

Holy Spirit School



Parent and Student Handbook

Philosophy & Mission

| | |
|--|---|
| <i>The School and Administration</i> | 5 |
| Accreditation | 5 |
| Administration of the School..... | 5 |

Admission Policies

| | |
|--|---|
| Nondiscrimination Statement | 6 |
| Admission and Entrance Requirements..... | 6 |

Parent's Role in Education

| | |
|---------------------------|---|
| Parents as Partners | 9 |
|---------------------------|---|

Academic Information

| | |
|--|----|
| Counselor..... | 9 |
| Curriculum..... | 10 |
| Grading..... | 10 |
| Homework | 11 |
| Academic Honors | 11 |
| Progress and Evaluation | 12 |
| Conferences | 12 |
| Home/School Communication | 13 |
| Standardized Testing Program | 14 |
| Promotion and Retention..... | 14 |
| Electronic Information and Communication | 14 |
| Technology Lab..... | 15 |
| Library | 15 |
| Field trips..... | 15 |
| Graduation Information | 16 |

Religious Education

| | |
|--|----|
| Sacramental Preparation..... | 18 |
| Christian Community Service Program..... | 18 |

| | |
|---|----|
| <i>Attendance Information</i> | 18 |
| Student Absence | 18 |
| Excessive Absence | 19 |
| Tardy..... | 19 |
| Vacations and Family Trips..... | 20 |
| | |
| <i>Uniform and Dress Code</i> | 20 |
| Student Appearance..... | 21 |
| Free Dress Guidelines..... | 22 |
| | |
| Codes of Conduct | |
| Conduct..... | 23 |
| Academic Honesty..... | 25 |
| School Safety/Threats..... | 25 |
| Disciplinary Guidelines | 25 |
| Suspension | 26 |
| Expulsion..... | 28 |
| Harassment | 29 |
| | |
| <i>Parental Responsibilities</i> | 31 |
| Medical Policies | 32 |
| Child Abuse or Neglect | 35 |
| Custody of Students..... | 35 |
| Emergency Disaster Plan..... | 36 |
| Tuition Policy | 37 |
| Tuition Assistance | 38 |
| Non-renewal of Student Enrollment..... | 39 |
| | |
| <i>Parent Involvement</i> | 39 |
| Boards..... | 39 |
| Parent Participation Program..... | 41 |
| Guidelines for Supervision | 42 |

General Information

Schedules 43
Cars On Campus 43
Bicycles 44
Lunch Procedures 44
Lunch/ Recess Volunteer Supervision..... 44
Sending Money to School with a Student 45
Scrip Program 45
Lost and Found 45
Animals on Campus 45
Trading Cards 46
Classroom Interruptions 46
Parties 46
School Pictures 46
Extra Curricular Activities 47
Extended Care Program..... 48

School’s Right to Amend 50

Appendices 50

- School Faculty and Staff Roster
- School Board Members & Parents Club Members
- School Parking Lot & Traffic Safety Rules





Holy Spirit School Mission Statement

Holy Spirit School is an educational community rooted in the Catholic tradition. As a community, we recognize that parents are the primary educators of their children. We believe all students should be encouraged to develop intellectually, spiritually, morally, emotionally, socially, and physically in a safe environment where the learning process can be unique to each individual. We promote service to the greater community by facilitating discipleship in the spirit of Jesus.






Holy Spirit School Student Learning Expectations

A Holy Spirit School student is expected to be:






A Christ-centered person who

-  exhibits a strong Catholic identity
-  makes morally responsible decisions
-  demonstrates a knowledge of Catholic doctrine and traditions
-  participates in prayer and liturgy





A life-long learner who

-  displays a continuing curiosity and enthusiasm for learning
-  demonstrates age appropriate mastery of curriculum
-  uses problem solving and critical thinking skills
-  uses technology to acquire and communicate information
-  develops an interest and understanding of the Fine Arts




An active responsible citizen who

-  respects the life and dignity of every person
-  demonstrates stewardship
-  is accountable for his/her actions
-  acts responsibly toward others
-  respects diversity

A health-conscious individual who

-  incorporates good health habits
-  develops a positive self-image
-  recognizes and avoids health risks
-  acquires skills to maintain a balanced life

An effective communicator who

-  expresses him/herself clearly in oral and written form
-  is an active attentive listener
-  is able to work collaboratively

The School and Administration

Accreditation

Holy Spirit School is fully accredited through the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA) since 1988.

