holy Spirit School library book purchases for appropriate content that supports the school's mission statement and philosophy.

Music Program:

Music Classes and Performances: All students will be taught music twice a week. Students in K through 5 and 6, 7, 8 will have the opportunity to participate in a musical performance or program each year to help develop self-confidence and poise. The evening performances are mandatory and will be the final assessment for the target goal, which is the performance of the musical selections or musical production.

Spanish Program:

Students in grades 5-8 will have Spanish Class.

Multimedia Materials:

The school administration recognizes that audio-visual materials, when used in a proper classroom setting, can be a useful tool in learning. Therefore, we encourage their use under the guidelines established by the principal with his/her prior approval.

Guidelines:

1. In most cases, multimedia materials used during class time should be consistent with the Diocesan graded Courses of Study.
2. With teacher discretion and prior principal approval of content, other multimedia not of an educational nature, may be used.
3. Any multimedia on file in the Holy Spirit Library may be used without prior approval of the Principal.
4. Multimedia materials which contain inappropriate language or situations not consistent with the values of the school will not be shown.
5. Television viewing in the classroom will be limited to educational programs.
6. If there are any questions of any multimedia material being appropriate for classroom viewing, the teacher should refer to the Principal.
7. Only programs provided by Holy Spirit School will be used on the computer.
8. No student shall use or install a program without prior approval of school personnel.
9. No student may log on to the Internet in the computer lab, library, classroom or any room in the building without a teacher or teacher aide's permission or presence.

10. No student may use the Internet until the Holy Spirit Parent –Student Agreement on use of the Internet is read and signed.
11. If in a search on the Internet, the student comes upon any inappropriate material, the student must inform the teacher or teacher's aide immediately. Failure to inform the teacher or teacher's aide, the student will lose the privilege of using the Internet. The student will be suspended if he or she continues to remain on inappropriate topics or material.

Plagiarism Policy

Plagiarism is the use of another person's ideas, words or thoughts as if they were one's own. It is, by its very nature, a form of cheating and violates our value of honesty. Presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.

1. Plagiarism from a Written Source:

Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a critical source or from any printed source. On research papers, this type of plagiarism is avoided by end-noting sources. In general, the rule is simple: *If in doubt, cite the source!*

2. Tutorial Plagiarism:

Tutorial Plagiarism occurs when a student has received so much outside help that the final product is not the work of the students. Judgment is made based on the diction, style, sentence structure, organization, and mechanics of the essay in question compared with those elements from other essays the student has written.

Students who plagiarize on papers will receive an automatic After School Detention.

II. RELIGIOUS EDUCATION PROGRAM

Religious Education:

A comprehensive program of religious instruction is at the heart of our educational program. Students participate regularly in Mass, Sacraments and various liturgical activities. Religion class is part of the daily routine, as we follow the Religious Course of Study of the Diocese of Columbus. Students also participate in various service projects and mission drives throughout the year. All children are expected to participate in the religious life of the school. While reception of the Sacraments is not an option for our students of other faiths, all students attend Mass and participate in the various services.

In classroom instruction, the message of Christ is integrated in the curriculum and activities. A sense of community is fostered in an atmosphere of respect and concern for all students. While the school provides a quality program of religious instruction, we recognize that parents are the primary religious educators. Children learn best by the example of parents and we urge your active participation in your faith through regular attendance at Mass, active practice of your faith, and your involvement in parish life.

Religious Goals for our Religion Program:

Holy Spirit School's goals for its program of Religion include: 1) to continually improve our school liturgy program, 2) to assist parents with their primary role as educator, 3) to provide adequate opportunities for worship by staff and students, and 4) to help students to acquire the Gospel values of justice to others, love of neighbor and service to their world. "So also faith itself, if it does not have works, is dead." (James 2:17) We must back up our faith with action for it to have any meaning.

Masses:

All School Masses:

We will have weekly All School Liturgies celebrated by the entire student body. Parents are encouraged to attend. Students are to wear dress uniforms. They may wear dress shoes or tennis shoes. Students who have a part in the liturgy will wear dress shoes at Mass.

Reconciliation Services: Advent and Lenten Reconciliation services will take place for the students in Grades 3 through 8 each year.

Graduation Liturgy: A graduation liturgy will be held at the end of the school year for students in Grade 8.

Sacraments and Parental Development of the Faith:

Sacramental preparation is an integral part of the religious program of the school for First Eucharist, First Reconciliation and Confirmation. Second graders prepare for First Eucharist and for First Reconciliation. Eighth graders prepare for Confirmation. Home study and family involvement are important to these preparations.

While the school provides a quality program in religious instruction, it is the home where faith is monitored and shared. We encourage parents to take their God-given responsibility for the development of faith by their example seriously. The example of parents' regular attendance at Mass, active practice of the faith, and involvement in parish life are crucial to the child's faith development.

Service Hours:

Service is time spent contributing to others and/or the community with a cheerful attitude and without pay or reward. All students are asked to give of themselves in service opportunities throughout the year; however, students in Grades 7 and 8 will have a set amount of required service hours.

Examples of Service Events that Take Place Throughout the Year:

Students are encouraged to create service projects as a class. Examples of projects include household goods collections for *The Bishop Griffin Center*, Catholic Social Services and **J.O.I.N.** including food donations to St. Stephen's Community House and the Holy Spirit Church food pantry. Students also assembled **Blessing Bags** to help meet the needs of our homeless community.

- **Quarterly Food Drives** – The Eighth Grade class, with the assistance of the Student Council, collect donated food items for the parish St. Vincent de Paul Food Pantry.
- **Produce Market**-Student volunteer to help at the monthly Holy Spirit Parish produce market event.
- **Sandwich Project**- Students make sandwiches for the local homeless shelter.
- **Soup Kitchen**- Middle school students volunteer at the soup kitchen by helping to serve others.

Other Service Opportunities: Students can share their time and talents in a number of ways with the school, church, community, and at home. Remember, service is completed **without** pay or reward. Examples of ways to earn service hours include the following:

- Altar serving for weekend Masses, funerals, weddings, etc.
- Safety Patrol
- Helping with the annual Holy Spirit School Flower Sale
- Volunteering at the monthly Produce Market
- Volunteering at *The Community Kitchen*, *The Bishop Griffin Center*, COSI, the local library, an animal shelter, Meals on Wheels, etc.
- Babysitting
- Helping the elderly/neighbors around the house by mowing the lawn, raking leaves, shoveling of snow, doing odd jobs, etc.

- Tutoring after school
- Visiting shut-ins

III. GENERAL INFORMATION

Arrival and Breakfast:

School begins at 7:50 AM. All students should arrive by 7:40 AM so that all students are in their seats and ready to begin by 7:50 AM.

Students arriving by car and bus will exit their cars and buses to enter through the Duchene Lane doors between 7:30 AM and 7:50 AM and will walk directly to their classrooms. Students who arrive by car or bus who will be eating breakfast from 7:30 AM to 7:40 AM will go directly from the classroom to the gymnasium to eat breakfast.

Arrival for Before School Care:

Students who arrive early to attend the Before School Care Program will enter through the Yearling Road gymnasium entrance and will be supervised in the gym from 7:00 AM to 7:30 AM. At 7:30 AM, students will be permitted to walk down to their classrooms or remain in the gym to eat breakfast before walking down to their classrooms. At 7:40 AM, all students in the gym will proceed to their classrooms.

At NO time should students be dropped off on Yearling Road. Drop-offs for Before School Care should take place in the parking lot, only for the safety of all students.

After School Activities:

Holy Spirit School offers academic programs for middle school students such as tutoring and Power of the Pen, play practice, and youth group. **ANY STUDENT PARTICIPATING IN AN AFTER SCHOOL PROGRAM MUST BE PICKED UP ON TIME OR HE/SHE WILL BE DIRECTED TO THE AFTER SCHOOL CARE PROGRAM. Parents are responsible for any fees incurred.**

Backpacks: Due to the dangers created in classroom aisles and narrow hallways (fire codes), backpacks are not permitted to be used during school hours. Students must hand carry their books to class. Backpacks will be stored in students' cubbies and closets.

Bus Service/Bus Transportation: Transportation Services

The phone number of each bus company is below in case parents have a concern that they feel it should be brought to the bus company's attention. Safety is our concern and that, too, must be the bus driver's concern.

WHITEHALL

614-417-5140

COLUMBUS TRANSPORTATION DEPT. (Routing Info)

614-365-5074/614-365-8550 (Hotline)

Bus Transportation

Columbus Public and Whitehall buses may transport only properly authorized students. No student may ride the bus if not assigned. Students are expected to be at their pick-up points at least five (5) minutes prior to the scheduled morning pick up.

Care of Building:

The vast majority of students take great pride in our school building and equipment. Intentional damage to school property is a rare thing happening in our school. Students violating the property code by damaging the building, grounds, or contents are responsible for the entire cost of replacement or satisfactory repair and are subject to expulsion. This includes writing purposely on the desks, etc..

Change of Address, Telephone, or E-mail:

If you should change your address, have a new telephone number (home, work or cell) or E-mail address, please notify the school office immediately so that our records will remain updated.

Classroom /School Parties:

Special days such as a Fall Celebration Day or Christmas, may be observed with a *simple* classroom party or treat. Members of the Home and School Association and other parents may be contacted to help organize these events.

Birthdays:**Grades K through Grade 8 Policy:**

We will be having a small birthday celebration for each child on the appropriate day. This celebration includes: their name being announced over the morning announcements and being invited to the office for a special birthday acknowledgement. This birthday celebration will eliminate the cupcakes/candy/cakes brought to school by the birthday student.

Birthday invitations can be passed out in the classroom only if everyone is included. If the party is to be an all boy party, all of the boys are to receive an invitation. If the party is to be an all girl party, all the girls are to receive an invitation. Thank you for your cooperation and understanding. In addition, please do not make arrangements for the celebration to begin at dismissal.

Closing/Early Dismissal Due to Weather:

Holidays declared because of hazardous or inclement weather conditions will be announced over the local media stations. Principals listen to the radio also to see if the schools are closed. The superintendent of Catholic Schools calls the radio stations and declares a day of no school.

The Office of Catholic Schools staff understands that the decision to open or close schools in bad weather has a significant impact on families. We also understand that our students are better served--both academically and socially--by being in school. However, the students are always the top priority. Once the Principal has been informed she will send out a message alert via the school FACTS communication system to all our parents.

How is the decision made?

Please understand that the decision to open or close schools in bad weather is based on careful consideration of all relevant factors, such as:

- Information on road conditions-Even if the streets in your area do not seem to be "that bad," the students in our schools come from a great number of different school districts. We have to look at all the areas from which our students will be coming. Additionally, many of our high school students are driving to school from great distances, and their safety is a primary consideration.
- Amount of snow and ice accumulated
- Whether precipitation is continuing
- Building conditions (such as whether there is electricity or heat)
- Temperature and wind chill. Please remember that some of our students walk to school and some must wait for the bus.
- Weather predictions-It is preferred that the decision not be made on the basis of weather predictions, which are not always accurate. However, we must use the information available to us.

Who makes the decision?

The superintendent makes the decision for our schools located in the Columbus Public School District.

How is the public notified?

A member of the Superintendent's staff contacts the media and asks that the announcement be made for Columbus Catholic Schools. Unless you see or hear that Columbus Catholic Schools have closed, our schools will be open.

When is the decision made?

The decision is usually made before 6:00 AM, but no later than 6:30 AM. After 6:30 AM, the buses are already on their way to pick up students.

Will we close school if conditions worsen?

Keep in mind, once the decision to keep schools open is made, we cannot reverse the decision in the morning without endangering students. Once the decision is made to open the schools, many parents rely on that information to make work plans. If we would attempt to send the students back home, many would be returning to empty homes.

Early dismissals for weather emergencies will be reported to the media. Since we have five bus companies from different districts we will give each family a form at the beginning of the school year to fill out. This form will indicate that you will be called at home or work if there is an early dismissal because of weather or emergency. If we cannot reach a parent at work or home, the child will remain at a school with supervision until their parent is located.

Dances:

School dances will be allowed for seventh and eighth graders under the guidelines specified by the Principal.

1. The Principal must give authorization.
2. Parents are responsible for a student's transportation to and from the dance.
3. Dances can be set up as follows:
 - Closed for the 7th and 8th Grade class of Holy Spirit or
 - Seventh and eighth grade invitation to seventh and eighth grade classes in the Eastside vicariates
 - Adequate adult supervision is essential. A minimum of ten to twelve chaperones are required, two of which must be male.
 - If deemed necessary by the Principal, the Whitehall Police Department will provide security.
 - Students will observe the discipline code of Holy Spirit School.

Dismissal:

Bus Riders

At dismissal, the front of school (Duchene Lane) is reserved for school buses. No picking up of children by car in front of the school is permitted.

Car Riders are to be picked up by the parent or designated person in the gymnasium. **Please park your car in the parking lot and walk to the gymnasium door.**

The Safety Patrol students, with supervision, will direct the cars out of the lot.

