

# Holy Spirit Catholic School

## 2007-08

### Parent-Student Handbook

#### *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  
Teacher in our classes,  
the Model of our faculty,  
the Inspiration of Our Students.

#### *The Mission of Holy Spirit Catholic School*

To develop independent life-long learners  
who can and will live for Christ.

Enrollment of your child(ren) into Holy Spirit Catholic School automatically means that you adhere to the policies and rules set forth in this handbook.

#### RELIGION, SPIRITUAL DEVELOPMENT

*Our Catholic Faith:* Pope John Paul II tells 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.

*Classes:* Students participate in daily Religion classes. Texts are used at all grade levels. Bibles are available for assigned study. Prayer in the classroom at the start and close of each school day, and before mealtime, provides opportunity for spiritual formation. Religious instruction and spiritual development is integrated throughout the day in all subject areas.

*Mass Planning:* Students plan the weekly liturgies. Parents and friends are welcome at these liturgies.

*Liturgical Ministry:* Students may volunteer to be servers (5th - 8th grades). They are trained for these ministries and assigned days of service.

*Sacrament Preparation:* Sacramental preparation is conducted in 2nd and 8th grade homerooms. Preparation for First Reconciliation is during the fall term, and First Communion, in the spring term, for second graders. Confirmation instruction is done through the year for Holy Spirit eighth graders. A pre-Confirmation retreat is scheduled with the Confirmation students. Confirmation formation meetings are required.

*Social Awareness, 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 service council and student council. Outreach programs include a sponsor child Maria Iris, Refugee Resettlement, Uplift, Shalom House, and Respect Life. Older students help at the St. Benedict's Special Children's Center, located in Kansas City, Kansas and at St. Mary's Food Kitchen. Students visit Villa Saint Francis once during the school year. Students involved in these programs have signed parental consent forms on file in the office. All students participate in ongoing service.

#### ACADEMICS

Good study habits and academic performance are expected. It is the duty of the parents, school, and its teachers to help the students maintain performance standards according to his/her academic ability. Failure to meet standards will cause consequences. If a student has 2 or more semester F's or failed a course both semesters, the student will only be passed to the next grade upon completion of summer school.

*Classes:* Each student fulfills outcomes in Religion, English, Mathematics, Reading, Handwriting (K-3),

Science, Spelling, Social Studies, Physical Education, Music, Library, Technology, Spanish, and Art.

**Class Day:** Classes are scheduled between 7:55 and 3:15pm. Those who arrive between 7:30am (earlier arrival is not acceptable) and 7:45am, gather in Saint Elizabeth's' Hall. Students are to sit quietly prior to the bell, which will signal time to go to classrooms.

**Grading Scale:** Report cards are issued at the end of each quarter for each student in all grades. Third through Eighth grades use the following grading scale:

A = 94 - 100

B = 87 - 93

C = 75 - 86

D = 68 - 74

F = 67 and below

**Homework:** Homework is assigned to all students. Students are expected to complete all homework carefully and on time. This is essential in helping students to develop good work habits and independent study skills. Every student is unique, so homework time will vary; however, on an average homework should be ten minutes per grade level. Parents should monitor homework time and contact the teacher with any concerns.

**Report Cards:** Student report cards are issued quarterly. These are carried home by the students and reviewed by the parents. All 4<sup>th</sup> quarter report cards are mailed home.

**Progress Reports:** Progress reports are issued through Ed-Line at mid-quarter for all students in grades 3 through 8. Careful review of grades at mid-quarter will help students make improvement as needed prior to quarter end.

**Supplies:** A list of necessary 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.

**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 responsible for the condition of all books and must pay for damaged books and pay for replacement of a lost text.

## ACADEMIC ACHIEVEMENT AND TESTING

**Algebra Readiness:** All students in the 8th grade take algebra. Students take an algebra readiness test in May prior to their 8<sup>th</sup> grade year. Much like high school algebra placement, class placement will be determined by results of the algebra readiness test, ITBS scores, work and study habits, and teacher recommendation.

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

**Cognitive Abilities Test:** This test is given to students of grades 3, 5 and 7, during the first quarter.

**Kansas Assessments:** These tests are administered in the spring as mandated by the state of Kansas. Areas of testing vary for grades 4-8 but include Reading, Math, Writing, Social Studies, and Science.

**MAP Testing:** Measures of Academic Progress (MAP) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth. They are administered in the fall and spring to grades 4, 6, & 8.

**ACRE Testing:** Assessment of Catechesis Religious Education. These tests are administered in September of the 6<sup>th</sup> grade year and April of the 8<sup>th</sup> grade year to all students, Catholic and non-Catholic. It is designed to strengthen our catechetical program by testing the faith knowledge and attitudes of our students.

