

**Holy Spirit Catholic School**  
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Overland Park, KS 66214  
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<http://www.hsschool.net>

Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”***  
~St. John Chrysostom

Welcome to Holy Spirit Catholic School! In choosing Holy Spirit, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Michele Watson  
Principal

### **Holy Spirit Catholic School Mission Statement**

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

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

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

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

#### **Archdiocesan Non-Discrimination Policy**

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admits them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Archdiocesan schools and members of the Catholic faith. (Archdiocesan Policy #6000A)

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

### Archdiocesan Schools Mission Statement

*“In our world and in our nation, the mission of Christian education is of critical importance. The truth of Jesus Christ must be taught; the love of Jesus Christ must be extended to persons who weep and suffer.”*

*-National Conference of Catholic Bishops, 1972*

#### *The Mission of the Archdiocese of Kansas City in Kansas Catholic Schools*

Be it known  
To all who enter our Schools  
That CHRIST is the reason  
For these Schools,  
The unseen but ever present  
Teachers in our classes  
The Model of our faculty,  
The Inspiration of Our Students.

### Accreditation

Holy Spirit Catholic School is accredited through both the NCA AdvancEd Model and the Kansas State Department of Education.

### Admission Information

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

The registration process is considered complete when both the registration form and fee, along with Tuition Selection Form, are turned in **and** any/all current school year fees are paid in full. Once a grade

level is considered “full”, all future registrations will be placed on a waiting list in the event an opening becomes available.

Registration for **Holy Spirit Catholic Church families who are new to the school** will take place following the current school family registration period. Announcements will be posted in the Holy Spirit Catholic Church bulletin two weeks prior to registration. Parents will be required to complete all necessary forms. Non-refundable registration fees are due at the time of registration. The registration fee is not applied to tuition for the upcoming school year.

The registration process is considered complete when registration form and fee, along with Tuition Selection Form are turned into the office. Once a grade level is considered “full”, all future registrations will be placed on a waiting list in the event an opening becomes available.

**Catholic children from other parishes** may be admitted once Holy Spirit Catholic Church receives written permission from the family’s current pastor/principal permitting transfer of the family/student to Holy Spirit.

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

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

**Failure to Provide Proof of Identity:** If proof of identity is not provided to the school within 30 days of enrollment, the school shall notify the local police department requesting a prompt investigation concerning the identity of the child. The person claiming custody of a child will not be notified of the investigation by either the school or the police department. (Archdiocesan Policy #6015.1)

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

**Immunization:** Any student entering an Archdiocesan school for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the school office official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them within a timely manner shall be deemed non-compliance. (Archdiocesan Policy #6040)

Holy Spirit Catholic School requires that all health immunization records be submitted to the school office by the first day of school. Failure to do so will result in the student being unable to attend class until such records are received.

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

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

## Financial Obligations

Families of Holy Spirit Catholic Church are supported by the parish community through subsidy. Options for tuition payment are: Tuition paid in full by August 1, of the current year or utilization of the monthly auto-withdrawal payment plan over 11 months (July through May) through the Holy Spirit Business Office.

### Tuition for the current school year

<u>In-Parish Tuition</u>	<u>Yearly</u>	<u>Monthly</u>
½ day kindergarten	\$ 2,130	\$ 193.64
1 child full day	\$ 2,895	\$ 263.18
2 children	\$ 4,755	\$ 432.27
3+ children	\$ 6,070	\$ 551.82
<u>Out-of-Parish Tuition</u>	<u>Yearly</u>	<u>Monthly</u>
½ day kindergarten	\$ 2,130	\$ 193.64
1 child full day	\$ 4,545	\$ 413.18
2 children	\$ 9,090	\$ 826.36
3 children	\$13,635	\$1,239.54
Over 3 children	\$ 4,545/child	\$ 413.18/child

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

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

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

### **Late/Non-Payment of Tuition Guidelines**

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

### **Tuition Assistance/Guardian Angel Fund**

Along with the possibility of a special tuition payment schedule, tuition assistance may also be available for qualifying families when pre-arrangements are discussed with and approved by the Holy Spirit Catholic School Principal, Business Manager, or Pastor.

Additionally, the Guardian Angel Fund is available to help support families who are unable to pay the entire tuition cost due to extenuating circumstances that occur after the school year has begun. Families interested in obtaining more information regarding financial aid should contact the Holy Spirit Catholic School Principal, Parish Business Manager, or Pastor.

### **Non-Payment of Tuition Consequences**

In situations where a family is late or has missed a tuition payment, a late fee of \$25 will be assessed. Additionally, if the family has not proactively contacted the Holy Spirit Catholic School principal, Parish Accountant, or Pastor to address the non-payment of tuition, the family will be contacted by Holy Spirit officials. Non-payment of tuition, without making the appropriate arrangements with Holy Spirit Catholic School, is a violation of Holy Spirit Catholic School policy and can warrant applicable disciplinary actions to be taken, including but not limited to, the following:

- Withholding of all report cards and transcripts until all financial obligations to the school have been met;
- Suspension of the student from attending classes and/or participating in school activities at Holy Spirit;

- Non-enrollment of the student at Holy Spirit Catholic School the following semester;
- Withholding of diplomas, participation in the 8<sup>th</sup> grade trip, or graduation ceremonies for the graduating student.