Administration of the School

Bishop

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements that contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school-related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

Superintendent of Catholic Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

Pastor

The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. He/She understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. **The Principal is responsible for implementing school policies.**

Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Secretary

The school secretary is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

Other Support Staff

Other staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

See appropriate appendix for current School Faculty and Staff roster.

Admission Policies

Nondiscrimination Statement

“The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

Admission and Entrance Requirements

Admission

It is the goal of Holy Spirit School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. There is a non-refundable testing fee and application processing fee.

New Student Testing

ENTRANCE TESTS: A Readiness Survey is given to incoming Kindergarten children prior to final enrollment. Results are used as an indicator to determine the appropriate learning readiness level and student admission and placement.

Students applying to Holy Spirit School for the first time for 1st-7th grades are given “placement” tests to indicate the performance level the grade to which they are applying. These tests are required before the student is accepted into Holy Spirit School.

Upon satisfactory performance on entrance tests, all incoming students will be admitted according to the following hierarchy as space allows:

- ♦ Students whose families are registered and active Holy Spirit parishioners, who regularly attend Mass at Holy Spirit and whose registration forms are submitted by the required dates. A \$250 minimum yearly contribution is required using the Church envelopes.
- ♦ Transferring Catholic School students whose families register and become active in the parish.
- ♦ Catholic students from outside of the parish who will support the school.
- ♦ Other students, who by their behavior and attitude, demonstrate an acceptance of the Holy Spirit School philosophy,

It is of utmost importance that parents constantly seek to remind themselves that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school, be a condition for continued enrollment in school.

All new students will be placed on academic and conduct probation for at least one year.

Special Needs Students

Admission of transfer students with special needs will be dependent upon the school’s ability to meet these needs.

We will do all in our power to facilitate specialized testing where academic deficiencies may be caused by specific learning difficulties and offer referrals/recommendations.

Entrance Requirements

Minimum Age

To be admitted into kindergarten a child must be five (5) years of age on or before September 1st of the current school year. By state regulation the school may not have children younger than this without obtaining licensing for pre-school. The applicant student must demonstrate age-appropriate developmental maturity. To be admitted into the first grade a child must be six (6) years of age on or before September 1st of the current school year. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school. New admissions to grades 7-8 are not being encouraged. Exception to this policy may be made in certain circumstances, such as a student transferring from another Catholic School.

Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.

Transfer Student Process and Requirements

All financial obligations to previous school must be current.

Transferring from Holy Spirit School to another school

If a student transfers from Holy Spirit School to another school, registration is non-refundable and tuition refunds are subject to a clerical fee and will be evaluated by the principal. **All student files will be transferred to the new school only upon verbal or written verification from the family and when a written request from the new school is issued.**

Parent's Role in Education

We at Holy Spirit 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 duty to become the primary role models for the development of your child's life—intellectually, spiritually, emotionally, socially, and physically. Your choice of Holy Spirit 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 honest personal relationship with God in your family.

Once you have chosen to enter into partnership with us at Holy Spirit School, we trust you will be loyal to this commitment. During these formative years, (K-8) your child needs constant support from both parents and faculty in order to develop his/her intellectual, spiritual, emotional, social, 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 for all authority. If there is an incident at school, as parents, your first step must be to make investigation of the complete story. 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 interest may cause them 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 each child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to time of absence.

Together let us go forth 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 School, we ask parents:

To set rules, times, and limits so 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
- ♦ Completed class assignments on time
- ♦ Has a hot lunch ordered from Children's Choice or a **nutritional** sack lunch everyday

We also ask parents to do the following:

To actively participate in school activities, presentations, and Parent/Teacher/Student Conferences

To attend and keep your children with you during school events

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

To notify the school with a **written note** when the student has been absent or is tardy

To meet all financial obligations to the school

To inform the school of any special situation regarding the student's well being, safety, and health

To complete and return to school any requested information promptly.