**Spirit Awards:** The Holy Spirit Parents' Association awards the Spirit Award, a \$500.00 scholarship, to two graduating 8th graders, one boy and one girl, towards a Catholic high school of the recipient's choice. The recipients are chosen by faculty and 8th grade students through a secret ballot, based on contribution to the school program and achievement, while students at Holy Spirit. Presidents of Holy Spirit Parents' Association tabulate the votes.

**Presidential Awards:** Two Presidential Awards are given by United State agencies. (1) **The Presidential Outstanding Academic Achievement** is given to each graduating eighth grade student who both (a) earns a B+ average throughout grades 3-8, and (b) earns 85% on the ITBS during his/ her 3-8 grade studies.

(2) **The Presidential Physical Fitness Award** is given

to students who demonstrate 85% proficiency in endurance (distance run), agility (shuttle run), strength (sit-ups, pull-ups), and flexibility (sit and reach). Preparation is done for this through the year until final individual testing in the spring in P. E. classes.

**Honor Roll:** Students in grades 7 and 8 may be named to the Honor Roll each quarter. Effort and scholarship are recognized and encouraged through the Honor Roll. Honor Roll is published each quarter. A student who receives a D or an F in any subject will not be eligible for the Honor Roll that quarter. Students with a grade average of 3.6 - 4.0 qualify for the High Honor Roll. Students with a grade average of 3.0 - 3.59 qualify for the Honor Roll. All classes, including electives classes, are included for Honor Roll calculations.

**Mary Kay Meyer Award:** Each year, the Student Council recognizes one 8th grader for outstanding community service. This student is one who exemplifies the qualities in service as Mary Kay Meyer of Shalom House. The honoree has the privilege of naming a charity of choice to receive \$500.00 from the Student Council. The honoree's name appears on the Mary Kay Meyer Award plaque at Holy Spirit School.

**Joe Clune Scholar Athlete Award:** Each Spring during the 8th grade graduation award ceremonies the HSAA president and Carol Clune present the Joe Clune Scholar Athlete Award to the top male and female scholar athlete from the Holy Spirit School graduating class. The award recipient names appear on the Joe Clune Award plaque at Holy Spirit School. In addition, the students receive a \$500.00 savings bond.

### BULLYING

We are 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:

1. Physical: touching, pinching, shoving, pushing, hitting, fighting, etc.
2. Verbal: taunting, jeers, name-calling, intimidation, threats, etc.
3. Emotional: ostracizing or social isolation, scapegoating or blaming others, rumors, gestures, eye-rolling, etc.

Acts of bullying will be documented. Repeat documentation may lead to suspension or expulsion.

### CHEATING

Students are expected to be completely honest in their academic endeavors. The following behaviors are considered cheating:

- Giving or receiving help on a test
  - Copying another student's work
  - Giving your work to be copied
  - Making up reasons why homework is not completed
  - Emailing answers or hints to classmates
- Consequences will be given that are appropriate for the grade level of each student.

Any copying of words or pictures from the internet or resources without proper citing will be considered plagiarism.

### RESTRICTED ITEMS

Students are not to bring toys, laser pointers, tape recorders, CD players, beepers, radios, ipods or other such items to school. These distract students from their primary tasks. Students may not bring any materials that have a parent advisory warning (music, computer, etc.). Students are forbidden to bring any knives, martial arts materials, guns, alcohol or drugs, or drug paraphernalia to the school at any time. Toy weapons are not permitted at school. (For cell phone policy, see "Communication.")

### 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 themselves to be 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.

## DISCIPLINE

Appropriate student behavior 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 inappropriate behavior. Our discipline system is reflected in our Catholic values. Our focus, in cooperation with the parent, is to develop reverence, responsibility and respect in each of our students. Our goal is to help each child to independently choose to follow expectations because it is the right thing to do. We want to foster an internal motivation. We will help each child to evaluate behavior and then work with the student 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.

The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences and may then be handled by administration.

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 with removal from the classroom until a behavior plan is in place and consequences given. Parents will be notified either by phone or in writing if any of the following behaviors occur:

- 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.

If a student receives an In School Suspension, a substitute teacher will supervise this student during the ISS. 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.

The following behaviors are considered Level 4 and will 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/continuing 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 the 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 had 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 Catholic School Policy 6130.2)

**Weapons Possession:** Any student possessing a gun (including B.B. 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. hooded sweatshirts may not be worn as part of the school uniform.)