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

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

*Adopted: 11/6/06*

### ***Parent's Role in Education***

We, at Holy Spirit Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Spirit Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Spirit Catholic School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. *It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.*

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parents as Partners**

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

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;

- Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has made payment for a hot lunch or brings a nutritional sack lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences, Gala, Fun Fair, etc;
  3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
  4. To notify the school office of any changes of address, email addresses, important phone numbers, or emergency contacts;
  5. To meet all financial obligations to the school;
  6. To inform the school of any special situation regarding the student's well-being, safety, and health;
  7. To complete and return to school any requested information promptly;
  8. To read school notes and newsletters and to show interest in the student's total education;
  9. To support the religious and educational goals of the school;
  10. To support and cooperate with the discipline policy of the school;
  11. To treat teachers with respect and courtesy when discussing student problems.

## **Spiritual Development and Religion**

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

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

### **Eucharistic Celebrations**

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

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

### **Sacramental Preparation**

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

Confirmation instruction is done by the Religion teacher throughout the year for Holy Spirit 8<sup>th</sup> graders. Service hours may begin being served in the 7<sup>th</sup> grade to assist Confirmandi in acquiring all necessary hours for the Sacrament. Mandatory Confirmation meetings for both 7<sup>th</sup> and 8<sup>th</sup> grade Confirmandi and parents are scheduled

throughout the school year. A mandatory 8<sup>th</sup> grade Confirmation retreat is scheduled for all Confirmandi each year.

### **Reconciliation**

Students in Grades 3-8 are given an opportunity to receive the Sacrament of Reconciliation during Advent and Lent each year and are encouraged to receive the Sacrament at other times throughout the year.

### **Social Awareness and Outreach**

The social application of Christian teaching is presented as motivation for student participation in various fund-raising programs and service activities. This is coordinated through the Classroom Service Coordinator and/or Student Council.

Outreach programs include, but are not limited to, a sponsor child - Maria Iris, Refugee Resettlement, Uplift, Shalom House, and Respect Life. Older students help at St. Mary’s Food Kitchen. Students involved in these programs must have signed parental consent forms on file in the office. All Holy Spirit School students participate in ongoing service.

### **RCIC Program**

New students from Catholic families (Grade 3 through Grade 8) who have not yet received the Sacraments may participate in the Rite of Christian Initiation for Children (RCIC) Program. In this program, the students will be instructed and prepared for the Sacraments of Initiation. Younger children, who have not been baptized, may receive this Sacrament after consultation with the Parish Director of Religious Education and the Pastor.

## **Academic Information**

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

If a student has two (2) or more F's in two (2) major subjects, (i.e. 2 F's in Reading and 2 F's in Science, etc.) the student may be:

- Promoted to the next grade upon completion of summer school;
- Placed (not promoted) in the next grade;
- Retained.

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

### **Curriculum**

The Curriculum for the Archdiocese of Kansas City in Kansas Schools are aligned with Kansas State Department of Education standards as well as infused with Catholic faith/values. Each school strives to provide learning experiences that enable all students to master the curriculum outcomes and maximize their God-given talents.

Each student fulfills outcomes in Religion, Language Arts/Reading, Mathematics, Science, Social Studies, Spanish, Physical Education, Technology, Music, Library, and Art.

### **Graduation Requirements**

Students are eligible to receive a diploma from the elementary and secondary schools of the Archdiocese after satisfactory completion of the required studies both of the Catholic School System and the State of Kansas. **All tuition and fees must be paid before Graduation.**

**Diplomas will be held for students who have a balance remaining until said balance is cleared.**

Elementary schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents. (Archdiocesan Policy #6360)

### **Homework**

Homework is assigned to all students. Students are expected to complete all homework carefully and on time. This is essential in helping students develop good work habits and independent study skills. Each student is unique, so homework time will vary; however, on

average, homework should be 10 minutes per grade level (i.e. 5<sup>th</sup> grade = 50 minutes, 8<sup>th</sup> grade = 80 minutes, etc.). Parents should monitor homework time and contact the teacher with any concerns.

### **Homework Policy Due to Illness**

When children are away from school, they are required to make up all the work which they have missed.

If a child is absent, parents may contact the school office by 8:30 a.m. to request homework assignments. All homework will be left on the bench outside of the school office.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

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

### **Homework due to Family Vacations**

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

### **Parent/Teacher/Student Conferences**

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

Parents of Middle School students will meet with the homeroom teacher. Conferences with a middle school teacher other than the homeroom teacher will be made as time is available and may need to be made at a separate time. Parents with concerns about the child and

school should always contact the classroom teacher first. Each child is unique and the best place to have questions answered is from the child's teacher.

### Progress Reports and Report Cards

Progress Reports are issued through EduConnect at mid-quarter for all students in grades 3- 8. Careful review of grades at mid-quarter will help students make improvements needed prior to quarter end.

Student report cards are issued quarterly. Report cards for the first three quarters will be sent home with the students to be reviewed by the parents. All 4<sup>th</sup> quarter report cards are mailed home.

### Grading Scale

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

<b>Achievement</b>	<b>Percentile</b>
A Outstanding	94-100
B Above Average	87-93
C Average	75-86
D Below Average	68-74
F Failure	67 or below

“+” and “-“ may be used with grades listed above; however, there is no A+ option.