To read school notes and newsletters and to show interest in the student's total education

To support the annual fund-raising activities

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school

To treat teachers and staff with respect and courtesy in discussing students' problems

Academic Information

Counselor

There is a counselor on campus two days a week to serve students, teachers, and parents. There are many reasons why a child might visit with the school counselor, and such a

visit should be understood as a proactive measure to help students by dealing with concerns as they arise.

Curriculum

Local curriculum development is the responsibility of the principal and faculty following approved diocesan and state guidelines.

The curriculum includes religion and family life, mathematics, language arts (including spelling, grammar, writing, handwriting), literature, science (including health and drug education), social studies, computer education, art, music, and physical education. A complete inventory of all curriculum areas is in the office and available to all parents. In September, at Back to School Night, teachers will discuss the curriculum that will be covered for the school year.

Textbooks

Textbooks shall be selected in accordance with school policy developed by the principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines. All textbooks should be covered at all times with regular, not sticky, paper. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. (Refer to grade level supply list sent at the beginning of the school year). Some supplies may need to be replenished throughout the year. Assignment books are used for grades three-eight (3-8).

Grading

Insofar as possible, the administration and faculty of Holy Spirit School are seeking to measure total student performance: in-class work, homework, evaluative testing performance, class participation, and, where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance. We are concerned that students do their best. Frequent parent contact with the teachers is necessary. It is our desire that parents and teachers recognize the necessity of proper communication. Any matter involving a student's work or behavior must be taken up with the teacher first.

The grading codes are as follows:

Grades K-3 use a grade scale based on the following

| | | |
|----|---|-----------------------------------|
| VG | = | Very Good Work (not Kindergarten) |
| G | = | Good Work |
| S | = | Satisfactory |
| N | = | Needs Improvement |

Grades 4-8

| | | | | | |
|----------|---|----|----------|---|----|
| 95-100 - | | A | 73-76 | - | C |
| 90-94 | - | A- | 70-72 | - | C- |
| 87-89 | - | B+ | 67-69 | - | D+ |
| 83-86 | - | B | 63-66 | - | D |
| 80-82 | - | B- | 60-62 | - | D- |
| 77-79 | - | C+ | Below 60 | - | F |

An asterisk (*) is placed next to grades, which reflect achievement according to an individualized education plan when students are making progress but working below grade level.

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study.

Teachers assign homework with great care, for purposes of reinforcing learning that has taken place at school and of fostering habits of independent study. Suggested daily homework assignments will be:

| <u>Grade</u> | <u>Minutes</u> | <u>Grade</u> | <u>Minutes</u> |
|--------------|----------------|--------------|----------------|
| K | 0-10 | 4 | 45-90 |
| 1-2 | 20-30 | 5-6 | 60-90 |
| 3 | 30-45 | 7-8 | 60-120 |

Assignments should be given with consideration for students' varying learning needs. For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. We urge all parents to take an active interest in the child's homework. It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher as problems arise, and parents are asked to monitor their child's efforts in this regard.

Academic Honors

Each trimester, students in grades 5-8 are awarded with 1st and 2nd Honors based on academic criteria and conduct. The criteria for these awards are high, and designed to inspire students to their best efforts.

1st Honors - Students are placed on the honor roll if

- ♦ grade point average is at least 3.875 (in all academic classes except Handwriting)
- ♦ Skill Classes (P.E., Music, Library, and Computer) the grade must be satisfactory

- ♦ at least a *B* in conduct (a *B-* is not sufficient) must be attained.

2nd Honors - Students are placed on the honor roll if

- ♦ grade point average is at least 3.675 (in all academic classes except Handwriting)
- ♦ Skill Classes (P.E., Music, Library, and Computer) the grade must be satisfactory
- ♦ at least a *B* in conduct (a *B-* is not sufficient) must be attained

Honorable Mention- Students are placed on Honorable Mention if

- ♦ grade point average is at least 3.50.
- ♦ Skill Classes (P.E., Fine Arts, Library, and Computer) the grade must be satisfactory
- ♦ at least a *B* in conduct (a *B-* is not sufficient) must be attained

Christian Witness awards will be given out at the end of the school year at the school awards assembly. Christian Witness is a recognition given to several students in each grade who exhibit outstanding Christian values and the ability to influence others in a positive way.