## DRESS AND APPEARANCE

The purpose of the dress code includes the following:

1. *To provide a uniform appearance in order to promote school identity and a sense of community.*
2. *To promote pride and responsibility in personal appearance.*
3. *To reduce the cost of buying clothes.*
4. *To reduce competition among students based on physical appearance.*

### Girls

- Plaid Uniform Jumper of modest length, grades K through 4
- Plaid Uniform Skirt of modest length, grades 5 through 8
- Gray Uniform Skirt of modest length, grades 6 through 8
- Black Skort
- 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 capped 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
- 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
  - Black Belt must be worn with slacks and shorts for students in grade 4 through 8
  - Holy Spirit Uniform Hooded Sweatshirt (Track

Girls may not wear make-up K through 6th grade. Hair should be worn so that it is neither a problem during physical education, nor a distraction in class. Extreme coloring of hair is not allowed. Girls may wear tasteful, non-distracting jewelry which includes small earrings, but nothing dangling. Extremes in grooming are not allowed. Glitter may not be worn.

### 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 grade 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
- White Turtleneck Shirt Red or White Turtleneck Shirt (Please make sure the red is a true red that matches our uniform color.)
- Spirit Uniform Hooded Sweatshirt not be worn as part of the school uniform.
- Uniform Pullover Sweater
- Red or White Socks

Boys should wear their hair short enough that it does not touch the collar of their shirt, be cut above the ears, and it needs to be above their eyebrows. Boys may not wear earrings, or other head apparel. Extreme hairstyles, beards, mustaches, or other extremes in grooming are not allowed.

### All Students:

All slacks are worn at the waistline. Sweatshirts may not be worn wrapped around the neck or waist. Sweatshirts may be purchased through the school office during the month of September. Shirts must be long enough to remain tucked in at all times. No imprinted t-shirts will be worn under a school shirt.

Long sleeve shirts may not be worn under short sleeve shirts. Slacks with rivets, patch pockets, wide or flared legs, loops or stretch pants are not allowed. Parents may refer to Dennis Uniform Company if unsure of what uniform pants are. Shorts may be worn from the beginning of school until October 31<sup>st</sup> and then following Spring Break to the last day of school. Due to the ever changing trendy shoes and keeping in mind the safety of our students, students must wear tennis shoes to school every day. No hightop tennis shoes, Ugg's, Crocs, ballerina slippers, etc. are allowed. The tennis shoe must be closed in at the toe and heel.

Neatness of appearance is primary. Simplicity is also essential; a youthful emphasis is important. No extraordinary accessories will be allowed. All clothing items are to be hemmed and neat. Jackets, sunglasses or hats are not to be worn during school hours. Unconventional body decorations (such as glitter or tattoos, temporary or permanent) or any style that would distract from the learning environment are unacceptable. Students with dress code violations will lose the privilege to participate in out of uniform days that are scheduled at the end of each month. Repeated dress code violations will be considered disrespectful and will be handled as a disciplinary matter.

*All students are required to wear school uniforms every school day except for designated "Out of Uniform Days."*

**Out Of Uniform Days:** During the school year, there are special days when the dress code does not apply.

These special dress-up days, award days, and theme days will be outlined for parents and students in the weekly newsletter. If the guidelines for these days are not followed, parents will be called to bring appropriate clothing for their child. No inappropriate writing on shirts will be allowed. No short shorts or spaghetti strap blouses are acceptable. In order to determine if a shirt on out of uniform day is long enough, student should raise his/her arms in the air, if any amount of skin is showing in the mid-area, this piece of clothing may not be worn. Tennis shoes must be worn for safety even on dress down days.

**Picture Day:** The dress code for Picture Day is an out of uniform day in which the students must dress

up. Guidelines need to be the same as if you are attending Sunday Mass. However, girl's blouses or dresses must have at least a two inch strap. No denim shorts or short shorts are allowed. In addition, on this day only, middle school students (7<sup>th</sup> & 8<sup>th</sup>) may wear flip-flops.

**Halloween:** Students in grades Pre K-3<sup>rd</sup> may dress up for Halloween. Kindergarten students may wear their costumes to school. 1<sup>st</sup> thru 3<sup>rd</sup> grade students will put their costumes on before the school parade. No face paints or masks may be worn that impede the vision of the child. No toy weapons may be brought to school to accent the costumes.

### SAFETY

**Safety Patrol:** Students in sixth through eighth grade are trained as Safety Patrol members. They provide protection daily at parking lot crossings near the school, and place plastic cones in school roadways and parking lots to direct traffic.

**Morning drop off of students:** - The route to be followed by all parents who bring their children to the school in the morning is this:

- 1) Enter the school property off 103rd street.
- 2) Drive to the west side of the church, right lane only, proceeding north.

### DO NOT STOP YOUR CAR ON THE SOUTH SIDE OF THE SCHOOL TO DROP OFF CHILDREN.

- 3) Drive to the NE point of the school at Gym entrance and drop off riders. Riders should evacuate the car from the gym doors to the church doors.
- 4) Continue around the EAST side of the school to 103rd street.
- 5) Right turn at 103rd from the far right lane, left turn from middle lane.