Students in 3<sup>rd</sup> – 8<sup>th</sup> grades are also assessed on Work Habits and Christian Formation. These various codes are indicated on the report cards. When a code is indicated with a “-“ next to it, improvement in this area is necessary. When a code is indicated with a “+” next to it, the student is being commended for excellent achievement in this area.

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

### Promotion Policy and Retention Policy

Promotion to the next grade depends on successful completion of all subject areas. At the end of the first semester, the Principal and teacher shall consult with the parents or guardians concerning the possible retention of the child in the same grade level due to unsatisfactory achievement and/or lack of attendance in class. Follow-up conferences shall be held during the remaining months and a decision made by May 1 of the current school year.

If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The Principal has the final decision-making authority in matters of grade placement. Documentation of such decisions shall be placed in the student's file. (Archdiocesan Policy #6380)

### Placement in Classes

The final task of each teacher in grades K – 7 is to assign class groupings for the upcoming school term. The teacher(s) advancing the students will prepare two class lists with students of varying academic ability and students' ability to work well together.

During the summer, the Principal will review the lists and assign the future teacher's names. Much thought and prayer goes into the completion of these lists. Family requests for specific placements are not guaranteed.

### Needs of Students

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

The teacher will **first** schedule a Collaborative Team meeting for the student. During this meeting, the teacher discusses additional areas of concern and recommendations are made by various educational professionals. The teacher will then begin gathering data to see if accommodations implemented are successful.

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

If success is still not seen, the student may be in need of Special Education Services which are provided to those who qualify through the Shawnee Mission School District. Identifying a child requires an extensive process of classroom interventions and documentation.

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

### **Technology**

Holy Spirit Catholic School requires that all computer resources, including the Internet, are to be used in a responsible, efficient, ethical and legal manner. Technological resources, including the Internet, are provided to support and enhance educational goals and objectives. **Internet access is a privilege, not a right.** Failure to use the Internet in the manner described will result in the revocation of access privileges

The Archdiocese of Kansas City in Kansas has developed guidelines for acceptable use of Computing Resources which outline the manner in which technology is to be used by Holy Spirit faculty, staff, and students. A copy of the *Guidelines for Acceptable Use of Archdiocesan School Computing Resources* is provided at the beginning of each school year. Consent forms must be signed by parents, students, and faculty/staff members and returned to the Technology Coordinator in order for faculty, staff, and students to have access to the Internet and e-mail (faculty/staff only).

**Social Networking:** The Internet is a public forum with unrestricted access. In accordance to our beliefs, any posting of information that is illegal, defamatory, scurrilous, pornographic or which could be construed as threatening the character of another person or our school is prohibited. This includes any threats made on a school computer or outside of the school environment. This includes any sites such as, but not limited to, Facebook®; MySpace®; Xanga®; Xenga® instant messaging, blogging, websites, text messaging, Webkinz®; or any other similar venue. Disciplinary actions may result if the content of the blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **Testing**

**Measures of Academic Progress (MAPs):** These tests are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. They are administered both in the fall and spring each school year to students in Grades 4, 6, and 8.

**Iowa Test of Basic Skills:** The ITBS is a norm-referenced achievement test given to students in Grades 3, 5, and 7 during the first quarter of the school year.

**Cognitive Abilities Test:** The CoGat is given to students in Grades 3, 5, and 7 during the first quarter of the school year. This test, in conjunction with the ITBS, provides information on both achievement and ability of the student and is helpful in determining areas of success and improvement.

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

**Assessment of Catechesis Religious Education (ACRE):** The ACRE is administered in the fall of the 6<sup>th</sup> grade year and the spring of the 8<sup>th</sup> grade year to all students, Catholic or non-Catholic. This assessment is designed to strengthen our catechetical program by testing the faith knowledge and attitudes of our students.

## Conduct and Discipline

Appropriate student conduct and self-discipline are required in order to produce a positive and safe learning environment in which there will be no interruption of the teaching-learning process. All students will assume personal responsibility for their behavior and actions, develop appropriate self-control, exhibit self-discipline, and accept the responsibility and consequences of any in-appropriate behavior.

Our discipline system is reflected in our Catholic values. Our focus, in cooperation with the parents, is to develop reverence, responsibility, and respect in each of our students. Our goal is to help each child independently choose to meet expectations because it is the right thing to do. We want to foster internal motivation.

We will help each student to evaluate behavior and then work with them to change the behavior so that it is appropriate and does not interfere with the teaching-learning environment. The goal is not to judge the student but rather to help him/her develop appropriate behavior that fosters the development of individuals in God's kingdom. The attainment of this goal requires a cooperative effort among students, staff, and parents.

### Bullying

Holy Spirit School is committed to healthy, respectful Christ-like relationships with all others. We will focus on creating an atmosphere free of bullying. Bullying is defined as any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students.

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

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

Students are asked to report bullying issues to teachers/administration immediately when they occur. Acts of bullying will be documented. Repeated documentation may lead to suspension or expulsion.