Walkers are to meet a faculty member at the Duchene Lane door across from the office. Do **not** use the public library parking area or parking lots across the street. It is illegal to cross the street without a street light or crossing guard. If you arrive to pick up a walker on Yearling Road, motion that child to go back to the gym where you will pick him/her up. It is dangerous to stop traffic on Yearling Road. Students may only walk to a residential building.

Students are not permitted to remain on the playground after school without parent supervision. No student may remain in the gym at any time without adult supervision and then only with the permission of the Principal unless it is after school athletics provided by the parish sponsored athletics.

Fingerprinting:

Any adult responsible for the care, custody or control of students in any school or school sponsored activity must submit to a criminal background check, including fingerprinting and attend a ***Protecting God's Children*** workshop as prescribed by the Diocese of Columbus prior to their involvement. Rolled finger prints are no longer accepted. For the locations of electronically submitted fingerprints, please contact the school office. To find ***Protecting God's Children*** classes, one should go online to <https://columbuscatholic.org/safe>. Click on the green *Virtus* Registration tab.

To learn more, follow this link to the Safe Environment Handbook regarding policies employees and volunteers must adhere to: [Safe Environment Handbook](#).

Food and Drink (See Food Allergy Guidelines in Policies Section):

Food and drinks are not to be brought into the classrooms or hallways. This includes the Before and After School Care programs. The only exceptions to this are the following:

- Water bottles
- Times that we must eat lunch in the classrooms because the gym or cafeteria are not available
- Teacher requested snacks
- At lunch, when a party includes lunch for the whole class

Hall Regulations:

- Students walking in the hall to change classes are to keep to the right at all times.
- Students should refrain from running, loud talking or boisterous behavior or any other behavior, which may interrupt the academic atmosphere of the school in the hall.
- Students in the halls during class time, going to the restroom, office, library, etc., are to have their teacher's permission. Any student in the hall without permission will receive a Lunch Detention.
- Students working in the hall may do so quietly and with supervision.

After School Care:

Holy Spirit After School Care Rates for 2024-2025

	Check Out Time	Per 15 min	From Check In to Check Out
2:45	3:00	\$2.00	\$2.00
2:45	3:30	\$3.75	\$5.75
3:30	3:45	\$1.25	\$7.00
3:45	4:00	\$1.25	\$8.25
4:00	4:15	\$1.25	\$9.50
4:15	4:30	\$1.25	\$10.75
4:30	4:45	\$1.25	\$12.00
4:45	5:00	\$1.25	\$13.25
5:00	5:15	\$1.25	\$14.50
5:15	5:30	\$1.25	\$15.75
5:30	5:45	\$1.25	\$17.00
5:45	6:00	\$1.25	\$18.25

**Beginning at
6:00pm:**

**\$5.00 per minute/
per student**

An invoice is sent from the school office weekly to the parent. Payment is due (cash or check) to the school office the following week. Checks are to be made payable to HOLY SPIRIT SCHOOL. When a check is returned for insufficient funds, a service fee of \$35.00 will be charged.

Your child only incurs a charge when she/he participates in the program. We are trying to keep the costs affordable for all. Only parents, legal guardians or adults with your permission may sign out your child from After School Care. A permission slip and an emergency contact form will be provided for you to fill out.

If a child comes to the After School Care Program after a school function the fee is \$2.50 per half hour until 5:00 PM. After 5:00 PM all regular charges apply.

The After School Care Program follows the same Holy Spirit Code of Conduct as in the classroom, in the gym and outdoors.

Lost and Found:

Please make certain your student's last name is clearly written in the labels of clothing so we may return the items to the family. Lost items may be reclaimed upon proper identification. Begin searching for lost items where your child believes s/he lost the item. Check places such as the classroom, lunchroom, playground, gymnasium or the school office. All articles that are not claimed by the end of the month will be put into the uniform exchange or given to charity.

Lunch Program:

School lunches will be available for purchase Monday through Friday. The cost of a lunch is \$2.80 and \$0.40 reduced. The lunch includes milk. An extra entrée is an additional \$1.00. If a student chooses to purchase milk *without* the lunch, the milk must be paid for at a cost of \$0.40 per milk. Any amount sent in for lunches or milk will be applied to that families' account. Please send this amount in a sealed envelope labeled with the family's name and the words *Lunch/Milk Money*. Lunches must be pre-paid. Students without a lunch will be required to call home. No credit will be given.

Holy Spirit School participates in the government's **Free and Reduced** Price School Lunch program. Applications are sent home to all families by the second week of school. Applications may be obtained from the school office throughout the school year.

Breakfast Program:

Breakfast will be available for purchase Monday through Friday. The cost of a breakfast is \$1.50 regular and \$0.30 reduced. Any amount sent in for breakfast will be applied to that families' account. Please send this amount in a sealed envelope labeled with the family's name and the words *Breakfast Money*. Breakfast must be pre-paid. No credit will be given.

Parking:

In order to insure the safety of all persons, the regulations regarding parking during the school day must be followed. Parking is only permitted in the lot near the gymnasium and parish office. In the morning, parents are asked to drop off students. They may park in the parking lot near the gymnasium and parish office when they pick up students at the end of the day. All doors of the building will be locked during the school day. The office will monitor the front door.

GUIDELINES:

1. Drive slowly in the lot.
2. Do not drop off or pick up your child on Yearling Road or Duchene Lane.
3. Do not drop off or pick up your child in the lots across from the school on Yearling.

Restricted Areas:

There are certain areas on the school grounds which are off-limits to all students, unless with an adult (administration, faculty or staff members).

These restricted areas are:

- Faculty and staff lounge
- All maintenance areas (storage closets, boiler rooms, garage and roof)
- Athletic storage room, basement storage
- Parish offices, parish office kitchen
- Any classroom or room without an adult present. Those students who must wait after school to be picked up should go to the after school care program in the Extended Day room.

School Records:

No data will be released without the written consent of the parents/guardians of a minor student. The following individuals are permitted to view an individual student's records:

1. School personnel
2. Parent / Guardian of a minor student
3. Non-custodial parent of an individual minor student unless denied access by a court order
4. Officials of other schools to which the student transfers

Parent(s)/guardian(s) of a student may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of the minor student.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Solicitation:

Students may not sell any item on school property without specific permission from the administration. This includes snacks before, during, or after school hours. School sponsored organizations must clear their fundraiser through the administration before engaging in the sales or solicitations.

Withdrawals/Transfers:

State law requires that parents sign a release form before student records may be sent from one school to another. Parents of students who withdraw before the end of the school year must inform the school office in writing of the effective date of withdrawal, and must also fill out a request for records at the receiving school. Should the school office remain uninformed of the withdrawal, the student must remain enrolled and marked as absent until a request for transfer of records is received.

The school must be notified in writing if a parent needs to withdraw a student prior to the end of the school year. The effective date of the withdrawal is determined by the written notice. Parents must also sign a release so that records can be forwarded. A parent may not transfer official school records. Tuition is charged for the remainder of the term (quarter) in which the student is in attendance as determined by the effective date of withdrawal. An enrolled student who is withdrawn after August 1 will be charged a fee equal to 10% of the total tuition for the year.

Science Night:

In 8th grade, a science paper and project are expected of every student. The grade for the Science Night project encompasses a whole grading period in Language Arts in the learning and the writing of a paper; in Art in learning to display their project and in Science; failure to complete any part of this integrated project will result in an incomplete grade.

Summer School:

In order to return to Holy Spirit School all required subjects failed during the school year must be made up with tutoring provided through one of the area summer school programs.

Standardized Testing:

Holy Spirit School participates in the Ohio State testing program at scheduled times during the school year. Students also take the Star Reading Test as a requirement for the 3rd Grade Reading Guarantee. In Religion, students in Grades 2 through 8 will take the ARK (Assessment of Religious Knowledge).

Technology Policy:

Holy Spirit School provides computer equipment, computer services, E-mail and internet access through the guidance of faculty, to enable all students to use modern electronic technologies to enhance learning.

All students are expected to abide by all current copyright laws. Students may not use the equipment for any illegal activity. Students may not use the school's equipment to transmit, download, or receive any materials, which could be considered slanderous, sexist, racist or otherwise inappropriate. No student may install, upload or download software without permission. Any software having the purpose of damaging other students' accounts or the Diocesan network (e.g. computer viruses) is specifically prohibited. During class time, students are to work only on program(s) assigned by the teacher. Students are asked to use the printing facilities judiciously as unnecessary printing adds expense and shortens the life of the equipment. Any student who misuses the internet or E-mail is subject to the termination of use and other action in compliance with the school's discipline code.

The use of school computers is at the discretion of the teacher. Anything that is damaged by reckless behavior will be replaced by the student. Students and parents/guardians of grades K-8 must read and sign the Chromebook or tablet usage agreement before they are issued school technology.

Wellness Policy:

Diocesan Policy 7000

At Holy Spirit School, we believe that it is essential to educate the whole child academically, spiritually, physically, socially, and emotionally. To accomplish this goal our school aims to teach, encourage, and support a healthy lifestyle for students and staff while embracing reverence for life, self-respect, and respect for others. Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. Our school strives to create environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

The primary goal of nutrition education is to provide information or instruction to positively impact eating disorders. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Holy Spirit School's lunch program follows an established set of nutritional guidelines.

IV. ATTENDANCE REGULATIONS

Student Absences:

Achievement and attendance are highly related. Classroom attendance is essential for a student to progress academically. Regular school attendance now will have a vital bearing on references given to colleges and future employers later in life.

1. The state of Ohio requires school to be in session 910 hours per year for students in grades K-6. Students in grades 7 and 8 must attend 1,001 hours per year.
2. Parents or guardians are legally responsible for student's attendance in school; therefore, the parent or guardian of any student may not give permission for unexcused absences.

3. Any student who accumulates a total of 15 days of school absences, 7 or more days in a month, or 5 consecutive days must have a written statement from the doctor stating the illness and the need for being absent from school in order for the absence to be considered an excused absence.
4. According to Diocesan Policy 5200, we are justified in refusing credit for the year to any student who misses 28 days whether absences are excused or unexcused.
5. Absence from school for more than one hour will be recorded, as a half-day's absence.
6. A student must be in school for a full half day in order to attend practice or to participate in a contest on the day of the absence.

Excused Absences:

Excused absences are those that include a reason for absences according to the Ohio Revised Code.

These reasons are:

1. Personal illness. The principal may ask for a statement from a physician if she deems it advisable. (See above guidelines.)
2. Illness in the family. The absence under this condition does not apply to children under 14 years of age.
3. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
4. An excused absence permits the student the privilege of receiving credit for make-up work.
5. It is the responsibility of the student to make appropriate arrangements with the teacher for make-up work completion.

Unexcused Absences:

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. Students will be encouraged to complete assignments in order to remain current. Disciplinary action may result from unexcused absences. Family vacations taken during school time are discouraged.

Reporting Absences:

The parent or guardian of a student who will be absent from school must call the school office by 8:30 AM each day of the absence. A message explaining the student's absence may be left on voice mail. Upon returning from an absence, a parent's signed note stating the reason for the absence must be turned in to the school office.

Early Dismissal:

1. Request for early dismissal must be in writing, signed by a parent/guardian and contain the following information:
 - a. Student's name
 - b. Date
 - c. Time to be excused
 - d. Reason for leaving
2. The student is to present the request to the school office for approval at the beginning of the day.
3. A student leaving school at anytime must be signed out by a parent or guardian in the book that is kept in the main office.

Illness:

Students who become ill at school must obtain a pass from the classroom teacher to go to the nurse's office. A student may remain in the nurse's room for up to approximately 20 minutes after which a decision as to whether the student should return to class or go home must be made. The parent of the student will be called at that point. The parent or guardian of the student must come to pick up the student. When the parent/guardian arrives, they must sign the student out at the school office.

Tardiness:

The purpose of an education is to develop habits and patterns of behavior for life. Students need to be on time to school.

1. BEFORE SCHOOL TARDINESS:

A student who arrives after 7:50AM for school should report immediately to the office. An admittance to class slip will be given and the student is marked tardy. An absence for one hour will be recorded as a half-day's absence. All students will be allowed **four** "emergency" tardy marks per quarter for inclement weather, traffic conditions, etc.

2. EXCESSIVE TARDINESS:

Students who exceed the four morning tardy marks are considered to have an excessive tardiness problem. A tardy received after four morning tardy marks will be considered unacceptable. As these tardy marks accumulate during the quarter, the following penalties will be assessed, in the hope of preventing habitual tardy problems.

- a. First accumulated tardy (4th tardy): Noon Detention
- b. Second accumulated tardy (5th tardy): 2 Noon Detentions
- c. Third accumulated tardy (6th tardy): After School Detention
- d. Fourth accumulated tardy (7th tardy): After School Detention and conference
- e. Fifth accumulated tardy (8th tardy and beyond): 2 After School Detentions

Assignments During Absence:

If parents want homework and make up work for any student, THE PARENT MUST REQUEST THAT THE WORK BE LEFT AT THE SCHOOL OFFICE WHEN THE PARENT CALLS THE SCHOOL TO REPORT THE ABSENCE BEFORE 9:00 AM. The work may be picked up at the school office between 2:45 PM and 3:30 PM. If requested, work may be sent home with the absent student's sibling. Students may take the same number of days they missed to complete daily assignments up to a maximum of one week. Tests will be made up as soon as possible upon returning. It is the responsibility of the students in Grades 5, 6, 7 and 8 to ask the teacher to make up the tests. It is the responsibility of the teachers to make sure the student's assignments are in the office at the end of the day. The school office secretary or assistant will give each teacher a list of who called in at the beginning of the day to request assignments. It is the responsibility of the student/parent to make sure assignments are completed.