To qualify for any award, a student's conduct grade must not be below a grade of *B*. In addition to daily school behavior, Parent Notices and Detention slips may affect the conduct grade.

Progress and Evaluation

Progress Reports and Report Cards

Progress Reports will go home at the mid-term of each trimester. The Progress Report must be signed and returned to the classroom teachers the next day. It shall be the responsibility of the student and parent to inquire at that time as to steps, which may be taken to correct any deficiency. It is the intent of this process, as well as additional communication made by teachers, that parents will be informed beforehand when their child is in danger of receiving a failing grade, so that appropriate interventions may take place.

Report cards are sent home at the end of each trimester. In this way, parents will be alerted to the successes or areas of improvement for their child.

Report Card envelopes must be returned to school within the week they are given.

Conferences

Scheduled by School

A 15-minute formal parent-teacher conference is held approximately halfway through the first trimester. Parent-teacher conferences are recommended any time a parent or teacher believes that such communication would benefit the student. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to contact the teacher or the school office to arrange an appointment.

Guidelines

Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request a conference with the teacher privately.

Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and parent and unwise decisions.

Home/School Communication

In any school setting it is possible that misunderstandings or breakdowns in communication can occur. The administration, faculty and staff generally use the following means of communication with parents:

- ♦ Parent-Teacher Conferences
- ♦ Telephone calls
- ♦ E-mails
- ♦ Special Purpose Letters/Teacher Memos
- ♦ Progress Reports & Report Cards
- ♦ Parent Newsletters
- ♦ Packets of student work (assignment folders, binders, etc.)
- ♦ F.Y.I note (For Your Information)
- ♦ Parent notices or Detention slips (always signed by the principal)
- ♦ Parent/Student Handbook
- ♦ Conferences with the principal email at sbuchanan@cndo.org
- ♦ School web site: www.holyspiritfmt.com to access teachers and the principal

Order of Communication

Should there be a difficulty or problem, first, parents are expected to request a telephone or personal conference with the teacher. Immediate, effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students. If resolution of the problem or concern is not reached at this conference, the Principal is advised of the situation and is called in to facilitate. If the principal is unable to resolve the concern of the parent to the parent's satisfaction, the parent may request a meeting with the pastor. The Pastor is the final recourse.

Standardized Testing Program

The standardized tests are administered each fall to all students in grades two through eight. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class. The test results are sent home to parents. If parents have questions or concerns about any test score, they are encouraged to make an appointment with the teacher or the Principal.

Promotion and Retention

Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

Retention

Retention is only appropriate, for developmental readiness reasons, in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program that is more realistically suited to his/her needs.

Any decision concerning promotion vs. non-promotion will be made after considering all facts related to a child's development (emotional, physical, and social as well as intellectual and academic), collected from a wide range of sources throughout the year.

The following are minimum procedures for academic retention:

- ♦ There is a consultation between teachers and principal as early as possible after the first trimester.
- ♦ A conference is held with the parents no later than the beginning of the second trimester to advise them of the possibility of retention and to discuss possible remedial programs.
- ♦ Follow-up conferences with the parents are held to evaluate the academic progress of the child.
- ♦ Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least one basic subject.

Electronic Information and Communication

The mission of Holy Spirit School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Each year parents and students in grades K-8 must sign an *Acceptable Use* policy for use of the Internet.

Technology Mobile Lab

The computer mobile labs are a valuable resource for the students. Each grade is scheduled for one session per week. Students in grades Kindergarten-Eight sign a Technology Acceptable Use Agreement at the beginning of each year.

Library

All students may check books out of the school library. The check out period is for two weeks. An overdue charge will begin to accrue on the 1st school day after the due date. If the book has not been returned and the fine paid by the 30th school day after the due date, the student must replace the book. Students must return or replace all outstanding books and fines at the end of each trimester.