### Cheating/Plagiarism

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

- Cheating behaviors would include, but are not limited to:
- Giving or receiving help on a test;
- Copying another student's work;
- Giving your work to someone else to be copied;
- Not being truthful when asked why homework has not been completed;
- E-mailing, texting, instant messaging, etc. answers or hints to classmates;
- Having parents complete your homework for you.

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

### Harassment

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

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

Engagement in on-line blogs such as, but not limited to, MySpace®, Xanga®; Xanga®, Friendster®; etc., may result in

disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **Discipline**

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

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

The following behaviors are considered **Level 1** and may be handled within the classroom:

- Inappropriate language
- Misuse of cafeteria food
- Not following directions
- Note writing
- Not returning signed home-school communications
- Elevator misuse
- Misuse of school property
- Uniform violations
- General misbehavior

The following behaviors are considered **Level 2** and may be handled within the classroom:

- Horseplay
- Offensive language
- Gum chewing
- Disrespect in Church
- Talking during a school drill

The following behaviors are considered **Level 3** and will result in removal from the classroom until a behavior plan is in place and consequences are given. Parents will be notified either by phone or in writing if any of the following behavior occurs:

- Fighting or any purposeful action that may result in bodily harm to another person
- Rough play
- Vandalism or destruction of property
- Written or verbal derogatory remarks or other remarks that may be intended to cause harm to a person's character
- Use of foul language
- Disrespect
- Flagrant defiance
- Cheating, this includes plagiarism
- Bullying
- Lying or deceit
- Stealing
- Gambling
- Computer hacking or any inappropriate use of any computer in the school.

The following behaviors are considered **Level 4** and may result in immediate suspension and a Discipline Board Meeting or Hearing Team\*. Proper law enforcement authorities will also be contacted in cases of illegal actions and/or behaviors.

- Use or possession of a weapon, explosive, or anything that is used as a weapon or is a look-a-like weapon. (Possession means on self or on school property.)
- Possession or use of any drugs and/or drug paraphernalia. (This includes items meant to look illegal, alcohol, and/or tobacco.)
- Physical assault to any school staff or school representative. (Shoving, hitting, pushing, spitting, etc.)
- Acts of arson

- Acts of bullying or repeated/continued harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, and/or threatened. This includes inappropriate touching.

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

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

#### **Police Notification**

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

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

If there is immediate danger to life or the potential for immediate danger to life, school officials in the local Catholic school shall notify

the local police or law enforcement agency immediately and then follow the above procedures as applicable. (Archdiocesan Policy #6130.2)

#### **Weapons Possession**

Any student possessing a gun (including BB or pellet guns) or any explosive device at school, on school property, or at a school-sponsored activity shall be expelled for not less than one calendar year. The student shall also be reported to the proper law enforcement agency, and, if a juvenile, to the Secretary of SRS.

#### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Teachers will communicate with parents via phone regarding student detentions. The day, date, and time of the detention are at the discretion of the principal. **Detention takes precedence over appointments, practices, lessons, ballgames, etc.**

#### **Short-Term Isolation/Short-Term Suspension**

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

A short-term isolation would be conducted in a supervised area of the school, in which case the student would be admitted to school but would not be allowed to attend class or to participate in school-sponsored activities.

Short-term suspension would be served out of school and the student would not be allowed to attend or participate in school sponsored activities. (Archdiocesan Policy #6110) Students must complete all class work and tests from the days of isolation/suspension.

If a student receives Short-Term Isolation, a substitute teacher will supervise this student during the STI. The cost of having this teacher will be the expense of the family. If the parents want the cost incurred to be the responsibility of the child, the student can volunteer 15 service hours to the school.

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

### **Expulsion**

Final expulsion of a student may occur when the educational, moral, or physical well-being of a particular student, the students in a class, the student body or the faculty is deemed negatively impacted and/or when there is a prolonged and open disregard for school authority. All grounds for expulsion, procedures, rights, and appeal process are in agreement with Archdiocesan policies.

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

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

## **Dress Code/Uniforms**

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

The dress code for all students within the Archdiocese shall stress cleanliness, neatness, and must reflect the ideals of Christian values. Simplicity is essential as is a youthful emphasis.

The purpose of the Holy Spirit dress code is:

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

Holy Spirit Catholic School students are to be in uniform every day. Throughout the year, there are out-of-uniform days (OUDs) which will be announced. The dress code for OUDs is also included in this section. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without this excuse will be sent to the office, and the parent will be called to bring the proper clothing.

Summer uniform shorts may be worn from the beginning of school until October 31<sup>st</sup> and then beginning again upon return from Spring Break until the last day of school.

Uniform components (pants, shorts, skirts, skorts, jumpers, blouses, shirts, sweaters, sweatshirts, etc.) may be purchased through:

Dennis Uniform Co.  
6322 College Blvd.  
Overland Park  
913-381-6500

**School Code #150 (NOT 150, BUT Capital I and 50)**

Or order online at [www.dennisuniform.com](http://www.dennisuniform.com)  
(Use the school code when ordering online)

### **Girls**

- Plaid Uniform Jumper, length not to exceed 2" above the knee, grades K through 4
- Plaid Uniform Skirt, length not to exceed 2" above the knee, grades 5 through 8
- Gray Uniform Skirt, length not to exceed 2" above the knee, grades 6 through 8
- Black Skort, length not to exceed 2" above the knee.
- White tailored blouse or red or white collared knit shirt (either long or short sleeves are allowed). Items not allowed are: shirts with snaps or pockets and shirts with cuffed sleeves.
- Red, White or Gray Holy Spirit School Logo Polo Shirt.
- Red or White Turtleneck Shirt (Please make sure the red is a true red that matches our uniform color).