**Afternoon Pick Up of Students:** All parents who pick up their children in cars will meet them in the north parking lot. Arrive early, park facing the east and wait in the lot. The dismissal time is 3:15pm. Please arrive on time so children do not have to wait. There will be no supervision of students left at school past 3:30 pm. Detailed dismissal procedures are available in the school office.

**Before/After School Supervision:** Students are supervised before school from 7:30am-7:45am. After school students are supervised from 3:15pm -

3:25pm. Students report to the teacher on duty after school if they have not been picked up by 3:25.

They may not wait elsewhere. School office hours are 7:30am-3:45pm. If your child needs supervision from 7:00-7:30 and/or after school, please enroll your child in our Before School and After School Programs. If a student remains after school past 3:30, three times in one school calendar year, then the parent must either enroll the child in our After School Program or pay \$1.00 a minute per child for each minute after 3:30 that the child remains. The official time will be marked by our school clock.

**Student Drivers:** No student of Holy Spirit School may drive to or from school for safety of younger students.

**Walkers:** Students who walk to school are to obey all Safety Patrol members, Crossing Guards, and street signals; to use painted crosswalks; and to exercise caution at all times, especially in the school parking lot. Walkers are urged to watch out for all cars.

**Bicycle Riders:** 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. Students are to park and lock their bikes in the racks in front of school.

**Fire, Tornado, and Safety Drills:** Students participate in a monthly, unscheduled, fire drill, rehearsing the emergency evacuation of the school building. Plans for evacuation are posted in each classroom. Tornado drills are held three 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 during all drills.

**General Practice of 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. The school administration will keep parents informed through Edline.

A phone call system is in place for parent notification in case of emergency. Holy Spirit Catholic School and Oak Park School have a reciprocal agreement that we are the safe location for each other in case of a necessary evacuation. Under these circumstances, the parent phone call notification will be utilized.

## STUDENT SERVICES

**Counselor:** The counselor provides these programs: (1) classroom presentations and small group discussions which emphasize developing friendships, improving communications skills, expressing feelings, and establishing pro-social skill builders in a Christian community; (2) parent education opportunities including group or individual sessions with the counselor, and handouts; (3) individual talks with students dealing with their day-to-day concerns; and (4) conferences with teachers and/or parents regarding students who are experiencing difficulties.

**School Lunch:** As part of the daily homeroom activity at 7:55 am, a count is made for the Hot Lunch Program. The cost of each meal, with milk, is \$2.50. Milk may be purchased for \$.40 by those students who bring their sack lunches from home. This money is paid to the Hot Lunch Program by parents, by check, in advance.

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. Due to the problem of excessive charging of lunches, students will only be allowed one hot lunch charge each, if funds are not in the family lunch account. Parents will be notified by phone call that their lunch account is at a negative balance at the time of the charge. Lunch money should be sent in promptly at this time or a lunch should be sent from home. If lunch money is forgotten at this time one peanut butter sandwich lunch may be charged. After one lunch charge, a phone call to parents by the lunch program, and a charged peanut butter sandwich lunch, a sack lunch and drink from home must be brought until money is

deposited in the family lunch account. Students will call home for parents to bring a lunch if they are without lunch.

Students report to St. Elizabeth Hall for lunch, in homeroom groups. They are supervised by teachers, and are expected to keep the tables clean, to put dishes and trash in appropriate places, and to observe rules of etiquette.

**Luncheon Guests:** Parents or other family members may come to the cafeteria to eat with their children.

Older siblings are welcomed but may not be accompanied by their own friends. Please notify the school office before 8:30 am on the morning you plan to share a meal here. Adult lunches are \$2.90. Special lunches may be brought for a child (birthday, for example). Parents may only bring lunches for their own children, not classmates. We encourage a limit of twice a year for the consideration of others.

Things such as pizza, cannot be brought in for a group of students or a class.

**Library:** Students in grades K - 6 are assigned homeroom times for library use. Teachers also work with the librarian in providing special time for research and other group work in grades 7 - 8. The librarian will familiarize all students with the book check out and return system, with use of reference materials, and with rules of behavior for the library. Fines are assessed for damaged or lost library books.

All library books need to be returned at the end of the school year.

**Computer Lab:** Objectives for the lab are to help students gain a general familiarity with computers, to teach keyboarding, to allow students to develop word processing and other applications capabilities, and to utilize technology for research purposes. The lab has 27 IBM compatible computers, and the service of a Para-Professional to oversee our program. Computers are available in each classroom as well. Classes are scheduled for at least one class period per week. Students use computers before or after school with teacher supervision only. Each student and parent must sign an Acceptable Use of Computers Agreement prior to any use of computers each year.