Field trips

Educational field trips are privileges afforded to students. Permission forms must be filled out and returned to school before a student is allowed to participate in planned educational field trips. Parents are expected to sign the permission form, which releases the school from liability. Students who fail to submit the required official form will not be allowed to participate in the field trip. **Telephone calls or faxes will not be accepted in lieu of original forms.**

No student has an absolute right to a field trip. The teacher or principal, with fair warning, can revoke the privilege of field trips as a part of disciplinary action. Students can be denied participation if they fail to meet academic or behavioral requirements. All in-school rules apply on all field trips.

Observance of the following guidelines for field trip drivers is mandatory:

- ♦ Drivers must be over 21 (preferably over 25) years of age.
- ♦ Drivers must be screened according to Megan's Law.
- ♦ Drivers must provide evidence of a valid, unrestricted driver's license. A copy of the driver's license should be on file in the office.
- ♦ The driver must also fill out a Certification and Authorization form to be kept on file in the office.
- ♦ The driver must produce evidence of liability insurance on the vehicle to be used. The required minimum for the Oakland Diocese is \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage.
- ♦ A current copy of driver's insurance policy must be on file in the office.

For the safety of the students the following must be observed:

- ♦ One seat belt must be provided for and used by each vehicle occupant.
- ♦ No more than nine (9) people, including the driver may be transported in any private vehicle except in an official school bus or by a charter company.
- ♦ No private (non-chartered) vehicle, including vans, with more than nine seats should be used (regardless of the number of passengers).
- ♦ No students may ride in the front passenger seat (unless the child of the driver is over 12.)
- ♦ No one may ride in the bed of pick-up trucks.
- ♦ Motorcycles may not be used.
- ♦ **No parents may take students to an unauthorized restaurant or drive-through for snacks while on a field trip.**
- ♦ **Videos (DVD's) or CD's inappropriate (by school standards) may not be played while transporting students to and from a school field trip.**

Siblings, especially younger siblings (preschool age), may NOT attend school-sponsored field trips. The school holds no responsibility in case of injury or accident. School insurance covers ONLY students of Holy Spirit School.

Graduation Information

High School Recommendations

The administration and junior high teachers will gladly fill out two recommendation forms to Catholic or private high schools. If there are more than two application/recommendation forms, there will be a \$10.00 fee for each. The deadline for turning in all applications is the day of Christmas break. Any applications turned in after this date will be assessed a \$25.00 late charge.

Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.

Graduation Attire

Appropriate attire should be worn for the occasion under graduation gowns: dress shirts and dress pants for boys; dress attire for girls is to be modest.

End of the Year Graduation Parties

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

Religious Education

At Holy Spirit School, we believe that our lives are rooted in God and that growth in our relationship is based in prayer, broadened by knowledge of our Catholic faith, and expressed in the way we live our Christian commitment. Religious instruction is an integral and continuing element of the educational experiences of students in all grades. The core of the religion program includes daily prayer in the classrooms, regular Religion classes, school masses and community service.

Prayer

As a Catholic school, one of our primary concerns is providing a religious education for all students. To accomplish this, we ask God to bless our work and we, as a school community, recognize the importance of both formal and informal prayer. Classes will pray together before class begins, before lunch and at dismissal time.

Sunday Liturgy

As a Catholic School, we recognize that there is no greater opportunity for parent-directed religious education than presence for Saturday evening or Sunday Mass. As a parish school, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most important obligation.

Family Life/Christian Sexuality

The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum. The total curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers review and evaluate textbooks cyclically and sequentially in specified curriculum areas.

The spirit that characterizes Holy Spirit School is grounded in Catholic faith, traditions and Christian values. Holy Spirit welcomes children of all faiths into the school family.

Non-Catholic students take the religion material courses as content, not as belief, and are to be present at all liturgical functions.

Sacramental Preparation

Families of students in Grade Two must be willing to participate in the Parish Sacramental Preparation Program as a condition to their child receiving the sacraments of First Communion and Reconciliation.

Since religious education is an integral part of a child's growth, the children of Holy Spirit School will participate in the sacrifice of the Mass on First Fridays. The student body through liturgical celebration will also observe Holy Days of Obligation, which fall during the school week. Non-Catholics are expected to be with their class at all liturgies. The same holds true for prayer services.