Vacations:

Parents are required to submit a Vacation Form if a student is going to be absent from school due to a vacation. This includes leaving before the school year ends to travel. Teachers are not required to provide homework when a student is absent on a vacation. Parents will be contacted if a student's mark in a subject area is below grade level so parents are informed before a vacation takes place. (See Vacation Form on Page 56)

V. CODE OF CONDUCT

Introduction:

The purpose of Holy Spirit School's Code of Conduct is to maintain a Christian atmosphere of respect for human dignity and responsibility, as well as to provide order and to nurture self-control. Each person is expected to do his or her part to bring about this climate and to act as a disciple at all times and in all places. Each person is also expected to act as a disciple and to be a good ambassador of our school outside of the school day. Discipline is training which inspires and strengthens as opposed to a program of punishment. The ultimate aim of any program of discipline is self-discipline.

Maintenance of discipline in the school results from the combined efforts of every student, parent, and teacher. For teachers to maintain a learning atmosphere in the classroom, it is essential that children be taught

Christian responsibility and respect for others at home, as well as school. The Code of Conduct of Holy Spirit School will be enforced in all areas of the school and at all school related activities.

Teachers and staff have the authority and responsibility to consistently maintain discipline in the classroom. Therefore, overall class discipline continues to remain at the discretion of each teacher.

Parents/guardians should use the following avenues when needing to communicate their concerns about their student's behavior or homework needs:

1. Communicate and meet with the teacher.
2. Communicate and meet with the principal, only after first communicating with the teacher and you are not satisfied.
3. Contact the pastor only if you have first communicated and met with the teacher and the principal and are not satisfied.

Philosophy:

The Code of Conduct at Holy Spirit School exists to insure students the best possible atmosphere for learning and to direct the students toward self-discipline. We allow students to make choices in a guarded and loving atmosphere. We respond to those choices in a way that encourages right choices and supports the students' efforts to correct negative behaviors. It supports right behavior and draws attention to the positive aspects of the child's growth in self-discipline. Students will be introduced to new ways to handle emotional situations, and work with a teacher(s) to restore an atmosphere of learning and mutual respect in the classroom environment. Our goal with any method used is to achieve a meaningful and positive resolution. Our expectations are high, but we remain committed to maintaining high standards in order that students may be challenged to be the best that they can be. We take our responsibility in this regard seriously, and enlist the cooperation of all our families in supporting these policies. The administration reserves the right to make the final judgment on any discipline matter and may waive any disciplinary rule for just cause at his/her discretion.

Expectations for Students:

With Christ as our model, we maintain the following standards for behavior:

- Students are expected to treat students and adults alike, with respect and courtesy.
- Students are expected to respond to teachers and adults in a positive, obedient and respectful manner.
- Students are expected to be respectful of the building, supplies, materials and facilities.
- Students are expected to conduct themselves in a manner that respects the learning environment, characterized by a quiet, orderly building.
- Students are expected to be reverent and give meaningful participation in liturgy and other religious activities. This is expected without exception.
- Students are expected to be in uniform according to the dress code with all necessary supplies and materials, books and assignments prepared to meet the demands of the day.
- Students are expected to participate in the learning process of the classroom, complete assignments on time and in an acceptable manner. They are also expected to cooperate with teachers and others in seizing the opportunity and advantage that comes from their education.

- Students are expected to conduct themselves with dignity and self-respect at all times in and out of the classroom, library, lunchroom, gymnasium, etc..
- Students are expected to use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
- Students are expected to resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher or adult in charge.
- Students are ambassadors of Holy Spirit School and are expected to act responsibly at all times, and refrain from actions contrary to our faith or those which might endanger the health, safety, or well being of others. This applies to all activities of the school and all related school activities (ex. school dances).
- Students are expected to accept correction with respect.
- Students who are aware of serious violations of the school rules are expected to report this to the principal or teacher in an honest and direct manner.
- Students are expected to use acceptable language. Obscene language and disrespectful tone of voice is unacceptable.
- Students should expect that any items related to drug and gang culture will be confiscated.
- The Diocese of Columbus has a concern with conduct by students at school or away from school, such as the public library, that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.
- Students should review their *Student Handbook* with a parent or guardian.

To sum things up, students are expected to....

Always try to do their best.
 Be honest.
 Treat everyone with respect.
 Be prepared for all classes.
 Complete their work on time.
 Follow Classroom Rules.

In other words...

Follow and obey all school rules and guidelines.
 Let your teachers catch you being good! ☺

Serious infraction of any school code/rule may result in an immediate conduct infraction or suspension. Detailed descriptions of conduct and inappropriate behaviors begin on page 26.

BEHAVIOR PROCEDURES

Lower Elementary Grade Students (Grades K-4):

Students in the lower elementary grades follow the individual classroom teacher's behavioral system. This system will include an emotional check-in chart, positive reward system for good behaviors as well as a tracking system of inappropriate conduct. Students may receive a Noon Study Hall from a teacher for inappropriate conduct. When this happens, a weekly *Infraction report* will be emailed from FACTS, a print out may be sent home to be signed and returned by the parent/guardian. At times, a student's behavior may be deemed more serious and may require a student to serve an After School Detention. Failure to return a signed *infraction report* or an After School Detention form will result in another Lunch Detention until the form/slip is returned or acknowledged on the FACTS family portal, listed under "Behavior".

Middle School (Grades 6-8) and Grade 5:

Students must abide by the basic behavior guidelines listed above for learning to occur in the classroom. Middle School students and students in Grade 5 are expected to know and follow school and individual classroom rules. The following consequences will result for inappropriate behaviors:

- 1. Behavior Warning:** The student receives a verbal warning from the teacher. A warning report is documented in the FACTS family portal, and parents will be notified.
- 2. Demerits and Infraction Levels:** After one warning, the student receives a behavior demerit for the inappropriate behavior. When the third or sixth demerit is received, the student will receive a Lunch Detention and will fill out a *Refocus* form to go home to be signed and returned. On the seventh demerit, the student will be at the First Infraction Level and will receive an After School Detention to be served on an assigned day. The *After School Detention* form will go home to be signed and returned.
- 3. Merits:** Students will also be given the opportunity to earn merits for positive behaviors that are observed. This includes behavior

INFRACTION LEVELS

The overall classroom discipline continues to remain at the discretion of the teacher in charge. Generally, students move to Infraction Levels when the number of demerits reflects that a pattern is developing with their choices. **However, any student who chooses to make a choice that the teachers or Principal deem serious will immediately go to one of the Infraction Levels and will have their discipline determined by the seriousness of the behavior. In this case, parents will be contacted regarding the serious behavior.** The *Lunch Detentions* and *After School Detentions* will be recorded to ensure fairness to students and to help the teachers, principal, and parents monitor students' behavior. Individual *behavior* reports may be sent to parents or guardians with *After School Detention* forms to inform them of the number and type of violations their student has received at that point in time. All demerits will be recorded in the FACTS family portal under "Behavior". Please check this regularly.

Students in Grades 5 and 6 will have their behavior demerits reset at the end of each semester (every two quarters). Students in Grades 7 and 8 will keep their demerits for the entire year.

First Infraction Level = An *After School Detention* will be served by the student. (7th Demerit)

Second Infraction Level = A mandatory *Parent/Teacher Conference* will be scheduled at which the principal may be present. An *After School Detention* will be served by the student. (9th Demerit)

Third Infraction Level = A mandatory *Parent/Teacher/Principal Conference* will be scheduled. An *After School Detention* will be served by the student. (12th Demerit)

Fourth Infraction Level = A warning letter will be sent to the parent/guardian regarding probation. An *After School Detention* will be served by the student. A mandatory *Parent/Teacher/Principal Conference* will be scheduled. (15th Demerit)

The principal will determine the length of the probation. Students on probations who continue to violate school policy may be subject to immediate suspension. More than two suspensions could result in the dismissal of the student from the school.

Fifth Infraction Level = Student will receive a suspension. A mandatory *Parent/Teacher/Principal Conference* will be scheduled with the Principal and Pastor. (18th Demerit)

Sixth Infraction Level = A suspension or expulsion may occur. This action will be determined by the principal after consultation with the teachers and parents. (21st Demerit)

The following restrictions (this list includes, but is not limited to every possibility) are imposed upon those on probationary status. Students on probation may not participate in any special school activities or school sponsored extracurricular activities.

school parties
special activities
pizza parties

school dances
pep rallies
assemblies

day field trips
field day
recess

overnight field trips
Camp Kern
sporting events

HOMEWORK PROCEDURES

Lower Elementary Grade Students (Grades 1-4):

Students in the lower elementary and intermediate grades follow the individual classroom teacher's system for the collection of homework. This system may include a positive reward system for the return of all homework on time as well as a tracking system for incomplete or missing homework. Your child's classroom teacher will have more information. If a student's actions become extremely disruptive, a parent/teacher conference will be mandatory.

Middle School (Grades 6-8) and Grade 5:

The purpose of homework is to review and strengthen the skills that have been taught during the day or to finish incomplete work assigned during the day. To make sure that students are taking their homework seriously and applying the effort needed, the work needs to be completed at a level of accuracy that is satisfactory and which meets the teacher's expectations for it to be considered complete. Students who do not complete their homework or leftover assignments to the teacher's expectations will be issued a homework demerit, will complete a *Missing Homework* form and must complete the missing or incomplete work. Homework also includes the returning of tests, quizzes and other important documents on time. Demerits will be issued when these documents are late.

Homework demerits and infractions will be tracked exactly the same way as behavior demerits and infractions. They will accumulate. If a teacher has a student for more than one subject, then the student could receive more than one demerit from the same teacher for missing or incomplete work. A running total of demerits will be maintained each quarter and throughout the year. Students may be asked to complete their homework at school after school hours if they develop a pattern of not completing their work.

The Accumulation of Homework Demerits is as follows:

1. A *Missing Homework* form will be filled out by the student for each day's missing homework assignments. The student will take the form home to be signed by the parent/guardian to be returned the next day with the completed homework. Also, a homework demerit will be given and the student will stay in from recess to complete the work/or to work ahead, depending on the time the homework is reviewed by the teacher.
2. After a student misses or fails to complete five homework or leftover work assignments across multiple subject areas, the student will be required to meet with the teacher and the parent/guardian. This may also be required if a student is missing a majority of the work from the same subject (nine total in a quarter) or the student elects to fall into a pattern of missing homework and/or leftover assignments. Patterns might include: missing homework on a particular day such as Monday, the student stops completing homework toward the end of the quarter, etc.. In some subjects such as Religion, Science, and Social Studies a student may not have proven that they can read or write in the content area of the missing work if they are missing over 20% of their assignments; this may lead to low marks on assessments which then carry over to the overall mark on the report card.
3. The Teacher and the Principal will regularly review students' records to look for consistent problems with completing homework and leftover assignments. They will evaluate how the issue should be addressed.

QUARTERLY REWARDS

Students in Grades 5-8 who have no demerits for the quarter will be treated to a special treat or event provided by the principal at the end of the quarter.

Students who have less than three missing homework or incomplete assignments per quarter will earn a special reward from the principal at the end of the quarter.

Teachers may also choose to incorporate their own reward systems at their grade level.

Suspension/Expulsion of Students:

Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or other school staff, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct, the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described in Diocesan Policies 5406 and 5407. These policies are found and outlined in the *School Policies and Regulations* manual available in the principal's office or online at <https://education.columbuscatholic.org/policies>.

- A. Suspension of 1 to 10 days – (Participation in extracurricular activities during days of suspension is not permitted.) If a student is suspended, the principal shall notify the custodial parent or guardian by telephone and in writing and offer to have a conference with the parent or parents. Diocesan policy will be followed in the event of expulsion.
- B. Expulsion – If it is deemed that a student's continuation at Holy Spirit would not be in the best interest of the student and/or the school community, he/she will be suspended and subsequently expelled from the school. This would occur after a major violation of school and/or Diocesan policy. A specific procedure is detailed in the Diocesan Policy book and would be strictly followed. If parents consider the expulsion unjust, they may petition the Superintendent to review the decision.
- C. Major Violations of School Rules occurring on school grounds, in the vicinity, on buses and/or at school-related activities will result in more serious consequences. If any of the following occur the consequences

will follow the direction of the Sixth Infraction Level. These are many examples, however it does not include every possibility.