**Holy Spirit Learning Center:**

The following services are available through the Holy

Spirit Learning Center: (1) academic screening/assessment of students as requested by parents and/or teachers; (2) individual and small group support for students to achieve mastery of academic outcomes; (3) assistance to teachers in providing classroom interventions (4) team conferences with teachers and parents regarding students educational needs; (5) contact with Shawnee Mission School District personnel regarding student needs. If a parent feels their child is in need of additional academic support in learning through the learning center, they should contact their child's teacher to discuss this. Once a week, our CARE team meets to discuss ways that we can continue to strengthen our children's individual needs. The team consists of administration, Learning Center teachers, nurse, counselor, classroom teacher, and parent.

**Special Education:** Some students may be in need of Special Education Services, which are provided to those who qualify through the Shawnee Mission School District. Identifying a child for Special Education requires an extensive process of classroom interventions and documentation. Once a student has been identified as needing Special Education Services, the student is in need of separate direct instruction outside of the general education classroom. Students who qualify for Special Education receive these services at a local public school.

**Nurse:** A registered nurse is available to our school. The nurse works with the teachers to provide family life information to the students. The nurse collects names of students who are not in school each day, records these absences, and contacts parents whose children get sick during the school day.

**D.A.R.E.:** Drug Abuse Resistance Education is provided to our students through the Overland Park Police Department. All classes participate in the D.A.R.E. The sixth graders are the core class for this program.

**Pictures:** Individual school pictures are taken in September. Dress clothes are appropriate. Class pictures of students in uniform are taken in the spring.

**Student Council:** Students of the 8th grade may run for the office of president. Students of the 7th and

8th grades may run for vice president, secretary, and treasurer. Class representatives are elected by the 4th through 8th grades. Each student must maintain a C average to run for and hold office and not have a significant discipline record. A faculty member works with the Student Council as moderator. The Student Council plans activities for all classes. The Student Council sponsors fundraising events throughout the year. Proceeds from these events go to a charity named by the Student Council.

### ABSENCES, TARDIES OR ILLNESS

Regular school attendance is a partner to academic success. 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. All parents are expected to schedule family vacations during the school vacation periods. Extra-curricular activities and sporting events should be planned for after-school hours.

**Absences** Parents and students are expected to make school attendance a priority. The state of Kansas imposes a duty on parents and schools to work together to ensure that children receive an education. Kansas's compulsory attendance laws apply to parochial schools. When the Holy Spirit administration sees that a student has excessive absences, parents will be notified and efforts will be made to remedy the situation.

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 three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

Age:	Report To:
7 to 12	Secretary of SRS
13 to 15	County/District Attorney

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

**Notification by 8:30 am:** Parents are required to notify the school daily by phone before 8:30 am if their child will be absent from school.

**Tardies** Students are expected to be on time. A student is counted tardy if he/she arrives in the classroom any time after 7:55 a.m. Students who are tardy are to report to the school office before going to their homeroom. Tardies will be accumulated per semester. At the start of the second semester, all students will start with zero tardies.

Some parents are able to schedule doctor/dentist appointments first thing in the morning. We encourage you to continue this practice. We ask that as you leave your appointment, you ask for a note to show your child was at an appointment. These tardies are excused. A student that is tardy seven (7) times with an unexcused tardy, 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 not reason enough for the detention to be rescheduled. Any student not attending will serve double detention. Detention times are as follows: K-2/15 minutes. Grades 3-5/30 minutes. Grades 6-8/45 minutes.

**Medicines Given at School:** The Kansas School Board requires that all prescription medicines that

need to be given at school be in a pharmacy bottle labeled with the name of the child, the medicine, and the dosage prescribed for the child. All over-the-counter drugs, such as Tylenol, aspirin or cough medicine, which need to be given to children while at school, have to be in a container marking the contents and be accompanied by a note from the parents stating in what dosage to give this type of drug. We require a written permission form, with parent signature, be on file with the school office, authorizing the nurse to administer any drugs (prescription and over-the-counter).

**Illness:** To protect your child and to prevent illness from spreading, please keep your child home if any of these symptoms are present: diarrhea or vomiting, severe sore throat, headache or cough, undiagnosed rash or skin lesions, red or discharged eyes, 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 must be fever free and on medication for 24 hours before returning to school.

**Appointments, Emergencies:** 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 to the school office and sign the child out of the building. The same sign-out procedure would be in effect when parents want to withdraw students on the occasion of an emergency.

**Make-up Homework:** 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 pew outside of the school office. 7th & 8th grade assignments are recorded in each classroom daily. A parent or friend may copy assignment tasks for an absent student. Students must arrange test make-up times with individual teachers.