- Red or White socks.
- ¼” zip red pullover sweatshirt with Holy Spirit logo.
- ¼” zip black fleece with Holy Spirit logo.
- Tights or leggings in uniform red, white, gray, or black may be worn under the jumper or skirt.
- Solid red pullover or button up uniform red sweater (not hooded).
- Black Uniform Slacks (cord or twill only).
- Gray or Black Uniform Shorts not to exceed 2” above the knee.
- Black Belt must be worn with slacks and shorts for students in grades 4 through 8.
- White or red Holy Spirit logo sweatshirt (not Hoodie).

### Boys

- Gray or Black Uniform Slacks (cord or twill only).
- Gray or Black Uniform Shorts.
- Black Belt must be worn with slacks and shorts for students in grades 4 through 8.
- Red or white collared shirts of knit or broadcloth (long or short sleeves).
- Red, White or Gray Holy Spirit School Logo Polo Shirt.
- Red or White Turtleneck Shirt. (Please make sure the red is a true red that matches our uniform color.)
- Uniform Pullover Sweater.
- Black, gray or white Socks.
- White or red Holy Spirit logo sweatshirt.
- ¼” zip red pullover sweatshirt with Holy Spirit logo.
- ¼” zip black pullover fleece with Holy Spirit logo.

### Girls-Important Reminders:

- **Skirts must be 2” above the knee or lower.**
- Shorts/skirts/skorts/blouses/shirts must not be too tight.
- Natural-looking makeup may only be worn by students in Grades 7 – 8.
- No artificial nails are to be worn.

- Jewelry must be tasteful, non-distracting.
- Earrings must be small (posts) and may not dangle (safety issue).
- Glitter is not appropriate for school.
- Hair is to be worn so that it is neither a problem in PE nor a distraction in class.
- Colored undergarments are not appropriate for school and undergarments should not be able to be seen through uniform blouses/shirts.
- Cap sleeves on shirts are not permitted.

### Boys-Important Reminders:

- Hair must be cut so that it does not touch the collar of the shirt, is above the ears, and above the eyebrows.
- Earrings and other head apparel are not to be worn.
- Extreme hairstyles, beards, mustaches, and other extremes in grooming are not allowed.

### All Students-Important Reminders:

- **Holy Spirit Hoodies may no longer be worn during the school day.** Students may wear them to/from school and outside at recess; however, they will not be permitted to be worn during the school day in the building.
- **All shirts and blouses are to be tucked inside (not folded under) shorts, skirts, skorts, jumpers, slacks or trousers.**
- Extraordinary accessories are not permitted.
- Unconventional body decorations (tattoos, temporary or permanent, etc) are unacceptable.
- **All clothing items are to be hemmed, neat, and clean.**
- All slacks are to be worn at the natural waistline.
- Sweatshirts are not to be worn wrapped around the waist or neck.
- Shirts must be long enough to remain tucked in at all times. If in doubt, raise your hands above your head....if skins shows, it is too short!
- Imprinted t-shirts are not to be worn under a school shirt.

- Jackets, sunglasses, or hats are not to be worn during school hours.
- Long sleeve shirts are not to be worn under a short sleeve shirt.
- Only uniform slacks are permitted. No slacks with rivets, patch pockets, wide/flared legs, loops or stretch pants.
- **Only tennis shoes (which are closed in at the toe and heel) are to be worn to school each day. Uggs, Crocs, ballerina slippers, etc. are NOT allowed.**
- Socks are to be worn.
- No hologram contact lenses are permitted.
- No body piercing except pierced ears.
- Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists.**
- **Extreme hair coloring and bleaching is not permitted.** No shaved or partially shaved heads or trendy hairstyles are permitted.
- **Brownie/Scout Uniforms** – Students may wear the Brownie/Scout uniforms on meeting days.

Students with dress code violations will lose the privilege to participate in OODs that are scheduled. Repeated dress code violations will be considered disrespectful and will be handled as a disciplinary matter.

#### **Out-of-Uniform Days (OODs)/Guidelines**

During the school year, there are both special days when the students are asked to DRESS UP and regular Out of Uniform days when the dress code does not apply.

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

During regular **Out-of-Uniform Days** the students may wear:

- Jeans
- Shirts/polos/t-shirts/blouses/etc.
- Holy Spirit “Spirit Wear” items

- tee shirts/sweatshirts with team or school names on them
- shorts(except during winter months) no shorter than 2” above the knee
- skorts/skirts no shorter than two inches above the knee
- sweatpants
- jogging suits
- dresses
- slacks
- Flip-flops for the 7<sup>th</sup>/8<sup>th</sup> graders only

#### **Students may not wear:**

- shoes other than tennis shoes (for grades K-6)
- tank tops, midriffs, halter tops, spaghetti straps, or t-shirts with inappropriate messages
- Sweatshirts/shirts with inappropriate writing/signs/symbols
- bike shorts
- pajamas/pajama pants
- cut-off shorts, short shorts, skin tight shorts, or inappropriate shorts
- low cut blouses/distracting clothing

**A Good Rule: If you think you shouldn’t wear it, you shouldn’t.**

#### **School Picture Day**

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

All students are expected to DRESS UP for individual school pictures. “Sunday Mass” attire is expected. Girls’ blouses or dresses must have straps of at least 2” in width. No denim shorts or short shorts are allowed. Students may wear dress shoes on this day; however, students must bring in tennis shoes for recess and/or PE. Only students in 7<sup>th</sup> and 8<sup>th</sup> grades may wear flip-flops.