Any actions, which are deemed contrary to the basic philosophy of the Catholic Church and/or Holy Spirit School

- Violation of the Drug and Alcohol Policy
- Violation of Weapons Policy
- Possession and/or use of any drug
- Intimidation
- Harassment
- Stealing
- Vandalism
- Insubordination
- Fighting
- Inappropriate use of computer hardware and/or software, e.g. inappropriate website
- Words such as "I'll kill you!", "I'll shoot you!"
- Refusing to obey a direct order of any teacher or administrator
- False alarms, including fire, bomb threats, etc.
- Arson or attempted arson to any school building or property
- Actions that endanger the physical well being of self or others
- Engaging in any form of sexual activity
- Disrespectful behavior directed at a substitute teacher

Church Behavior:

Parents are the primary instructors in appropriate church behavior and participation in liturgies. The practical application of this instruction occurs when students participate with their classes in Masses and prayer services. At such times the following behaviors are expected:

- Answering responsorial prayers and participating in the singing
- Attending quietly without disturbing or distracting others before and during services
- Communicating reverently

Fighting:

Fighting is a disruption, violent, illegal form of behavior and will not be tolerated. Any violation of this policy renders the violators subject to an out of school suspension. Depending on the circumstances, fighting may result in expulsion. Fighting is considered throwing blows, or wrestling on the ground. This will result in an out of school suspension. Shoving, pushing, pulling on a person will result in a Lunch Detention or an After School Detention.

Gangs and Gang Activity:

Holy Spirit School attempts to create an environment that is conducive to learning and growing into mature Christian boys and girls. Any activity that advocates the lack of respect for any portion of our society is in opposition to the Holy Spirit School Code of Conduct and contrary to the teachings of the Catholic Church. The school environment is not a place for gang activity, signs, symbols, dress intimidation or violence. Any gang related activity is considered a major violation of school rules and will not be tolerated. Any student involved in gang activity will be immediately removed from class until a parent conference is held. Students involved in gang related/activity will be suspended and subsequently expelled.

Conduct in the Lunchroom:

During lunch period students are expected to:

1. Obey the adult on duty
2. Display courteous table manners
3. Always be respectful of others
4. Stay seated throughout the lunch period except to use the restroom
5. Talk in normal, indoor speaking tones
6. If a student has food s/he cannot eat, the items should be taken home or put on the table in the lunchroom
7. At dismissal from the lunchroom, students should clean up their eating area and wait to be dismissed by the adult in charge
8. Always walk while in the building
9. There are restroom passes to be used by the students. After asking the monitor, students may take a boy's or girl's restroom pass located at the end of each class set of tables and return it when they are finished. Using a pass enables monitors to know that someone is missing when an evacuation or drill is necessary.

Failure to follow any other lunchroom regulations will result in demerits and may result in a time out in the lunch detention area.

Conduct on the Playground:

Expectations for outdoor recess are:

1. Students should use playground equipment appropriately. It is designed for use by students in Grades K through 4.
2. Once outside, students will not be permitted inside until the bell rings unless permission is obtained from an adult on duty. Students should use the restrooms before going outside in order to avoid unnecessary trips back into the building. Students are not permitted to roam the halls or linger in classrooms at lunchtime.
3. Avoid running through other's games in progress
4. Leave snow, mulch and rocks on the ground; use soft balls or playground balls only
5. Play flag football only
6. Resist from fighting, tripping, pushing, shoving and pulling on other persons or clothing
7. Use appropriate language

Any of the above guidelines not followed on the playground will result in a Lunch Detention.

Profanity:

In our Christian environment, the use of God's name in vain or the use of vulgar and/or disrespectful terms or actions will not be tolerated. We ask that parents reflect upon the conditions that may lead to their child(ren) hearing words that do not reflect acceptable language for an educated person. Does your child have unsupervised access to the various types of media: T.V., movies, printed materials? What type of humor is permitted in your home in the presence of your child(ren)? We cannot protect children from society, yet we can set some standards and explain that when society fails, such behavior is unacceptable in the home and school environment.

When your student is heard using obscene language, the exact words will be told to the parent or written in a note to the parent. In addition, the student will be given an after school detention. This note/sheet must be signed by the parent and returned to school. This information will be used to evaluate any future actions needed to be considered by the school. If the problem continues, more severe consequences will occur.

Electronic Devices:

Students are not permitted to have on their person or in their backpack: any type of Ipod or radio, CD players, headphones, pagers, tapes, or CDs during the school day or at school functions. If this rule is violated, these items will be taken and will be returned when the parent makes arrangements with the principal to come to the school office to pick the item(s) up. If a student needs to have a cell phone, the cell phone is to be turned off and turned into the teacher. If the cell phone goes off during class or is not turned into the teacher, a parent will need to claim the cell phone from the office. Students are not permitted to have any kind of watch that connects to a cell phone (Ex. Apple Watch, Fitbit, etc.) Students who choose to use their own electronic readers must have their parents read, sign, and return the Holy Spirit *e-Reader Acceptable Use Policy and Agreement Form*. Holy Spirit School and its staff are not liable for damage or theft to any cell phone or other electronic devices that are brought on to school property. This policy also applies to the use of the cell phone or other electronic device in our after school program.

Respect:

Within the school community, it is especially important that students treat one another and all school personnel with respect. Any student who refuses to obey a direct order of any teacher, staff member, noon monitor or administrator will be suspended from school for a minimum of two (2) days. Any deliberate act or threat of violence toward any member of the school staff will render the violator subject to expulsion.

Safety Rules for Holy Spirit Students:

1. Students can't be in any classroom, computer lab, library, or gymnasium alone. Students may not return to a room for any reason without a designated adult present.
2. Students can't hurt others with behaviors: Punch, hit, slap, kick, spit, grab, throw at, bite, pull hair, body slam, jump on, dig fingernails, scratch trip, etc.
3. Students can't touch others.
 - a. Do not touch anyone, anywhere, in any way
 - b. Do not write on another person's skin or on your own skin
4. Students can't damage others property: Knock over toys, write on walls/furniture, tear up, pull down, throw, steal, break, rip pages in a book, magazine, throw spitballs or any object, chewing gum on school grounds or in buildings.
5. Students can't use hurtful words: profanity, "Don't like you", "Hate you", "Won't play", name calling, put downs.
6. No bullying or intimidating behavior/gestures.

Bullying is when one person uses power in a willful manner with the aim of repeatedly hurting another individual. Holy Spirit will NOT tolerate any bullying on school grounds or at any school activity on or off campus. This includes cyber bullying. Cyber bullying will include text messages and social media postings. Any information that is brought into school as a result of a text message or social media posting will be investigated and will receive consequences. In addition, if a social media posting or text message has any reference to Holy Spirit School, teacher, staff member or administrator the matter will be dealt with immediately. Consequences may include counseling, a parent/teacher conference, a detention, a suspension and/or an expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Physical Bullying Behaviors

hitting
poking
shoving
jabbing

fighting
unwanted touching
blocking
stealing from

writing graffiti and/or vandalizing
pinching
chasing and cornering
tripping

Emotional Bullying Behaviors

making fun of
incessant teasing
name-calling
belittling
shunning

making offensive racial
making sexual comments
ganging up on
mocking
punching

Ignoring
lying
threatening
putting down

7. No opening the outside school door into the building. GET a staff or faculty member to answer the door.
8. Car riders at dismissal time:
 - Are to go to the gym and **SIT IN THE ASSIGNED AREA**
 - No standing around and waiting in the hall or gymnasium
 - No going outside to wait for parents or whoever will take the student home
 - Students are to go down to the gym when the secretary calls car riders to go to the gym.
 -
9. At dismissal, walkers:
 - Will meet a designated staff member by the doors outside the Preschool Room
 - Stay with the group
 - Cross with group

School Bus Conduct:

It is a privilege to ride the school bus. This service is provided to the students through the various public school systems. Students are expected to act as young ladies and gentlemen while riding the bus. Students who do not ride the bus regularly and those who do not live in a bus' district are not permitted to ride home with a friend.

Bus Rules and Regulations:

The bus companies Holy Spirit uses consider the following major infractions:

1. Conduct that endangers the driver
2. Throwing objects in the bus or out the window
3. Refusing to obey drivers or talking back
4. Weapons on the bus
5. Lighting matches/lighters and/or smoking
6. Fighting, scuffling or horseplay
7. Hanging out of the windows – not keeping all parts of body inside the bus
8. The above denotes **Major Infractions** and is cause for **immediate removal from the bus**.
The length of suspension may be 3, 4, or 10 days and could be the remainder of the school year.
9. Pupils must ride the assigned bus. No unauthorized passengers are permitted.
10. Excessive noise
11. Noise at a danger point
12. Absolutely NO STANDING while the bus is in motion
13. Stay in the same seat all the way home. DO NOT CHANGE SEATS!
14. Face forward in the bus. No kneeling on seats to yell to the back of the bus.
15. Transportation of animals, pets or glass containers is prohibited.
16. No chewing gum, eating, drinking or littering
17. Profane language is prohibited.
18. Exiting other than at assigned stop

For infractions 8 through 17 the following guidelines have been set up:

- First Infraction-Written warning
- Second Infraction- A five day suspension (for Whitehall a ten day suspension)
- Third Infraction- A fifteen day suspension/Whitehall-suspension for the remainder of the year
- Further Infractions- Suspension from the bus for the remainder of the year

Student Threats to Student Welfare and Safety:

Any student possessing, using, transmitting or concealing any object which is or can be reasonably considered a dangerous weapon or instrument of violence on school/parish grounds, school buses or at school related activities is considered in major violation of school rules and is subject to immediate suspension and subsequent expulsion.

Students possessing, using or concealing objects which are explosive or designed to start fires, or any object reasonably determined to be a threat to the safety or security of any person on school/parish grounds, school buses or at school-related activities are considered in major violation of school rules and are subject to immediate suspension and subsequent expulsion.

A teacher, principal, administrator or a person employed in a school in the Diocese of Columbus may use a physical response to “obtain possession of weapons or dangerous objects upon a person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.” (Ohio Law 3319.41).

Theft:

Stealing is against the law and will not be tolerated. Any violation of this rule renders the violator subject to a one (1) day out of school suspension. Depending on the circumstances, stealing may result in expulsion.

Drugs/Tobacco:

A student shall not knowingly possess, use disseminate or be under the influence of any alcoholic beverage, tobacco product, amphetamine, barbiturate, hallucinogenic drug, marijuana, narcotic drug or controlled substance. Violations will result in an immediate telephone call to the parents (or guardian) and the student will be suspended from school. Readmission will only take place after a meeting with the student, parents (or guardian), principal and homeroom teacher has taken place and an action plan has been accepted. The assessment/evaluation plan developed by the principal and teachers may recommend the student's suspension from school for a period of up to five days. The student and parents (or guardian) must meet with the principal and teachers prior to re-entry to school in order to discuss the evaluation of the chemical dependency assessment. The student must follow all recommendations made. Any further violations following re-entry to school will result in automatic expulsion from Holy Spirit School.

Vandalism:

Any student guilty of deliberately defacing or damaging school property will be required to pay for the repair or replacement necessary. Any violation of this policy renders the violator(s) subject to suspension or expulsion.

Weapons:

No weapon of any kind is permitted on the property of Holy Spirit School. Any violation of this regulation renders the violator(s) subject to expulsion and the filing of criminal charges.

Corporal Punishment:

Corporal punishment is NOT permitted at Holy Spirit School.

It is our intent to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be maintained. The above Code of Conduct regulations are to ensure the right of each child to learn in a safe, Christian atmosphere.

VI. DRESS CODE

Dress Policy:

H.S. Policy 5001

Education is a serious obligation, and it is important that we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline.

A dress code...

- Helps students resist peer pressure to buy trendy clothes
- Helps identify intruders in the school
- Diminishes economic and social barriers between students
- Increases a sense of belonging and school pride
- Improves attendance

In order that preoccupation with attire does not become an issue for the students, they will wear uniforms in accordance with the dress code outlined below. Students are to wear the full dress uniform on Mass days. Students should wear their gym uniforms on their scheduled Physical Education class days. Students are expected to be in the correct uniform at all times. Students who are out of uniform will receive a behavior warning.

The interpretation of the code is left to the discretion of the current administration.

Dress Uniforms for Girls:

Jumpers may be worn throughout the year. Girls in grades 4, 5, 6, 7 and 8 must wear the split front jumper and girls in Grades K, 1, 2, and 3 are permitted to wear the rounded collar style jumper. These can be purchased at *School Day/School Closets* store. The skirt of the jumpers may be NO shorter than 3 inches above the knee. Please note, if a student is wearing shorts underneath their jumper, the shorts must not show below the hem line.

Blouses: White regulation blouses may have pointed, rounded, or button down collars or may be a plain (no logo) white polo shirt. Long or short sleeves must be worn. The blouse or polo shirt must be tucked in at all times exposing the waistband on the slacks or shorts. The long or short sleeves must not be rolled. T-shirts worn underneath clothing for warmth must be white in color.

Socks are required to be worn throughout the year for all grade levels. Solid color knee socks or tights are to be worn. No leggings are to be worn in the place of tights. No logos or prints should be on the socks. *Footies* worn for gym class must be seen. They must cover the ankles. Colors worn include: navy, red, gray and white. Socks will be provided for students who fail to follow the dress code.

Shoes

Sneakers may be worn daily. They must be white OR black only, with non-marking* soles, cut below the ankle (no high-tops), closed toe and closed heel, no decorations, lights or contrasting colors. Logos must be very small and are discouraged. Laces must be of the same color as the shoe and shoes must be tied at all times. Velcro and slip-ons with a full back are allowed. Shoes may be purchased at any retailer. Sneakers must be worn on gym days!