Christian Community Service Program

In addition to the regular concepts taught during our Religion program, the subject of Christian service receives special attention. Jesus taught us that we are here to serve one another. To instill this in our students, students will be required to perform the following hours of Christian service:

| | | | | |
|-----------|-----|----|----|-----|
| Grade(s): | 3-4 | 5 | 6 | 7-8 |
| Hours: | 5 | 10 | 15 | 20 |

The service projects can be anything performed for no pay, which assists someone else. We are asking our students to make a serious commitment to others in the name of Jesus. We greatly appreciate your support and cooperation in helping to make this a positive experience for your child.

Altar Servers

Students in the upper grades (4th-8th) are encouraged to participate in this special ministry.

Attendance Information

Student Absence

Regular attendance is required of all students in order to ensure student success. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

If a child is absent from school, you must notify the school office before 8:00 a.m. If a child has been diagnosed as having a contagious disease, (e.g., Chicken Pox, Strep Throat, Lice, etc.) kindly notify the office, so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home.

A child should be without a fever for 24 hours before returning to school.

Upon returning to school after an absence, **a written excuse, stating the reason for the child's absence, must be presented to the teacher. A written note is mandatory by state law.** If a student does not have a written note, they will be sent to the office and parents will be called before the child is allowed into the classroom. Children must be present in school in order to participate in after school activities.

Whenever a child is absent from school with the knowledge and consent of the parent, the student will be required to make up all work assigned by the teacher, regardless of the reason for the absence. If the student is absent without the knowledge of the parent (truancy) the student will not be allowed to make up any missed work.

If parents know a child will be out of school in advance, please inform the school office as soon as you know. The teacher will provide assignments for the student upon return to school, but it shall be the parent's responsibility to supervise the completion of such work. Students must make up all missed work. However, parents must realize that subsequent personal study does not adequately replace classroom instruction and the learning process.

Excessive Absence

If a student is absent more than ten (10) days in any one trimester, or more than twenty (20) days during the school year, the student may earn:

- ♦ no grade for any or all subjects in any trimester;
- ♦ promotion with special conditions; or
- ♦ retention

Tardy

A student is considered tardy after 8:00 a.m. If a student is tardy, he/she receives a tardy slip from the morning traffic coordinator, and is then sent to class. If tardiness continues, parents will be notified and called in for a conference with the Principal. "Excessive tardiness" is being late four (4) times per trimester or a total of twelve (12) times per school year. A student is tardy if s/he arrives after the time fixed by school policy for the beginning of the morning, afternoon or any class session. Habitual truancy may be cause for retention or expulsion from the school. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

Free dress will be granted on the first Wednesday of every month to any student who does not have more than *one tardy* in any given month and who does not have more than *one uniform infraction* for that given month.

Leaving School Early

If a child is to be picked up early, the parent or legal guardian must present himself/herself to the office. **Do not go to the classroom.** The child will be brought to the office and is then signed out and released.

Only the parents / legal guardians of the student, or adults identified in writing by the parent / legal guardians of the student will be permitted to take the child from the school. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Frequent absences of this type are detrimental to the student's class work and should be kept to a minimum. If possible, appointments of this type should be scheduled after school hours. These should not conflict with dates of standardized testing.

Leaving School Grounds

At no time during the day (before, during, or after school) are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. Students found in the rectory parking lot, the ball fields, and the gymnasium, without permission, will be considered OFF CAMPUS.

Vacations and Family Trips

If a student must be taken out of school for an extended period of time, a request is made **in writing to the Principal** giving the dates of departure and return to school. In addition, all schoolwork and assignments missed during the student's absence are to be completed after the child's return and in a timely fashion determined by the teacher. Parents should not expect the teacher to have all assignments and work ready prior to the student's extended trip.

Uniform and Dress Code

GENERAL APPEARANCE All Students

All school uniform attire must be purchased at the Merry Mart uniform store at 33 Washington St. Santa Clara, CA 95050, phone number 408-296-0423 or on the website www.MerryMartUniform.com. All children must be in full uniform unless the Principal calls for a "free dress" day. In an emergency situation when your child cannot be in uniform, a note of explanation must be sent to the teacher otherwise a Uniform Notice will be issued.