**Halloween**

Students in Grades K-3 may dress up for Halloween. Kindergarten students may wear their costumes to school. Students in Grades 1-3 will bring their costumes to school and put them on before the school parade. No face paint or masks may be worn that impede the vision of the child. No toy weapons may be brought to school to accent the costume.

**General Information (A-Z)**

**Abused and Neglected Child Reporting**

Kansas Law requires a teacher, principal, or other employee of an Archdiocesan school who has reason to suspect that a child has been injured as a result of physical, mental, or emotional abuse, or neglect, or sexual abuse report the matter promptly to the State Department of Social and Rehabilitation Services (SRS), or appropriate law enforcement agency, if the SRS office is not open for business. (Archdiocesan Policy #6330)

**Asbestos**

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

**Athletic Association**

The Holy Spirit Athletic Association (HSAA) is a volunteer-run Athletic Association which organizes leagues, forms teams, provides uniforms, recruits coaches, coordinates use of facilities and assists in fundraising for the implementation of these activities. A full range of teams are sponsored and sanctioned by the HSAA, from kindergarten to the end of middle school. Sports include volleyball, basketball, softball, baseball, track, football, and soccer. Regular meetings are held on the second Monday of each month.

**Attendance**

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

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

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

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

Whichever occurs first as follows:

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

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin attending school, or does not present adequate response, as determined by the Principal within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the

County/District Attorney, as specified above. (Archdiocesan Policy #6300)

The Principal shall be the primary designated school official for each Archdiocesan School for the purpose of reporting cases of non-attendance to the Secretary of Social and Rehabilitation Services or to the County/District Attorney. (Archdiocesan Policy #6300.1)

#### **Absence during the School Day**

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

Some physician/dentist appointments are able to be scheduled early in the morning. Families are encouraged to do this. A tardy of this type will be “excused” if a note from the Doctor’s Office confirming the appointment is presented upon the student’s return to school.

#### **Notification of Absence**

**Parents are required to notify the school daily by phone before 8:30 a.m. if their child will be absent from school.** If the school has not been notified of an absence by 8:30 a.m., State law requires the school to contact the parent(s) to check on the absence. **The Principal has the final decision as to whether or not a child who has had excessive absences shall be promoted to the next grade or readmitted the following year.** (Archdiocesan Policy #6310.1)

#### **Authority**

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

#### **Bicycling to School**

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

#### **Calendar**

Archdiocesan Schools are to be in session for a minimum of 1,170 hours per school year. A school calendar is included in this handbook and is also available on-line at <http://www.hsschool.net>. Parents may find news about additional activities added throughout the school year in the Friday Newsletter or the website.

#### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances (i.e., extreme weather). When school is to be cancelled, this decision is made by the Superintendent of Catholic Schools for the Archdiocese of Kansas City in Kansas.

Announcements will be broadcast on all the major radio and television stations. **The message is usually stated as “Johnson County Catholic Schools.” Holy Spirit Catholic School will not be specifically mentioned. We will never close early due to inclement weather.**

#### **Car Line**

Please refer to the map included in this handbook for drop off and pick up procedures. Parents are asked to pay close attention during the carline process. Please follow the traffic/safety directions given by the Safety Patrol students and/or teachers on duty.

It is the responsibility of the parent to contact the school office before 2:30 p.m. when a child requires other arrangements to be made for dismissal. Homeroom teachers should be advised in writing if a child is

to go home with a different family or by a different means on a given day.

### Celebrations

**a. Birthday Observances**

Birthday treats may be brought to school for students celebrating birthdays and half-birthdays with permission from the teacher. Birthday pizza parties, balloon/floral arrangements sent to school are not permitted. For Middle School students, no drinks aside from bottled water are permitted.

**b. Gifts/Invitations**

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

**c. Parties**

Room Parents (in consultation with the classroom teacher) organize three (3) room parties each year to celebrate Halloween/All Saints; St. Nicholas Day/Christmas; and Valentine's Day. If necessary and approved by the principal, students in Grades 5 – 8 may leave the building for one party. Valentines are not exchanged at school for Grades 5-8.

### Cell Phones/Electronic Devices/Other Materials

If it is necessary for a student in Middle School (Grades 7-8) to bring a cell phone to school (for after school activities), the phone must remain in their book bag and be turned off during school hours.

If a student in Grades K-6 needs to bring a cell phone to school, the student, upon his/her arrival to class, will give the cell phone to his/her homeroom teacher.

Any student found having a cell phone in his/her possession during the school day will have the cell phone confiscated and given to the Principal. Cell phones will only be returned to parents.