When choosing to wear **Dress Shoes**, they must be of ONE COLOR—brown or black. Saddle, tie or buckle, Velcro or slip-on dress shoes are allowed. Soles must be non-marking* with heels less than 1 inch high. Laces must be of the same color as the shoe and shoes must be tied at all times. No boots, no open heels or open toes, no sandals, flip flops, slippers, Crocs, clogs or moccasins. Dress shoes should not be worn on gym days. Dress shoes must be worn when a student has a part in the weekly Mass such as reading, cantoring, or carrying of the offertory gifts.

Slacks – Dress pants (style and material sold by the uniform store) may be worn throughout the year for all grade levels. They must be solid navy blue in color. No contrasting stitching, jeans, cargo styles, rolled cuffs, visible manufacturer's labels or tight fitting slacks. No leg warmers are to be worn during class. Absolutely no cut pants. No leggings, yoga pants, exercise pants or skinny pants are to be worn.

Shorts may be worn during the months of August, September, April, May and June. Shorts are solid navy blue color. No denim or jean material is allowed. Shorts are not to be shorter than 3 inches above the knee.

Belts – should be worn with slacks and shorts. They are required in Grades 5 – 8. Belts must be visible at all times. No large, elaborate buckles may be worn.

Sweaters/Sweatshirts - All grade levels may wear sweaters or sweatshirts throughout the year. Solid red, white or gray sweaters either cardigan style (not long), crew neck, or sternum length. The gray fleece jacket with the Holy Spirit logo(available at *School Days/School Closets*), V-neck pullover or sweater vests may also be worn in the classroom. **LOGOS, HOODS, or DECORATIVE TRIMS** are not allowed. The gray gym sweatshirt with the Holy Spirit in red may be worn in place of the sweater. No high school sweatshirts are to be worn during the school day – the only sweatshirt that is permitted is the Holy Spirit Sweatshirt. See gym uniform for details.

Dress Uniforms for Boys:

Shirts are required to be worn throughout the year for all grade levels. Red knit or cotton blend shirts with a collar and no logos are permitted. Shirts must be tucked into the shorts or slacks at all times. We must be able to see the waistband and the belt of the shorts/slacks. T-shirts worn underneath shirts for warmth must be white in color.

Slacks – Dress slacks (style and material sold by the uniform store) may be worn throughout the year for all grade levels. They must be solid navy blue in color. No contrasting stitching, jeans, cargo style, rolled cuffs, visible manufacturer's labels or tight fitting slacks. No cut pants are permitted.

Shorts may be worn during the months of August, September, April, May and June. They must be a solid, navy blue color. No denim or jean material is allowed. Shorts are not to be shorter than 3 inches above the knee.

Belts must be worn with slacks and shorts. They are required in Grades 5 – 8. Belts must be black or brown only. They must be visible at all times. No large, elaborate buckles may be worn.

Socks are required to be worn throughout the year for all grade levels. No logos or prints should be on the socks. *Footies* worn for gym class must be seen. They must cover the ankles. Crew style socks are encouraged. Colors worn include: blue, black, or white. Socks will be provided for students who fail to follow the dress code.

Shoes

Sneakers may be worn daily. They must be white OR black only, with non-marking* soles, cut below the ankle (no high-tops), closed toe and closed heel, no decorations, lights or contrasting colors. Logos must be very small and are discouraged. Laces must be of the same color as the shoe and shoes must be tied at all times. Velcro and slip-ons with a full back are allowed. Shoes may be purchased at any retailer. Sneakers must be worn on gym days!

When choosing to wear **Dress Shoes**, they must be of ONE COLOR—brown or black. Saddle, tie or buckle, Velcro or slip-on dress shoes are allowed. Soles must be non-marking* with heels less than 1 inch high. Laces must be of the same color as the shoe and shoes must be tied at all times. No boots, no open heels or open toes, no sandals, flip flops, slippers, Crocs, clogs or moccasins. Dress shoes should not be worn on gym days. Dress shoes must be worn when a student has a part in the weekly Mass such as reading, cantoring, or carrying of the offertory gifts.

Sweaters/Sweatshirts-All grade levels may wear sweaters or sweatshirts throughout the year. Solid red, white or gray sweaters either cardigan style (not long), crew neck, or sternum length. The gray fleece jacket with the Holy Spirit logo (available at *School Days/School Closets*), V-neck pullover or sweater vests may be worn in the classroom. **LOGOS, HOODS, and DECORATIVE TRIMS** are not allowed. The gray gym sweatshirt with the Holy Spirit in red may be worn in place of the sweater. No high school sweatshirts are to be worn during the school day –the only sweatshirt that is permitted is the Holy Spirit Sweatshirt. See gym uniform for details.

Gym Uniform (Required for all grade levels): Your child is to wear the gym uniform on Physical Education Days. There will be no changing of clothes before or after class, or before going home. When wearing sweatpants in Physical Education classes, the students may wear shorts and T-shirts under the sweatpants. When arriving at Physical Education class, students may pull off the sweatpants and sweatshirts and put them on the bleachers until gym class is over.

T-Shirts are to be purchased at *Sport Sales* or *School Days*. A gray T-shirt with a red Holy Spirit lettering is permitted. T-shirts must be tucked in at all times and the waistband on shirts/sweatpants must be visible at all times. T-shirts worn underneath clothing for warmth must be white in color.

Shorts may be worn during the months of August, September, April, May and June. Shorts are to be purchased at *Sport Sales*. Gym uniform shorts are red or navy mesh with an elastic waist. Make sure the shorts are long enough to be no shorter than 3 inches above the knee through June. The drawstring in the shorts prevents sagging. **LOGOS** are not permitted on the shorts. For the Middle School student: if *Sport Sales* does not have shorts long enough, you may purchase the same kind at another store. NO BIKER SHORTS may be worn under the uniform shorts.

Socks –The recommended socks are crew or knee style. *Footies* worn for gym class must be seen. They must cover the ankles. Socks will be provided for students who fail to follow the dress code.

Shoes- Sneakers may be worn daily. They must be white OR black only, with non-marking* soles, cut below the ankle (no high-tops), closed toe and closed heel, no decorations, lights or contrasting colors. Logos must be very small and are discouraged. Laces must be of the same color as the shoe and shoes must be tied at all times. Velcro and slip-ons with a full back are allowed. Shoes may be purchased at any retailer. Sneakers must be worn on gym days!

Sweatpants – Red or navy sweatpants may be purchased anywhere. Students may not wear sweatpants or pajama pants under any uniform unless they are the red sweatpants designated for gym class.

Sweatshirts are to be purchased at *Sport Sales*. Only Holy Spirit gray sweatshirts with red Holy Spirit letters are to be worn. High school sweatshirts are not to be worn during the day. **LOGOS, HOODS, and DECORATIVE TRIMS** are not allowed.

Accessories with Uniforms:

Make up – Girls' make up is not permitted for Grades K – 6. Students in grades 7 and 8 may wear light foundation and blush. No eye make-up is allowed. No lipstick is allowed. Lip gloss is not considered *Chapstick* or lip balm. Body glitter is not allowed.

Earrings – Girls may wear one pair of pierced earrings with nothing extending below the ear lobe. Girls may not wear looped earrings as it is a hazard during gym and recess. Boys may not wear earrings to school or to any school-sponsored function. No other body piercing is permitted.

Nail Polish – Only clear nail polish is permitted. Artificial or gel nails are not permitted. Students' nails need to be short and rounded. Sharp, pointy nails are not permitted.

Hair must be neat and clean. Unnatural hair colors are not permitted at school or at school functions.

Boys' hair- All hair should be neat. Hair must be off the ear, above the collar, and eyebrows must be visible at all times. Hair length must be proportional around the head. No unusual hairstyles, such as "punk" cuts which protrude well above the sides are permitted. No extreme variations. No designs should be cut into the hair at the scalp. No bleached hair. In other words, no hairstyle should be distracting.

Girls' hair should be neatly cut and combed so that it is out of the eyes. Highlights are not permitted. No hairstyle should be distracting.

Head bands and hair accessories-Head bands used to hold hair back should be simple. All hair ties, clips, ribbons, and headbands should be solid in color or made of the uniform plaid and have only school uniform colors (black, gray, white, navy, and red). Headbands with flowers or bows must be small in size (only school uniform colors). Headbands should not be distracting.

Bracelets-No bracelets may be worn.

Necklaces– Students may wear one approved religious medal inside their blouse or shirt. Lanyards or house keys worn on a necklace must remain inside the shirt/blouse. They may not be worn outside or hanging from the pocket.

Rings – One or two small rings may be worn on the fingers. No rings should attract attention.

Jackets, coats, hats or scarves may not be worn in school and during class.

Tattoos – May not be worn during school.

Contact Lenses with no visual correction are not permitted.

Out of Uniform Guidelines:

DRESS UP DAYS – Dress up days are not days to wear blue jeans, sweats, t-shirts, tennis shoes, etc.

1. If dress shorts are worn during the warm months, socks or hose must be worn with them.
2. Dress slacks are to be worn in the proper style described on previous pages. No cargo pants.
3. Girls' skirts, shorts or dress may be no shorter than three inches above the knee.
4. If gym day falls on a dress up day, the students ARE NOT to wear their gym clothes. They are to dress up and wear their tennis shoes and white socks to school.
5. **Bare midriffs are not permitted.** Shoulders must be covered. Remember that we are a Catholic school that promotes modesty. Never should there be cleavage showing. The shirt/blouse must be able to be tucked into the skirt or pants.
6. Shoes must not be open toe or heel. No flip flops or sandals are permitted.

DRESS DOWN DAYS

1. Students may not wear T-shirts with illustrations contrary to our philosophy (e.g. liquor, drugs, inappropriate language, put down messages, etc.). The shirt must have wording or pictures that are appropriate for a Christian, Catholic school.
2. No short shorts, biker shorts, mesh shirts, tank tops, ripped jeans or shorts or tightly fitting stretch shorts, pants, leggings, skinny jeans, regular jeans or yoga pants. **Bare midriffs are not permitted.**
3. No hats or caps may be worn.
4. Shoes and socks must be worn.
5. Belts must be worn for students in Grades 5 to 8.
6. Shorts may be no shorter than 3 inches above the knee.
7. **No wording or pictures are to be anywhere on slacks or sweats or shorts.**

Uniform Tip: Sweatshirts and sweatpants are found daily in the gym, classrooms, and hall areas. It would be wise to write a last name in the item if one wants it to be returned promptly to the owner!

VII. ATHLETICS

Athletics should be an educational experience, aimed at providing a healthful, enjoyable atmosphere that is conducive to the growth and development of every participant. Holy Spirit School does not facilitate grade school sports. The Parish sponsors the sports program and the Pastor selects the athletic director and approves coaches. If there are any questions or concerns about athletics, please contact the coach, followed by the athletic director, and the Pastor.

Students who are not meeting the academic standards in Math, Science, Health, Language Arts, Religion and Social Studies may become ineligible to participate in athletics.

Once deemed ineligible, the school will contact the parent for a conference so an individual contract may be written to establish goals to be achieved for academic performance and success. Parent(s) and student will attend the conference.

It is hoped that the following sports may be scheduled, **but this is dependent upon volunteers within the parish and the school.** If volunteers do not step up, a sport may not take place.

FALL: Boys & Girls Volleyball

WINTER: Boys & Girls Basketball

SPRING: Girls Softball & Boys Baseball

When made available, students may also participate in football, cheer squad, soccer and track in conjunction with other area Catholic schools.

VIII. COMMUNICATION

We strive to keep the lines of communication open between parents and teachers and to keep all informed of school happenings and important issues. Several of the ways in which we do this are listed below.

School Communication:

School communication in the form of a school newsletter will be sent home each Friday via email. In addition, it will be posted on the school website (www.holy-spirit-school.com). This communication outlines school activities and meetings that will take place next week. Changes that are made to the yearly calendar and updates will be included in this communication. Holy Spirit School will also share photos and reminders on its *Facebook* page.

All information distributed at school must first have the principal's approval. Items to be included in the Friday communication must be sent electronically to the principal by TUESDAY morning at 10:00 AM each week for approval.

Phone Calls and Messages:

Generally, students who forget homework, books, and other materials for which they are responsible will not be permitted to call home unless asked to by the teacher. We ask parents to support our efforts to build a sense of personal responsibility in the children by refusing to make extra trips to school for such things. Naturally, students will be allowed to use the phone for things more serious in nature, such as a lunch. Students are not permitted to call home for illnesses and the like. The school nurse or other staff members must make such contacts.

How you want your child to go home at the end of the day should be discussed BEFORE they arrive at school. All notes regarding your child's dismissal should be directed and delivered to the teacher before class begins. Calling the school office is limited to emergency use only.

School Messaging Alert System:

Emergency Alerts will be communicated through the communication of the FACTS program. Email, texts, and recorded messages may be sent directly to parents in the event of an emergency.