**Accident Insurance:** Students of Holy Spirit 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 must be filed within 90 days of the accident.

#### **ADMISSION AND ENROLLMENT CRITERIA**

**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 admit 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)

**Age Requirement:** In order to be admitted into kindergarten, a child must be five (5) years of age by August 31 of the upcoming school year. Kindergarten screening is conducted in the spring for readiness.

**Enrollment Process - School Families:** Enrollment for the upcoming school year will take place each February. Registration forms will be sent home to each school family at that time. A non-refundable registration fee of \$150.00 is not applied to the tuition for the upcoming year. The registration process is deemed incomplete in the absence of such payment. Unless specific arrangements have been made with the principal, enrollments received after a specified time frame may result in a student being placed on a waiting list for a particular class.

**Enrollment Process - New Families:** Registration for families new to the school will take place following the school family registration. Announcements will be posted in Holy Spirit Parish bulletin two weeks prior to registration concerning time and day. Parents will be required to fill out the necessary forms. A non-refundable registration fee of \$150.00 is due at the time of registration. The \$150.00 registration fee is not applied to tuition for the upcoming school year. The enrollment process is

deemed incomplete in the absence of completed forms and registration fee. Parents of kindergarten students must provide a copy of the child's birth certificate, and baptismal certificate if baptized at any parish other than the Holy Spirit, upon registration. Kindergarten class assignments will be made on a first come, first served basis after completion of all forms and payment is received. Holy Spirit School will accept no local transfers during the second semester.

**Enrollment Process - Priority Among New Families:** Children of families who are registered and participating members of Holy Spirit Parish will be enrolled first. Out of parish registration will be accepted on an as available basis. Catholic families will receive priority over non-Catholic families on waiting lists.

**Transfer students:** - 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.

## COMMUNICATION

**Weekly Newsletter:** Each Friday afternoon a newsletter will be sent home with students. It will contain items of importance for the coming week and notes about significant things of the past week. Monthly hot lunch menus, notes from the Parents Association, and other fliers will accompany these letters. The deadline for a 5-day week is 12:00 p.m. Wednesday for submitting notes in writing for the newsletter or by email to [hspirit@hsschool.net](mailto:hspirit@hsschool.net). The weekly newsletter is also available on the Holy Spirit web site. All school information will be sent home with the oldest student from each family.

**Telephone:** Parents may call the school office any time during the 7:55 to 3:15 school day. Please call to set up appointments with a staff member. The school secretary will normally answer the phone and take messages or forward the caller to voice mail when a staff member is not immediately available. After school hours, students are asked not to use the office phone for personal calls, allowing open phone lines for emergency and business use. If it is

necessary for a student in middle school to bring a cell phone to school, for after school activities, the phone must remain in their bookbag and be turned off during school hours. If a student in a grade younger than 7<sup>th</sup> grade, 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.

**Parent-Teacher Conferences:** At the end of the first grading period, 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 Jr. High students will meet with the homeroom teacher. Conferences with a Jr. High 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 their child and school should contact the classroom teacher. Each child is unique and the best place to have questions answered is from your child's teacher, not others.

**Permission forms:** Parents are required to return a signed permission form when a student is to be taken out of the building for a special event or field trip. Students will not be allowed to make a trip without this signed form.

**Radio and Television Announcements:** When school is to be canceled because of inclement weather, announcements will be broadcast on all the major radio and television stations. The message is usually stated as, "Johnson County Catholic Schools". All of the Catholic Schools of Johnson County will be closed at one time; Holy Spirit will not be mentioned specifically. Different media choose to share this in different ways.

## SCHOOL FUNDRAISING:

**Trash Bag Sales:** At the beginning of the school year, students sell trash bags in a program organized by the Parents' Association. Students take orders and receive payment for the bags, which are brought to the school grounds in a large trailer for pick up over a weekend.

**Gala:** The other major fundraiser for HSPA is the Gala. Members of the Association solicit auction items and arrange details of this event months in

advance. The event is held on a Saturday evening.  
**Scrip (spirit) Certificates:** Parents are encouraged to participate in the Scrip certificate program. Many businesses are included in the program and rebates of different amounts are returned to Holy Spirit for both school support and individual tuition support. Information is in the weekly newsletter.  
**Mini Projects:** McDonald's Night, and other additional mini projects support student expenses (for example, praise assembly prizes, birthday holy cards...).

#### IN-SCHOOL STUDENT PROGRAMS

**Weekly Mass Celebrations:** Parents are welcome to participate in the weekday Masses with Holy Spirit students. All School Masses are published in the newsletter.