All uniforms should be clean, hemmed of appropriate size and length, pressed and in a good state of repair at all times. Students should always present a neat appearance. This includes the school sweatshirts. School sweatshirts must be worn so that both hands are showing at all times and are not to be worn around the waist. Pants must be worn at waist level. The Principal will deal with non-Holy Spirit School uniform attire on an individual basis.

Liturgy Attire

On days when students attend mass boys must wear long pants, and girls must wear pants, skirts or jumpers. **No shorts may be worn for liturgies.** Only uniform jackets, sweaters, vests, and sweatshirts may be worn.

Student Appearance

Student Hair

Students' hair must be clean, well groomed and neatly blended and it must be kept out of the eyes. **Hair coloring, highlighting, bleaching, shaving, or severe layering is not permitted.** Extreme hairstyles are not acceptable, and in such cases the Principal will inform parents as to the necessity of proper hairstyle. Boy's hair should be above and not touch the shirt collar.

All Students

Boys must be clean-shaven. No cosmetics, lip-gloss, colored *Chap Stick*, nail polish, or artificial nails may be worn. No tattoos or body piercing of any kind for boys or girls. No large or dangling earrings or hoops of any size are allowed.

Pants

Pants must be navy blue, twill, hemmed, long or short Merry Mart pants only. They may not be baggy or saggy in fit.

Shirt/Blouse

Shirts/blouses must be navy blue, gray, or white knit with collar, short or long sleeve (must have the Holy Spirit School logo) and must be tucked in at all times. Plain, white turtlenecks may be worn underneath the jumper or uniform shirts.

Belt

Belts must be solid black, brown, or navy blue and must be worn at all times with long or short pants by boys and girls.

Shoes

Shoes must be solid black, brown or navy blue in color, leather or leather-like, **low cut only** and they must be a tie shoe with at least four (4) eyelets on each side. K-3 may wear athletic shoes with Velcro fasteners instead of laces. The girls may wear saddle shoes. No designs, words, or markings of any other color and no deck shoes, buckle shoes, slip-ons, canvas shoes, platforms, mules, backless, or boots of any kind are allowed. All shoe heels must be no higher than 1 inch. **Athletic shoes following these requirements are recommended, as they are needed for P.E.**

Socks

Socks must be solid blue, black, or white and must be **at least 1" above the ankle**. Tights may be worn any time if they are solid white, black, or navy blue. **NO leggings may be worn with uniforms.**

Jackets, Sweatshirts, Sweaters

Uniform jackets only are acceptable. Non-uniform jackets, sweatshirts, and sweaters may only be worn over uniform jackets, sweatshirts, and sweaters outdoors at recess and before and after school.

School hat

The logo school hat may be worn outside only. All hats must be worn with the rim facing front. If the hat rim is facing sideways or backwards, the hat may be confiscated.

Jumpers and Skirts (Girls) NO leggings may be worn with uniforms.

- ♦ Grades K-3 wear Merry Mart uniform jumpers
- ♦ Grades 4-8 wear Merry Mart skirts
- ♦ Girls of all grades may wear uniform pants or shorts
- ♦ All girls' jumpers/skirts must not be shorter than 2" inches above the knee

Blouses (Girls)

White, navy blue, or gray uniform blouse or white knit blouse from Merry Mart only (MODESTY SHIRT) and they must be tucked in unless outer blouse with finished band is worn.

Uniform Infraction

Any student not in compliance with the uniform policy will be issued a Uniform Notice. More than one Uniform Notice in any given month will cause the student to lose their monthly free dress privilege.

Free Dress Guidelines

Free dress is regarded as a privilege and therefore the students are expected to dress appropriately. **T-shirts with inappropriate sayings including ads for liquor or tobacco products, sleeveless shirts and dresses, oversized clothing, sandals, shorts or skirts that are shorter than uniform length, (leggings may be worn only under uniform length skirts or dresses) crop tops where midriff shows (even when hands are raised) may not be worn during free dress.** Jeans, tennis shoes or shorts may be worn on free dress days. Socks must be worn on free dress days.

Free dress does not include styles that are extreme or sloppy. The Principal may designate free dress days as a special treat. The decision of the Principal as to when and what is acceptable dress for any student is final. Those in violation will be asked to call home to get acceptable dress and/or lose the privilege of free dress in the future.