Parent/Teacher Conferences:

Parent/Teacher conferences are scheduled in fall and winter. If a parent feels a need for a conference at any other time, they are encouraged to call the school office. The teacher will be notified and will return the call to arrange a suitable time to meet. All middle school students are expected to attend Parent-Teacher Conferences.

Calendar:

A calendar of all known scheduled school days off will be given to each family at the beginning of the school year. Calendars of monthly events will be sent to parents at the beginning of each month and will be posted on the school website.

Website:

Parents and students will have access to school information through the Holy-Spirit School.org website. Please use the FACTS family portal and our school website for information regarding your child and our school.

E-Mail:

At the beginning of the year we will ask for the E-mail addresses of all school families so that teachers, the principal and office personnel can communicate quickly to parents and the parents can communicate to teachers. Teachers should respond to parent E-mails within 24 hours of receiving them during the school year.

Questions and Concerns:

Parents are encouraged to contact the school with any questions or concerns they have with regards to their student(s). First call the teacher to discuss your question or concern. If you are not satisfied then call the principal who will, in turn, sit down with the parent and the teacher to work out a solution to the question or concern.

Students in grades 6, 7 and 8 must talk individually to the teacher when a problem takes place. We are trying to enable students to practice life skills. If the problem is not resolved or the parent is not satisfied, they are then to make an appointment with the teacher. If the parent or teacher is not satisfied, they are then to make an appointment with the principal, which shall include the student, the parent and the teacher(s).

Anytime in which a parent requests a deviation from the policy or rule, be it for special excuses, uniforms, problems, homework, etc., a simple note from home will be helpful in understanding the situation. A phone call to the secretary, principal or teacher can also be helpful in keeping the school aware of important information, and may save the student from experiencing disciplinary consequences.

Responsibility of the School to the Parents or the Non-Residential Parents:

The school has the responsibility to communicate directly and as often as possible with the parents of each student. If at any time during the school year there should be change in the marital status of the parents, the parent who is the residential parent shall notify the school office. He/she shall also send to the principal a certified copy of the court order stating that s/he has legal custody of the child.

1. All official school papers, announcements, report cards, progress reports, etc., will be sent to the parent(s) responsible to the school for the fulfillment of the financial obligations unless otherwise directed by court order.
2. When there is shared custody, we will be willing to mail or E-mail the school information to both parents. However, due to the expense of the mailing we are asking each family to pay \$60.00 per year to cover this cost.
3. At the beginning of the year, the school will send a form home asking the non-residential parent to request from the school that the weekly ***Spartan Press*** newsletter be mailed or E-mailed to them. Again, due to the expense, we are asking each family to pay \$60.00 per year to cover the cost of each mailing, if requested.
4. In the absence of court order directing the administration to perform a given act, or in the absence of direction from proper authorities, our administration declines involvement in matters regarding custodial rights.

IX. HEALTH REQUIREMENT

Immunization:

1. Pupils enrolled in kindergarten through grade 8 are required to have a written proof on file at their public or nonpublic school that they have been immunized against Diphtheria, Tetanus, Pertussis (Whooping Cough), Poliomyelitis, Measles, Mumps, Rubella and Hepatitis B as set forth in Section 3313.671 of the Ohio Revised Code. Pupils who have not been immunized by "a method of immunization approved by the department of health pursuant to Section 3701.13 of the Revised Code", are to be excluded from school attendance no later than fifteen school days after admission.

2. Minimum Immunization Requirements:

DtaP/DTP/DT	Kindergartners 5 doses of DtaP, DTP or DT, or any combination, if the 4 th dose was administered prior to the 4 th birthday. Grades 1-12 3-4 doses of DtaP, DTP, DT or Td or any combination. A student who is age 7 or older, and who received Td or Tdap vaccine as the 3 rd part of this immunization series, shall not be required to receive further doses of diphtheria, tetanus or pertussis vaccine.
Polio	K-12 4 doses if a combination of OPV or IPV was administered, 4 doses of all OPV or all IPV is required if the 3 rd dose of either vaccine was administered prior to the 4 th birthday.
MMR	K-12 2 DOSES OF mmr, Dose 1 must be administered on or after the 1 st birthday. The 2 nd dose must be administered at least 28 days after dose 1.
Hib	NONE
Hepatitis B	K-8 3 DOSES OF HEPATITIS b. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks
Varicella (Chickenpox)	K-1 1 dose of varicella vaccine must be administered on or after the 1 st birthday.

Request a copy of the Ohio Department of Health Immunization Report form for completion and further details.

3. Exemptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause". Similarly, a pupil is exempt if he presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated". A signed statement of history of measles or mumps disease may be substituted for the measles or mumps vaccinations. However, a history of rubella disease may not be substituted for the rubella vaccine. Official laboratory test results demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

4. New students entering school must have immunization record requirements on file fourteen (14) days from the first day of school. Parents should be aware that a child may be excluded from school until a proper immunization record is received.

Health History:

1. A physical examination is required by the Diocese for admission of all kindergarten students and for any new students.
2. All kindergarten students and new students need to have completed all of the following: an *Ohio School Health History* form, a physician's report and a dentist's report.

Vision and Hearing Screenings:

Students in grades K, 1, 3, 5 and 7 will have their vision screened. Screening of hearing acuity will be done in grades K, 1, 3, and 5. Students who fail the initial vision or hearing tests will be rechecked before notices are sent home to the parents.

Contact Lenses- Visual correcting contact lenses may be worn by students who have verification from the dispensing licensed eye care professional. This verification must be on file with the school nurse. Contact lenses with no visual correction are prohibited. These non-correcting lenses are a health risk to the students. They may cause eye infections and/or corneal ulcers all leading to potential permanent decreased vision and/or blindness.

Postural Screening-Scoliosis:

Students in grade 7 and females in grade 5 will receive a postural (scoliosis) screening completed during physical education classes.

Injury or Illness:

In case of injury or illness, parents will be called at the judgment of the nurse or principal. If a student needs to go home because of illness or injury, permission will be granted only after contact has been made with the parent or the emergency contact person listed on the emergency card.

Communicable Diseases:

- a. Parents are encouraged to refer to the communicable disease chart, available at registration or through the school nurse when sending children back to school after illness. These regulations apply to both major/minor diseases and nuisance diseases such as head lice. The school nurse is responsible for complying with local regulations and will act accordingly to them. Questions as to specific regulations or advice may be referred to her.

- b. Pediculosis (Head Lice):

Identification and Screening Procedure – Head lice screening is initiated by a report from the child's parent/guardian or staff person. The suspected student is screened privately. If a case is found, the entire class is screened and any siblings of any student found to have head lice. Students with a history of head lice will be screened periodically to check for re-infestation. When looking for lice, the nurse may use a disposable screening tool. The tool will be used on only one child and thrown away.

Policy – Students identified with head lice will be excluded from school until treated and all nits are removed. Prior to readmission to school, the school nurse or principal's designee must check the student.

Emergency Card:

An Emergency Card/Emergency Authorization Form (one per child) and an Emergency Form (one per child) will be sent home the first week of school. Please fill out both forms as one form needs to be in the school office and the other needs to be in the school nurse's office. This emergency information must be on file by the second week of school. If any information on these forms changes during the year, please notify the office.

The administering of medication is not a function of the school and as general policy; any medication including non-prescription medication should not be administered to students by the school staff.

If under exceptional circumstances a child is required to take any medication during school hours, and his/her attendance at school would not be detrimental to the health or physical well being of others, the following procedures shall be followed.

PRESCRIBED MEDICATION

1. The school nurse must have on file a signed Medical Authorization Form from the parent or guardian releasing and holding school personnel harmless from all liability for damage or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student. A verbal or telephone request is not sufficient.
2. A physicians' verification of the necessity for the medication including:
 - Name of medication
 - Necessity for the medication
 - Dosage
 - Times or intervals
 - Duration
 - Possible side effects
 - The medicine must be in its original container and properly labeled. It must also include the student's name.
3. The medication should be delivered to the school principal, secretary or nurse. No medication should be sent to school with the child because of the temptation to share.
Students may carry their asthma inhalers with them due to the possibility of a life threatening attack. However, the student must have the proper paperwork on file in the nurse's office.
4. Accurate records of the medication given must be kept in the student's file.

NO MEDICINE MAY BE KEPT IN THE CLASSROOM OR ON THE STUDENT.**NON-PRESCRIPTION MEDICINE**

Administration of non-prescription medication (over the counter and including cough drops) may be administered. ONLY if there is:

- a. A signed form releasing and holding school personnel harmless from any and all liability for damage or injury resulting directly or indirectly from the presence of the over the counter medication in the school or its use by the student. A verbal or telephone request is not sufficient. (This is stated on the Emergency Form.).
- b. The medication must be kept in the nurse's office until the student needs it.
- c. Parent's Request Form must state:
 - Name of medication
 - How the medicine is to be given
 - Dosage
 - Medicine must be in its original container

The school will not administer aspirin to any student because of its connection with Reye's Syndrome.

X. SAFETY PLAN

Philosophy:

We, the community of Holy Spirit School, believe it is our responsibility to assist families in the child's growth as a Catholic Christian. Schools today are often confronted with an incredible array of attitudes, cultural differences and emotional and social upheavals. When a crisis strikes, even the most capable staff can quickly become overwhelmed. In an effort to minimize the fear of the unknown and the devastation that can result from a crisis, a crisis intervention team and written plan have been established.

This plan has been developed in an effort to guide Holy Spirit School staff and families in a growth-producing experience of Christian love in the event of a crisis. The plan will be adapted and implemented according to the nature of the crisis.

Crisis Intervention Plan:

The principal, pastor, all faculty and staff members have a set plan if the death of a teacher or student would occur. This can be found in the green Emergency Operations Binder held by staff members. This plan includes:

1. A morning staff meeting will take place to state facts, who what, where, when, how – giving as much detail to reduce the unknown without sensationalizing or intruding on the privacy of family.
2. Teacher Responsibilities
3. Crisis Rooms
4. Principal Responsibilities
5. Community Response People
6. Policy on Funerals:
 - Students may attend the funeral with parent permission.
 - Students may attend the funeral accompanied by a parent or by another adult designated by the parent.
 - If the child is leaving school for the funeral s/he must be signed out by the designated adult.

School Memorials:

At the death of a student or faculty member:

1. The school will have a memorial Mass at the next all school mass.
2. Contributions will be taken and donated to the school endowment fund.
3. A letter of information will be sent home to each family.

Emergency Operations Plan:

Safety Drills

Lockdown Drills

1. An intruder crisis plan which includes three levels of **Lockdown Drills** has been established. This code has been established so that we immediately lock rooms and teachers account for all students. Teachers will calmly tell students, "The building is not safe at this time. Do exactly what I tell you to do!" The students should then be directed to sit under their desk with the teacher doing likewise. Students must not huddle together as they would become easier and larger targets.
2. All visitors and volunteers must sign in and wear a pass when they are in the building.
3. We also have plans for bomb threats, fire, and tornado as well as plans for families in times of need.

4. In a crisis, the Diocesan Communication Office is the Media Liaison. The school principal will be our family liaison person and our school nurse will be our grief consultant.
5. All doors of the school building are locked at all times. Students are NOT TO OPEN THE DOORS FOR ANYONE, even their own parents. Staff and faculty members are authorized to open the door for persons they know. Otherwise, an office staff member must open the door.

Emergency Evacuation Drills

Fire and Tornado Drills

By law, fire and/or tornado, lock down and rapid dismissal drills must be held monthly. For the safety of all, students are expected to walk quickly and silently to the proper exit or tornado area. Once outside, students assemble at designated areas on the edge of the playground. No one should re-enter the building until the signal has been given. During tornado drills, students are expected to assume a protective posture, that is, to sit with head between knees and with arms covering one's head.

Emergency School Dismissal Procedures:

Rapid Dismissal Drill:

In the event, we must evacuate the building and move to the church hall, the following procedures will be followed:

- All classes will exit through doors on the north side of the building.
- Grade 1 will go through Kindergarten
- Grade 2 through Extended Day,
- Library through Grade 3,
- The Technology Room through north entrance door by office,
- Grade 7 through the 5th grade room
- Music class through the 6th grade classroom.
- The Art room will go through the gym door by the parish office.

While walking to the church hall students should remain with the teachers whose class they were attending prior to the emergency dismissal. The students will sit in the same places that they sit during lunch. Once in place the students are to put their heads down. The students will remain in place until released.

Parents should go to the dismissal table when they arrive at the church. Runners from that table will find the children from the family and bring them to the dismissal table. Students will be dismissed by family. Parents should sign out their children on the Emergency Dismissal sign-out sheet located at the Dismissal Table. NO student may leave unless a parent or other authorized adult signs the student out.

Super Site Evacuation – Holiday Lanes on East Broad Street

Before proceeding to our site, a secretary will call or travel to the site to make sure it is safe and can be unlocked. We will call ahead and notify them we are leaving Holy Spirit School. The students will line up in a single file line proceeding out the south exit doors of the classroom.

Kindergarten will go through the 1st grade classroom, the 3rd grade will go through the 2nd grade room, and the 4th grade will exit through the library. The 5th grade will go through the computer room, the 6th grade through 7th grade classroom, and the 8th grade through the music room. We will proceed to Holiday Lanes down Duchene Lane.