**Birthday Book Club:** Parents may commemorate their child's birthday by purchasing a book for the school library; the book will bear a title plate with the name of the child. Parents with children in K through 2nd grade may make arrangements with the teacher to read the book to the child's class on his/her birthday.

**Battle of the Books:** Students in grades 4 through 6 participate in reading and discussion of numerous books on a selected list. They are formed into teams with selected parent volunteers as leaders. These parents meet at scheduled times with their groups to review the books. In the spring, a competition is held between the different teams in various grade levels.

**Grandparent's Day:** Grandparents and special friends are invited to attend Grandparent's Day. This is a celebration that the Holy Spirit Parents' Association sponsors in support of the school programs.

**Room Parties:** Room Mothers organize three room parties each year to celebrate Halloween/All Saints, Christmas, and Valentines Day. Students in grades 5 - 8 may leave the building for one party (most often, Valentine's Day). Valentines are not exchanged at school for grades 5 - 8.

#### OFF-GROUNDS SCHOOL PROGRAMS

**Academic Competitions:** Students in the upper

grades have opportunities to compete in math, spelling, speech and music competition off-campus, at area high schools or colleges. These are valuable experiences, and your support is important for achieving this level of academic exercise. Students in 7th grade receiving a high score on their 7th grade I.T.B.S. are invited by Duke University to take the T.I.P. talent search test.

**"Bees":** Occasionally, geography, spelling and math contests will require off-campus competition. As with all off-campus functions permission form will be sent in advance for permission for your child to attend.

**Technobowl:** Our school participates in the annual Technobowl Fair held each spring. Johnson County Catholic Schools gather to display students' academic outcomes demonstrated through a multi-media fair. A representative from grades 3-8 from each school is invited to attend.

**Special Children's Center:** Once a month, older students have the opportunity to work with children at the Saint Benedicts' Special Children's Center in Kansas City, Kansas, an agency of Catholic Charities. Students may only participate once during a school year, and not all students may be able to participate. Parents must complete permission slips before taking part in this service project.

**St. Mary's Food Kitchen:** Once a month, 8th graders are invited to participate with the parish in serving at St. Mary's Food Kitchen on the first Friday of the month. Students may participate only once during a school year. Parents must complete permission slips before taking part in this service project.

#### AFTER SCHOOL PROGRAMS

**Scheduling:** Any scheduling for activities after school in St. Elizabeth's Hall or any other rooms is done through the church office.

**Scouting:** Scouting programs are available for all Holy Spirit students. Names of contact persons are available in the parish monthly calendar.

**Athletics:** A full athletic program is available to all students through the efforts of the Holy Spirit Athletic Association.

**Shalom House:** Once a month, 8th grade prepares

and serves dinner to residents of the Shalom House. Parents must complete permission slips before taking part in this service project.

**PARENT ORGANIZATIONS**

*Holy Spirit Parent Association:* All parents pay a membership to be a member of the Association. This payment is included in the Activity Fee. Officers and committee chairpersons of the Holy Spirit Parent Association meet on the third Monday of each month. Committee responsibilities are Program, Special Events, Gala, and Trash bag sales, Refreshment, Teacher Appreciation and Technology.

*School Advisory Council:* This Council has nine members and operates under the guidance of a constitution. It advises the pastor and principal in all aspects of policy formation for the school and is a vehicle for two-way communication among school, parents, and parish. Through committee work it addresses short-term and long-term goals.

*Holy Spirit Athletic Association:* This volunteer run Athletic Association organizes leagues, forms teams, provides uniforms, recruits coaches, coordinates use of facilities and assists in fund raising for the implementation of these activities. A full range of teams are sponsored and sanctioned by the Association, from pre-school to adult level. Sports include volleyball, basketball, softball, baseball, track, football, and soccer. Regular monthly meetings are held on the second Monday of each month.

**OTHER PARENT INVOLVEMENTS**

*Volunteers:* We welcome parents, grandparents, and parishioners to be involved in our school programs. A check list is provided to parents in August, inviting participation as room parent, tutor, teacher aide, office aide, library aide, lunch room aide, computer use supervisor, field trip supervisor, health aide, publicity, hospitality, coach or scout leader. All parents attending field trips and volunteers working directly with students must attend the Virtus Training and remain current with requirements. All volunteers check in at the school office during the school day.

**PLACEMENT IN CLASSES**

*End of School Year Decisions:* One of the final tasks of each teacher, grades K through 7, is to assign class groupings for the coming school term. The two teachers who are advancing each class create class lists; each list contains students of varying academic ability and is made up of those children whom the teachers feel will work together well. The principal assigns teacher names. We ask that families not make requests for specific placement.