Electronic devices and other items, such as but not limited to questionable books and pictures, knives, guns, martial arts materials, alcohol or drugs, drug paraphernalia, toy weapons, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, headphones, or anything that will detract from a learning situation are not allowed at school at any time.

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

### Daily Schedule

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

7:30 – 7:45 a.m.	Supervised before school care in St. Elizabeth's Hall (SEH)
7:45 – 7:54 a.m.	Dismissal to the classrooms
7:55 a.m.	School begins
7:56 a.m.	Children are now tardy
3:15 p.m.	Dismissal

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

Students arriving between 7:30 a.m. and 7:45 a.m. are to report directly to St. Elizabeth's Hall where they are supervised until they are released to their classrooms. **If your child needs supervision from 7:00 – 7:30 a.m., please enroll your child in our Before School Care Program. Children are not to be dropped off early and left unsupervised.** Students are not to wait for friends outside the school, but are to go directly to SEH when they are dropped off.

After school, students are supervised from 3:15 – 3:25 p.m. Students who have not been picked up by 3:25 p.m. are to report to the teacher on “late duty”. They may not wait elsewhere. **If your child needs supervision after school, please enroll your child in the After School Program.**

If a student remains after school past 3:30 p.m. three (3) times in one school year, the parents must either:

- a. Enroll the child in the After School Program; **or**
- b. Pay \$1.00/minute/child for each minute after 3:30 p.m. that the child remains. The official time is marked by the school clock.

#### **DARE (Drug and Alcohol Resistance Education)**

DARE is presented by a trained DARE officer of the Overland Park Police Department. Each year, programs are dependent upon available funding. Students in grades K-6 participate in the DARE program with the 6<sup>th</sup> grade students as the core class for this program.

#### **Field Trips**

Field trips are school-sponsored events that are an extension of the instructional process. In order for a student to participate in a school-sponsored field trip, the student must be in good academic and disciplinary standing.

A Request for Participation Form signed by the parent and teachers must be on file in the school office for each school-sponsored field trip. A blank field trip permission form is located at the end of this handbook for copying by the parent if the permission slip sent home with the student cannot be located.

**VERBAL PERMISSION CANNOT BE ACCEPTED BUT FAX TRANSMISSION OF THE PERMISSION FIELD TRIP FORM IS ACCEPTABLE.** (Archdiocesan Policy #6350.1)

In most instances, buses will be garnered for transportation of students. However, in the event of the use of private vehicles, only those personally owned vehicles, whose owners carrying liability insurance for a minimum of \$100,000/\$300,000 shall be used. Confirmation of this

insurance must be on file in the Principal’s office. Drivers must be 21 year of age or older and have a valid driver’s license. (Archdiocesan Policy #6350.2)

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

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

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

#### **Health and Wellness**

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

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

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

**Communicable Disease:** Keep your child home and notify the school immediately so precautionary measures may be taken for those

exposed. Children diagnosed with strep throat must be fever free and on medication for 24 hours before returning to school.

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

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

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

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

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

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

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

**Accident Insurance:** Students of Holy Spirit Catholic School are included in a Student/Athletic Accident Program purchased by the Archdiocese. It provides school time accident coverage for all students who receive injury during the hours and days when school is in session and while attending or participating in school sponsored or supervised activities.

Benefits are payable for covered expenses that are not recoverable from another plan providing medical expenses to the applicable maximum in accordance with the policy provisions. Forms are obtained from the school nurse and must be filed within 90 days of the accident.

**Hearing and Vision screenings:** Provided at school each year by the school nurse.

**Health Assessment:** Every student up to the age of nine (9) who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office. (Archdiocesan Policy #6030)

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

### **Parent Responsibilities**

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

1. Parents should notify the school in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.
2. Parents of a child with a communicable disease must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
3. Parents are to provide the school with up-to-date health records for their child, including the date for vaccinations and immunizations and the presence of any physical problems.

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

### Home-School Communication

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

### Learning Center

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

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

### Lost and Found

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

### Lunch Program

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

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

The current cost of each meal with milk is \$2.75. Milk may be purchased separately for \$.40 by those students who bring sack lunches from home. Checks made payable to the Hot Lunch Program are due in advance by parents.

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

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

**Lunch Guests:** Parents or other family members may come to the cafeteria to eat with their children. **Older siblings are welcome but may not be accompanied by their own friends.** All visitors are to sign in at the school office, wear the Visitors' badge when in the building, and sign out in the school office upon leaving. Please notify the school office before 8:30 a.m. on the morning you plan to share a meal here. Adult lunches are \$3.25.

Special lunches may be brought for a child (i.e., birthday). ***Parents may only bring lunch for their own children, not classmates.*** We encourage a limit of lunch visits to twice a year for the consideration of others. Things, such as pizza, cannot be brought in for a group of students or a class.

### **Money Collections**

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

### **Non-Custodial Parents**

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

If issues arise in regard to the after school pick-up of the child, the school may ask for a written schedule, signed by both parents, that the school can use each day. The school will not permit deviations to the pick-up schedule without written notification by both parents.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of name, address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, and up-to-date.