The teacher will lead the students with the teacher aid bringing up the rear while walking over to Holiday Lanes. The students should remain with the teacher whose class they were attending prior to the emergency dismissal.

When the school has arrived at the Holiday Lanes, students will go with their homeroom teacher and will remain with that teacher until the students are released to their parents. Parents will go to the Dismissal Table when they arrive.

U.S. Department of Homeland Security-Threat Level of Red:

As defined by the U.S. Department of Homeland Security, a Threat level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

If the Franklin County Red Alert School Team, comprised of the Superintendents from Columbus Public Schools and Gahanna-Jefferson City Schools, determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If Red Alert is issued before or after school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until notice by the Red Alert School Team.

If Red Alert is issued during school hours:

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

Student Safety/Safety Patrol Program

The safety of all students is best assured when the policies and practices explained in this handbook are followed. The discipline codes emphasizes that safety is everyone's concern and responsibility. In addition to the above precautions, the school maintains a student Safety Patrol Program. Students on patrol are to be regarded as authorities in their various duties. These responsible young people are a big help in keeping Holy Spirit a safe place for all students. Their directions at the crosswalks and school parking lot are to be obeyed by all students.

XI. FINANCES

The Tuition Policy

Diocesan Policy Under Review

Tuition Assistance

After the yearly tuition is set by the administration in the spring of each year, all parents will be given to sign the *Tuition and Service Agreement* for payment of tuition for the following school year. Tuition and assessment rates will be reviewed each year by the School Advisory Board. It is our belief that no Holy Spirit Parish student shall be denied a Catholic education solely because the family is unable to pay tuition. Tuition assistance may be available to students of parishioners and non-Holy Spirit Parish students.

There are three types of tuition assistance available:

➤ Diocesan Financial Aid and the Scholarship Granting Organization (SGO)

Diocesan Tuition Assistance including assistance from the diocesan Scholarship Granting Organization (SGO) is distributed according to financial need based on information reported on the FACTS application. **To be considered for this assistance, families must complete the FACTS application by the posted due date.** No late applications will be accepted.

➤ **Parish Grants**

A parish grant is need-based assistance for those who applied for Diocese Tuition Assistance, yet still struggle with tuition payments. This additional assistance is distributed at the discretion of the Holy Spirit Administration based on information reported on the FACTS application. Therefore, families are strongly encouraged to file a FACTS application if the possibility of additional need is anticipated. **Parish grants will not be given without a FACTS application on file.**

It is the expectation of the Holy Spirit School Advisory Board that each family will fulfill its moral obligation to actively support and participate in the school and parish activities. Therefore, all school families will volunteer their time and talent in helping with school sponsored activities and programs, especially fundraising.

➤ **Additional Possible Reductions to Tuition**

Ed Choice Traditional and Expansion Scholarships: These state-sponsored scholarships must be submitted online through the Ohio Department of Education website. Qualifications are listed on the ODE website.

Catholic Foundation Scholarships: These scholarships are applied for through the Catholic Foundation.

If after receiving any tuition assistance, a family still owes tuition, monthly payments may be made through the FACTS program.

If a child(ren) is withdrawn, tuition, other than Ed Choice, is reimbursed/collected based on the end of the quarter that the student attended the school. Parish grants and scholarships are non-transferrable.

Parents must complete a letter of intent and pay a \$50 deposit for each returning family. This is a nonrefundable deposit. The letter of intent is available beginning in February and must be submitted, with the deposit, by the date indicated in order to maintain the student's enrollment. If the deposit is turned in after the indicated date, it will increase to \$75.

Family Service Hours

Service hours are required from all families. Service hours may be fulfilled through activities that fall under the jurisdiction of the school and are listed on the *Tuition Service Agreement as Service and Fundraising Requirements for Holy Spirit School* form that is signed each year. The service hour opportunities examples include, but are not limited to, noon monitoring, working lunch, and working at school events and other seasonal events, as available. Families who fail to meet the service hour requirement will be charged an hourly rate of \$20/hour for each unfulfilled service hour. This charge will be added to their tuition payable by the end of the school year. Parents may have the option to make a payment in lieu of service.

All adults who participate in service hours are required to attend *Protecting God's Children* and complete a background check and fingerprints report.

Any family that foresees a hardship in either fulfilling service hours or tuition payments must schedule a meeting with the principal and pastor to discuss the situation and to determine an appropriate course of action.

Failure to comply with the Tuition and Service Agreement may result in the child(ren) being excluded from the school.

XII. FUNDRAISING

Any tuition credits raised on behalf of Holy Spirit School, such as the *STEP* Program, flower sale funds, candy sale funds, Camp Kern and overnight trips such as the Washington DC trip funds will remain at the school if a student transfers to another school. Parents may have the option to make a payment in lieu of fundraising.

XIII. SCHOOL BOARD and POLICIES

Holy Spirit School Advisory Board:

Diocesan Policy 2400

The Holy Spirit School Board is an advisory and policy making body for the school. Its primary concern is to encourage and develop the intellectual and spiritual growth of all Holy Spirit students. It develops, defines, and evaluates the effectiveness of policies which govern the operation of the school. While working in close cooperation with the administration, it acts in an advisory capacity to the principal and pastor in accordance with the policies and regulations of the Diocesan Office of Catholic Schools, and the constitution and bylaws of the Holy Spirit Parish Council.

The Board consists of nine voting members, who are parents/guardians of Holy Spirit students and are active members of Holy Spirit School and/or Parish. The term of office is three years, with three representatives being elected each year. Generally, meetings take place once per month. Persons who are interested in serving on the board should contact the principal for details.

Any parent or guardian who wishes to address the board may request a form for this process from the school board president.

School Board and/or Diocesan Policies:

Diocesan Policies may be found at: <https://education.columbuscatholic.org/policies>

Service Activities for Students:

Diocesan Policy 6420

In keeping with the commitment of Holy Spirit School and Diocesan policy to educate students for Christian service, the school will encourage students and provide opportunity for students to participate in service activity or charitable program of the Diocese, Holy Spirit Church and parish and our local community organizations.

The board encourages participation in those programs and/or services that would result in greater sense of selflessness and social responsibility for the student rather than in tangible rewards.

The principal in conjunction with recommendations by the staff will determine which service activities are appropriate.

Guest Speakers:

Diocesan Policy 1200

The School Board realizes that speakers can bring an added dimension to learning. Therefore, we encourage teachers to incorporate speakers into their class study program under proper supervision and prior approval by the principal.

Parents are encouraged to share their interests, hobbies and expertise. They should contact the principal or the classroom teacher to arrange to share their talents.

Tuition Policy:

Diocesan Policy Under Revision

(See Finance Section)

Playground Supervision:

Diocesan Policy 5400

Due to Diocesan contractual agreement and recognizing that teachers need to have adequate lunchtime, playground / lunchtime / monitors will supervise the students during the lunch period. All monitors must have a BCI report and *Protecting God's Children*. On the playground, an assigned staff member will assist the monitors for each recess.

Attendance Policy:

Diocesan Policy 5200

The academic progress of each student depends greatly upon the punctuality and regularity of attendance. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for academic work.

Section 3321.01 of the Ohio Revised Code states that a child between six and eighteen years who misses 28 or more days whether absences are excused or unexcused or any student that has missed 15 days of school must have written statement from the doctor stating the illness and need for missing school for any subsequent absences.

Students who miss school regularly or take extended vacations on school time cannot demand the privilege of earning credits by special, individualized assistance from faculty members, “make-up” or special examinations.

Admission Policy:

Diocesan Policy 5100

1. Principles – The basic purpose of Holy Spirit School is to assure that Catholic truths and values are fully integrated with the lives and academic programs of its students. Accordingly, applicants for admission should intend to participate fully in the religious programs of Holy Spirit School.

2. Definitions:

b. Active Parishioner - An active parishioner is one who attends Mass regularly, supports the Parish financially, and participates in Parish life and activities.

c. Commitment Agreement – Agrees to participate in volunteering 20 hours per calendar year for the school, 5 hours to the Festival and participate in two fundraisers.

3. Priorities:

1. Children of active parishioners
2. Children from Parishes without a Catholic School or without an opening in their parish school
3. Children from non-parish families with students enrolled in the school
4. Transferred student or new enrollees
5. Children of families of other faiths

4. Admitting Transfer Students for Grades 5, 6, 7 and 8:

1. Parent/guardian and students must schedule a conference with the principal. After an administration recommendation is returned from the previous school:

- a. The child’s Individual Education Plan (IEP) is reviewed.
- b. An acceptable behavioral and academic evaluation.
- c. Child’s attendance is in good standing.
- d. If transferring from another private school, verification that financial commitments were met
- e. Certification that the child has passed the proficiency test from the applicable grade level.

2. After these conferences, parent/guardian will be notified in writing as to the status of the student admission. This is a conditional admission. After 30 days, the progress of the student will be reviewed.

3. **Waiting Lists:** Only active parishioners of Holy Spirit Parish or children from Parishes without a Catholic School or without an opening in their parish school can be included on the waiting list.

A waiting list for the current year will be created for each grade if classes are filled. As openings occur the criteria listed under Priorities will be considered in offering the position to individuals on the waiting list in that grade. Waiting lists are not carried forward. New lists are created after registration each year.

4. **Dates of Enrollment:**

- a. School families who wish to register siblings of current students may pick up forms for registration in February.
- b. Open house will take place in the school during February. Classrooms will be in session and open to view. Goals and textbooks will be on display. The school parents will provide hospitality.
- c. Information night will take place in February. The School Board sponsors this event. Presentations about the school and tours of the building will take place.

5. **Enrollment Documents:**

- a. All custodial or guardianship papers must be made available to the school upon registration for a confidential file.
- b. Diocesan registrations require custodial parents to request in writing any variance of the child's name as it appears on the birth certificate or legal support documents. The child's legal name must appear on all school records. If you wish to request a variance, you may do so in writing.
- c. The custodial parent is required to provide the principal or the person in charge of the admission with a certified copy of any child custody order or decree pertaining to a pupil. (Diocesan Policy 5210)
- d. Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

Asbestos Management

Addendum – Add to “*School Board and Diocesan Policies.*”

Diocesan Policy 3510.3

In the 1980's all buildings in the Diocese were inspected and a management plan was developed. Management plan records shall include evidence of re-inspection for asbestos at least every three years, and evidence of periodic surveillance within the last six months. Annually parents and employees are to be notified that the asbestos management plan is available for review if requested. (Last inspection 2018)

Banned Substances:

Diocesan Policy 5414

Holy Spirit's policy regarding banned substances is the same as Diocesan policy.

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. all alcoholic beverages;
3. any prescription or patent drug, except those for which permission to use in school has been granted;
4. anabolic steroids; and

5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

The schools should strive to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools shall:

1. Emphasize the prevention of drug use;
2. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program;
3. Address legal, social, psychological, and health consequences of drug and alcohol use;
4. Provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. Schools shall develop local policies regarding consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia.

These policies shall include:

1. consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials;
2. a clear statement that disciplinary sanctions, up to and including expulsion, will be imposed on students who violate the school standards of conduct and a description of those standards;
3. information about alcohol and other drug counseling and rehabilitation programs available to students and their parent(s)/guardian(s).
4. the obligation to report distribution/sale of drugs to the police.

Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal or the principal's designated representative. The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident.

Code of Conduct:

Diocesan Policy 5401

(See Code of Conduct Section)

Harassment:

Diocesan Policy 5412

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or other staff member – male or female – should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Conduct, which constitutes sexual harassment, is prohibited. Sexually harassing conduct includes but is not limited to, to the following:

- Offensive sexual flirtations, advances, propositions;
- Continued or repeated verbal abuse of sexual nature;
- Explicit or degrading sexual or gender-based comments about another individual or his appearance;
- The display or circulation of sexually explicit or suggestive writing, pictures or objects;

- Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- Graffiti or a sexual nature;
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

Not all-physical conduct is necessarily considered sexual in nature, for example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct. However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

Regulations and School Responsibilities:

The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

Each school shall follow Diocesan procedures for timely investigation and response to complaints. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.

Each school shall also include the Diocesan Harassment Policy for Students in the school's faculty and student handbooks.

Medication:

(See Health Requirements Section)

Diocesan Policy 7100

Dances:

(See General Information Section)

5002.0 H.S.

Electronic Reader Acceptable Use Policy

Diocesan Policy 6500

The following guidelines apply to all hand-held electronic devices that work with wireless networking including but not limited to e-readers, tablet computers, and Smartphones.

1. All e-Readers must be registered with the Holy Spirit School's Media Specialist and accompanied by the Acceptable Use Agreement Form signed by both the parent(s) and the student.
2. E-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc..
3. All material on the e-Reader must comply with the spirit and policies of Holy Spirit School.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. Holy Spirit School is neither responsible nor liable for any lost, stolen, or damaged devices.
6. Holy Spirit School will not provide any technical support or assistance with devices brought from home.
7. Students may not access personal networks or use their data plans during the school day.
8. Students will not have access to the school's server resources or internet/wireless connections unless specifically permitted and logged in by a staff member with administrative privileges.
9. Teachers and staff always have the **"last word"** regarding when devices may be used in their classrooms. They will announce when e-Reader use is permitted and may require e-Readers to be turned off at any time. Students must not use any "bring your own" technology without permission from teachers/staff.
10. Students will not use personal technologies during lunch, recess, field trips or at any other time designated by teachers/staff.
11. Students' personal technologies can be searched and/or confiscated at any time. This includes, but is not limited to, internet history, bookmarks, temporary files, documents, text messages, phone numbers, etc..