**TUITION FOR 2007-2008**

Families of Holy Spirit Parish are supported by the parish community through subsidy. Payment for tuition may be set up as a pay in full amount or a monthly automated withdrawal. Tuition for 07-08 school year is:

	Parish Family Tuition	Out of Parish
K	\$2,035.00	\$2,035.00
1 child	\$2,783.00	\$4,120.00
2 children	\$4,554.00	\$8,240.00
3 children	\$5,797.00	\$12,360.00

**Policy For Non-payment of Tuition**

Holy Spirit Catholic School is committed to the development of independent life-long learners who can and will live for Christ. Essential to this commitment by Holy Spirit is the paralleled responsibilities by parents and legal guardians to do the following:

- Ø Be committed to supporting Holy Spirit Parish with your time, talents, or treasures.
- Ø Fulfill any and all tuition-related financial obligations required of a student to attend HSCS. To assist the family of a HSCS student, there are different payment options available that may be used. (Please refer to the current HSCS Student Manual for more specific details in regards to these options.)

The guidelines set forth below outline the policies

and procedures related to instances of late or non-payment of Holy Spirit tuition. (Note: Students transferring into Holy Spirit with past due tuition amounts at other schools, will not be accepted.)

#### 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 Payment Plan selected. However, Holy Spirit realizes extraordinary circumstances and hardships may arise which causes a family to be late or to miss a tuition payment. In these situations, the parent/guardian should proactively contact the Holy Spirit Principal, Finance Council Chairperson, Parish Administrator, or Parish Pastor to discuss making special arrangements to repay any past due tuition amounts.

#### Tuition Assistance and "Guardian Angel Fund"

Along with the possibility of a special tuition payment schedule, tuition assistance (i.e., tuition subsidy) may also be available for qualifying families when pre-arrangements are discussed with and approved by the Holy Spirit Principal, Finance Council Chairperson, Parish Administrator, or Parish Pastor, prior to June 15<sup>th</sup>. Additionally, the "Guardian Angel Fund" is available to help support families who are unable to pay the entire tuition cost due to extenuating circumstances. Families interested in getting more information regarding financial aid should contact the Holy Spirit Principal, Finance Council Chairperson, Parish Administrator, or Parish Pastor.

#### Non-payment of Tuition Ramifications

In situations where a family is late or has missed a tuition payment, a late fee will be assessed. Additionally, if the family has not proactively contacted the Holy Spirit Principal, Finance Council Chairperson, Parish Administrator, or Parish Pastor to address the non-payment of tuition, you can expect to be contacted by Holy Spirit officials. Non-payment of tuition, without making the appropriate arrangements with Holy Spirit, is a violation of Holy Spirit School policy and can warrant applicable disciplinary actions to be taken,

including, but not limited to, the following:

- Withholding of transcripts until all financial obligations to the school have been met.
- Suspension of the student from attending classes and/or participating in activities at Holy Spirit.
- The student will be prohibited from enrolling in Holy Spirit School the following semester.

Failure to pay agreed upon tuition costs is something Holy Spirit School takes very seriously as it impacts the entire Holy Spirit School community. Parents of students make sacrifices 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, Finance Council Chairperson, Parish Administrator, or Parish Pastor will handle these matters in a private, discreet, and personal manner. They are committed to making every effort to work with a family that is past due in their payment of tuition, however, this commitment must be shared by the family, as well.

*The Holy Spirit School Principal, Finance Council Chairperson, Parish Administrator, and Parish Pastor reserve the right to exercise judgment and flexibility in handling non-payment tuition matters based on individual circumstances. Date Adopted: 11/6/06*

#### MISCELLANEOUS POLICIES

##### *Archdiocesan policy #6390:*

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.

All tuition and fees for the current year must be paid for the release of the final grade card.

***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: Facebook, myspace, Xanga, instant messaging, blogging, websites, text messaging, webkinz or any other similar venue." All students will sign an agreement: "Acceptable Use Guidelines for Students Using Technology"

#### **PAYMENTS TO SCHOOL**

**Pay by Check:** We prefer payment by check - no cash please - when you make payment for Hot Lunch, PE uniforms, Birthday Book Club or whatever. You and the school can keep better records this way. Please identify your checks so the correct accounts are credited and send to school in envelopes.

**Activity Fee:** To eliminate excessive bookkeeping, an activity fee will be charged for each student. This fee will cover field trip admissions, bus transportation, room parties, student planners, and incidental purchases for student activities. Permission slips will still be collected for each activity away from school. If a family has multiple students, fees may be paid one per month until paid in full.

**Fundraisers:** Holy Spirit Catholic School is supported through tuition, donations, and subsidy from the parish. Fundraisers solicited through the school and approved by the school administration will benefit the school and/or charities the school designates. Individual fundraising through the school is prohibited. The school will not advertise for any individuals wishing to raise money for their own interest.