### **Release of Student/Family Directory Information**

Holy Spirit Catholic School has designated the following information about students as "directory information:" name, address, telephone numbers (home/cell), email addresses, photographs, participation in school sponsored activities and sports, honors and

awards received. Typically, such information is disclosed in student directories, performing arts and athletic programs, marketing and informational materials, including the school's website and similar publications. **Holy Spirit Catholic School may disclose designated directory information without the consent of a parent or student 18 years of age or older, unless the school is notified in writing by the parents of a student or a student 18 years of age and over that they do not wish disclosure of any or all the designated directory information without their prior written consent. Any such written notification must be given to the school Principal by September 1<sup>st</sup> of each school year**

The purpose of the Student Directory is to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Returning to Classrooms after Dismissal**

Students are not permitted to return to the classrooms after the 3:15 p.m. dismissal unless accompanied by a teacher.

### **Safety**

Throughout the school day, students are to be conscious of safety in movement through the building and on the grounds, in use of any equipment, and in pointing out any hazards to teachers' and staff. Administration will keep parents informed through e-mail.

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

### **Safety Drills**

Students participate in monthly, unscheduled fire drills rehearsing the emergency evacuation of the school building. Plans for evacuation are posted in each classroom. Tornado drills are held three (3) times a year. Other safety drills are practiced for emergency situations. In the event of a safety drill that involves a lock down, parents will not be allowed in the school until the completion of the

drill. Silence is important for the safety of all and is required by all students/adults during all drills.

### **School Counselor**

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

### **School Office Hours**

The school office is open on all school days from **7:30 a.m. – 3:45 p.m.** One day per week, the office will close at 3:30 p.m. for staff meetings. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be obtained in the office. Visitors and/or volunteers are to sign out in the office at the time of departure.

### **School Supplies**

A list of necessary school supplies is provided for each grade and mailed to parents during the summer. It is the student’s responsibility to have proper supplies each day of class.

### **Student Drivers**

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

### **Student Records**

Holy Spirit Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

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

Records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. (Archdiocesan Policy #6390)

### **Tardies**

Students are expected to be on time for school. A student is considered tardy if he/she arrives in the classroom any time after 7:55 a.m. Students who are tardy are to report to the Copy Room to check in and provide the teacher on duty a lunch choice before going to their homeroom. Tardies will be accumulated per semester. At the start of the second semester, all students will start with zero (0) tardies.

A student with 7 unexcused tardies will serve a mandatory detention. Parents will be notified in advance so arrangements can be made for the child’s transportation home. Other activities planned at the time of the detention are to be rescheduled.

Any student not attending detention when scheduled will serve a double detention. Detention times are as follows:

K-2	15 minutes
3-5	30 minutes
6-8	45 minutes

### Textbooks

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

### VIRTUS

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

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

### Visitors/Volunteers

Holy Spirit Catholic School is fortunate to have many visitors and volunteers. In order to maintain order, all visitors and volunteers are asked not to drop in on their child’s classroom while in the building. For the safety of the children, all doors will be locked.

Everyone, including parents, coming into the school for any reason during school hours must first stop in at the school office. **No one is to go directly to a classroom.** Any articles such as lunches or forgotten books which are brought to the school during the day must be

placed on the bench outside the school office and notification given to the secretary. The child’s name and grade should be on the article.

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

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

### Walkers

Students who walk to school are to obey all Safety Patrol members, crossing guards, and street signals. They must use the painted crosswalks and exercise caution at all times - especially while in the school parking lot. Walkers are urged to watch out for all cars.

### Withdrawal Policy

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

**Holy Spirit Parent Association (HSPA)**

The HSPA is designed to assist the School Principal with community building and stewardship efforts for the school/parish. The HSPA usually plans social activities for school families and coordinates volunteer efforts for both in- and out-of-school service programs. The HSPA is called upon to assist with fundraising events and activities which financially support Holy Spirit School and assist in keeping all families' tuition costs as manageable as possible.

All Holy Spirit parents are members of HSPA and are encouraged to share their time, talent, or treasure with us. HSPA Officers and Committee Chairpersons meet on the third Monday of each month. All parents are welcome to attend.

<b><u>Position</u></b>	<b><u>2009-2010 Chairperson(s)</u></b>
President	Amy Ebert
Vice President	Wendy Bergeron
Treasurer	Jacinda and Curt Zerr
Secretary	Terri Follis
Fundraisers	Bobbi Gassel/Anna Tumberger
Gala	Kevin and Kathy Killilea
Publicity	<b>OPEN</b>
Refreshments	Beth Maupin/Carolyn Cofer
Special Events	Heather Knoeferl/Shelbe Krone
Teacher Appreciation	Christi Bostwick/Julie Ferguson
Teacher Representative	Kristin Dickinson/Jan Peacock
Technology	Andrew Hazen/Katy Hazen
Uniforms	Lori Hilton/ <b>OPEN</b>

**Holy Spirit Catholic School Advisory Council**

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

The Council has nine members and operates under the guidance of a constitution. Through committee work, it addresses short- and long-term goals.

<b><u>Position</u></b>	<b><u>2009-2010 Member</u></b>
President	Pat Kaufman
President-Elect	Brian Hart
Co-Secretaries	Beth Bruning/Amy Elliott

**Council Members**

Tim Andrews	Becky Bock
Rich Cofer	Paul Gerber

**Immediate Past President**

DeDe Panjada

**Ex-Officio Members**

Father Rick Storey	Michele Watson
Kathi Rohr	Martha Concannon