Field Trips:

Holy Spirit School field trips are arranged by the classroom teacher with the approval of the principal and must fulfill the educational standards set at the individual grade levels. The drivers for the field trips will be required to fill out a driver information card as required by the Diocese of Columbus. This card will be available at the onset of the school year and kept on file (to update as necessary) for one year to verify driver eligibility. (Please note the minimal acceptable liability limit for privately owned vehicles is \$100,000 / \$300,000). All chaperones must be fingerprinted, have a background check, and have attended the *Protecting God's Children* Workshop in order to be a driver or a chaperone.

GUIDELINES FOR FIELD TRIPS

1. Field trips are not to exceed four per class per year.
2. All field trips must be approved by the principal
3. Field trip permission forms must be given to each family and must include the following:
 - a. describe the trip
 - b. give the objectives of the field trip
 - c. list the materials to be brought
 - d. list the instructions that the teacher will give the students and that are also to be given by the parent, e.g., a river is dangerous
 - e. by signing this form, I (the parent/guardian) certify that I request and give my permission for (Name of student) to go on this field trip. I have given the instructions required above, and I release the teacher and school from all liability and waive all claims against them. Signature required on form.
4. Teachers are to take only those students who bring a signed permission slip from their parent/guardian.
5. Teachers are to check the validity of signatures on field trip forms.
6. Increase the number of parent supervisors when the students are younger and the risk is greater.

7. Teachers should present the rules and expectations of behavior to the students prior to the field trip.
8. All students are expected to follow the discipline code.
9. Teachers should give the adults supervising the trip the guidelines and the rules of the trip and the discipline code.
10. All students should have adult supervision AT ALL TIMES.
11. A driver may only take as many children as there are seat belts.
12. The drivers are expected to proceed to and from the designated destination with NO INTERIM STOPS, e.g. FAST FOOD RESTAURANTS.
13. Drivers are expected to have proper and current driver's licenses and insurance coverage.

School sponsored trips, such as the 8th Grade trip to Washington, DC will be guided by the policies and regulations set forth by the Diocese of Columbus and Holy Spirit School. All decisions regarding this trip will be made by the principal, teacher, and pastor. This trip will cover standards included in the Social Studies Course of Study.

Any unused funds collected from fundraising to defray the costs of any school trips will remain in at Holy Spirit in an account. This includes any funds remaining when a student transfers to another school.

Food Allergy Guidelines

Diocesan Policy 7210

Holy Spirit School recognizes that food allergies, in some instances, may be severe and even life threatening. The school uses these guidelines to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

Parent/Student Responsibility:

1. Parents of students with allergies must notify the school of such allergies at the beginning of each school year through written or oral communication with the school nurse.
2. Parents of students with life threatening allergies must (a) provide the school with emergency medications; (b) execute appropriate medical authorization forms, school administration of drugs prescribed by physician forms, and parent authorization for specialized health care or emergency care of student form; (c) cooperate with the school to formulate a specialized health care or emergency care plan.
3. Parents are responsible to educate their student about managing his/her allergy at school, including, but not limited to, identifying "safe foods," by reviewing the weekly lunch menu together, and discussing the vigilance required to self monitor food products sold at special student sales, foods for classroom celebrations, and foods served on school field trips.

School Responsibility:

1. The school will cooperate in the development of a specialized health care or emergency care plan for students with life threatening allergies.
2. The specialized health care or emergency care plan will address (a) what actions will be taken to avoid exposure at school, and (b) what actions will be taken in the event of exposure. The plan shall be developed through consultation between the school nurse, the student's parents, the school principal, and the student's physician or allergist. Once created, this plan should be reviewed and updated annually by the school nurse, the student's parents, and the student's physician or allergist.
3. The school will share the specialized health care or emergency care plan with all appropriate school staff.
4. With the consent of the student's parents, the school will provide notice to the student's classmates and/or a student's classmates' parents of a life threatening food allergy in the classroom.

Multimedia or Audio Visual Materials:

(See Academics Section)

Diocesan Policy 6510

Directory Information:

A school, school employee, school organization or the Diocese may publish student information in various formats including websites under the following conditions. If proper notice is given and the parents of a student do not object, directory information may be released. Directory information regarding students will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

Publishing Student Information:**Personally Identifiable Information:**

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records. The consent for release form for personally identifiable information is found at the end of the handbook.

Plagiarism Policy:

(See Academics Section)

Technology Policy:

(See General Information Section)

Wellness Policy:

(See General Information Section)

Diocesan Policy 7000

School Attendance Areas:

Diocesan Policy 5103

The location of the residence of the student's legal guardian is used to determine the assigned high school. Boys may also attend St. Charles Preparatory School.

Waivers will only be granted if siblings have attended the requested school, if either parent attended the requested school, if the assigned school feels it would be in the best interest of the student to attend the requested school, if the requested school has an academic program that is not available in the assigned school, or if transportation is not available to the assigned school. Waivers will not be granted for reasons related to participation in athletics. A request for a waiver must be made by the parent(s)/guardian(s) on the form provided by the Office of Catholic Schools. Signatures must be obtained at both the assigned and requested schools by the parent(s)/guardian(s). When completed the form is to be sent to the Superintendent of Schools. Waivers may be granted solely at the discretion of the Superintendent.

Geographic Listings of Feeder Parishes:

Diocesan Policy 5103

Bishop Hartley High School Area Parishes: All Saints Academy, Holy Spirit, Our Lady of Miraculous Medal, St. Catharine, St. Matthew, St. Patrick, St. Pius X, Seton Parish, Corpus Christi, Holy Cross, St. John/Holy Rosary, St. Dominic, St. Ladislav, St. Leo, St. Mary (German Village), St. Mary (Groveport), St. Joseph and Pickaway County. St. Francis DeSales High School Area Parishes: St. Anthony, St. Augustine and Gabriel, St. Elizabeth, St. James the Less, St. Matthias, St. Paul, St. John Neumann, Resurrection, St. Matthew and St. Michael.

NON-PRESCRIPTION MEDICINE RELEASE FORM

_____ the parent(s) of _____

(Print the name of the Parent/Guardian.)

(Print the student's name.)

in grade _____ release Holy Spirit School personnel from any and all liability for damage or injury resulting directly or indirectly from the presence of over the counter medication in the school or by its use by the student.

Signature of Parent/Guardian

Date

**EMERGENCY MEDICAL AUTHORIZATION
(STATE OF OHIO REVISED CODE SECTION 3313.712)**

Purpose: To enable Parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

PART I OR PART II MUST BE COMPLETED

PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Physician _____ Phone (____) _____

Dentist _____ Phone (____) _____

Medical Specialist _____ Phone (____) _____

Local Hospital _____ Emergency Room Phone (____) _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctors, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring in the necessity for such surgery are obtained prior to the performance of such surgery.

Facts concerning the child's medical history, including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

Date _____ Signature of Parent/Guardian _____

DO NOT COMPLETE PART II IF YOU COMPLETED PART I

PART II: REFUSAL TO CONSENT

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Date _____ Signature of Parent/Guardian _____

Holy Spirit School

Dress Code Warning Slip

Date _____

Dear Parent or Guardian,

Uniform checks will be completed this school year on a regular basis.

Your student, _____, was out of uniform today.

According to the dress code in the Student Handbook, students are expected to be in the correct uniform at all times. Students who are out of uniform will receive a behavior warning or demerit for their violation of the code. **If questioned, the final interpretation of the code is left to the discretion of the current administration.**

The following area(s) of the dress code was/were not being followed:

Wrong Uniform Worn _____

Wrong Sweater/Sweatshirt Worn or Worn Incorrectly _____

Wrong Shoes _____

Wrong Socks _____

Fingernail Polish _____

Haircut/Hairstyle _____

Hair Accessory _____

No Belt _____

Other _____

Teacher Comment: _____

Parent Comment: _____

Please sign and return to your students' homeroom teacher the day following the date of the violation.

_____ Date _____
Signature of Parent or Legal Guardian

VACATION FORM

THIS PORTION OF THE FORM IS TO BE COMPLETED BY THE PARENT/GUARDIAN:

I have read the policy of the handbook concerning assignments during absences, and I will make sure that my student completes all assignments in an acceptable manner.

Student's Name

The first day of absence will be: _____.
Day Date

The student will return to school on: _____.
Day Date

Signature of Parent or Legal Guardian

Date

THIS PORTION OF THE FORM IS TO BE COMPLETED BY THE TEACHER:

I am aware that _____ will be on vacation.

At this point in the grading period he/she is not meeting the standards in the following subject areas:

- ____ Language Arts and/or Reading
- ____ Science
- ____ Social Studies
- ____ Health
- ____ Religion
- ____ Mathematics

Teacher's Signature

Date

Principal's Signature

Date

Middle School and Grade 5 Missing Homework Form

Printed Name: _____

Date: _____ Subject(s): _____

Completing your homework or assignment is **your responsibility** as a student.

Missing Assignment(s):

I do not have my homework today because:

_____ It is completed, but I did not bring it to class/school.

_____ I **chose** not to do my homework.

_____ I **forgot** to do my homework.

_____ I did not have the appropriate materials at home.

_____ Other – please explain below:

Student Signature:

Parent/Legal Guardian Signature:

***If you have your assignment completed, attach this paper to your missing assignment and return to your teacher.**

Failure to return this paper and your assignment will result in another noon study hall and a second homework demerit.

RETURN TO YOUR TEACHER BY: _____

HOLY SPIRIT REFOCUS FORM

Today's Date: _____

Name of Student: _____

Name of the Teacher Sending Student: _____

Teacher's Reason for the Noon Study Hall _____

I made the following choice today _____

This resulted in

If you had the chance to do it all over again, what would you have done differently?

Student's Signature: _____

Parent or Legal Guardian's Signature: _____

Please sign and return this form promptly to the teacher.

HOLY SPIRIT SCHOOL

AFTER SCHOOL DETENTION FORM

STUDENT'S NAME: _____ GRADE: _____

TEACHER: _____ DATE: _____

NOTICE TO PARENTS OR LEGAL GUARDIAN:

Please be advised that your child will have an after school detention from 2:30PM to 3:30 PM on _____. PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE TOMORROW. FAILURE TO DO SO WILL RESULT IN THE STUDENT CALLING HOME AND SERVING THE DETENTION THAT DAY.

- _____ Rough or inconsiderate play
 - _____ Fighting
 - _____ Abusive Language/Inappropriate Language
 - _____ Failure to comply with the directions of authority
 - _____ Disruptive classroom behavior
 - _____ Copying homework assignments or tests
 - _____ Misuse/abuse of books, material, facilities
 - _____ Inappropriate dress for school
 - _____ Excessive classroom talking
 - _____ Disrespect towards an adult
 - _____ Other: _____
- _____

PLEASE CALL THE TEACHER AT SCHOOL IF YOU NEED TO DISCUSS FURTHER.

Parent of Legal Guardian's Signature: _____

Teacher's Signature: _____

Principal's Signature: _____

Excessive Tardy Notification

Date

Student's Name

Grade

Dear Parent,

Students who exceed four (4) morning tardy days are considered to have an excessive tardy problem. A tardy received after the fourth tardy will be considered unacceptable.

As these tardies accumulate during the quarter, the following penalties are assessed:

Our records indicate your son/daughter has been tardy _____ times during the _____ quarter. This has resulted in:

_____ a Lunch Detention (5th accumulated tardy)

_____ two Lunch Detentions (6th accumulated tardy) to be served on _____.

_____ attendance required for an After School Detention (7th and 8th accumulated tardy) to be served on _____ and _____ from 2:30pm to 3:30pm.

_____ conference with Miss Costello (9th accumulated tardy)

PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE TOMORROW. FAILURE TO RETURN THIS SIGNED FORM WILL RESULT IN A DAILY NOON STUDY HALL UNTIL IT IS SIGNED AND RETURNED.

Signature of Parent/Legal Guardian

Miss Kathy Costello, Principal

HOLY SPIRIT SCHOOL

HANDBOOK ACCEPTANCE FORM

I have read and agree to abide by the policies contained in the Holy Spirit Catholic School Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School in its sole discretion, without notice. The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

This agreement form must be signed by the parents/guardians and students in all grades and returned to the School Office no later than September 1, 2024.

We acknowledge that we have read the Holy Spirit School Handbook and agree to abide by all rules, regulations, and procedures contained therein.

_____ Mother / Guardian's Signature	_____ Date
_____ Father / Guardian's Signature	_____ Date
_____ Student's Signature and Grade	_____ Student's Name
_____ Student's Signature and Grade	_____ Student's Name
_____ Student's Signature and Grade	_____ Student's Name
_____ Student's Signature and Grade	_____ Student's Name

Return this form to the school office.

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