PARENT COOPERATION: Parents are asked to make a concerted effort to watch what their child wears to school on both uniform and free dress school days. The school appreciates your support so that valuable teaching time is not wasted on checking uniforms or compliance with the dress code.

Free dress will be granted on the first Wednesday of every month to any student who does not have more than *one tardy* in any given month and who does not have more than *one uniform infraction* for that given month.

Discipline Policies

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in the interaction of the school day. All students are expected to cooperate with the spirit of the policies of the school, which are designed to foster mature development and personal responsibility.

We encourage our students to exemplify and extend the respect and good manners they have learned at home, remembering that parents are the primary educators of their children. Respect and good manners will be shown toward classmates, adults, property and in all school situations.

We recognize that “parents are the primary educators of their children” and strive to cooperate with them in developing attitudes of respect, tolerance, gratitude, responsibility, understanding and cooperation, by becoming more aware of and responding to others’ needs. Also awareness in areas of social justice in our own community, and in the world community is constantly being promoted.

We of Holy Spirit School believe that there must be shared responsibility to realize the above goals. There must be constant home-school communication, cooperation and mutual reinforcement. The total development of the whole child is the responsibility of parents-school-parish community.

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by each school in its philosophy and goals.

Discipline in the Catholic School is an aspect of moral guidance. It refers to those reasonable controls which promote the individual student’s development and self-discipline, in a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. The purpose of discipline is:

- ♦ To provide a classroom situation conducive to learning.
- ♦ To provide students an appreciation of the importance of developing responsibility and self-control.
- ♦ To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

Holy Spirit School discipline and classroom discipline are based on the philosophy and goals of the school. School discipline always has, as its main purpose, a desired change in the attitude and behavior of the student. Discipline reflects age-appropriate rules, regulations, and consequences. Whenever possible, teachers discuss the discipline of the school, and students are encouraged to take part in the formulation of classroom rules and

regulations. School-wide rules and regulations are reviewed quarterly. Generally, school and classroom rules, regulations, and consequences are posted in full view so that each child is aware of them throughout the year.

The principal reserves the right to determine the appropriateness of an action if any doubt arises. The school administration, in accordance with diocesan policies and state laws, will determine the appropriate disciplinary measures to be taken when needed.

The school reserves the right to inspect and search all property brought onto and/or stored on school property, including but not limited to desks and closets.

There are school rules for which the students are responsible to keep. The following will be enforced:

- ♦ Gum chewing, eating of seeds or nuts with shells are not permitted before, during, or after school, in the classrooms or on the school grounds.
- ♦ Large sums of money or other valuables, such as toys, iPods, cell phones, PDA's, and electronic games, should not be brought to school. The school does not assume the responsibility for the safety of these items.
- ♦ All general safety rules and regulations that govern a student's well-being, especially traffic safety standards and walking inside the school buildings, hallways or quiet zone are to be obeyed.
- ♦ Students are not permitted to leave the school grounds without permission or if unaccompanied by an adult during school hours or during any school related function.
- ♦ Students will promote school cleanliness by eating only in designated areas, and no food or debris of any kind is to be left on school grounds.
- ♦ Students should be in their assigned play areas during recess and lunchtime.
- ♦ Students will insure their safety by entering the school buildings only when accompanied by a teacher. Students are not allowed to enter the gym unless supervised by an adult. **The GYM is considered off-campus before and after school!**
- ♦ Students will respect all property belonging to students, teachers, and the school.
- ♦ Student play will model healthy interactions.

Students who break these school rules and regulations will receive an appropriate consequence up to and including expulsion.

Holy Spirit school establishes rules for student conduct and behavior. These rules regulate conduct in class, in the schoolyard, in church, and at school sponsored functions. They also deal with the protection of equipment and property of the School and Parish. The rules/consequences are explained to the students at the beginning of the school year.

Conduct, both in and out of school, that is detrimental to the reputation of Holy Spirit School MAY BE subject to disciplinary action.

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying, downloading off of the Internet, or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. We believe that cheating is a violation of Christian behavior and justice. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

School Safety/Threats

Holy Spirit School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously.

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| <p>Students making such threats (SERIOUSLY OR IN JEST) face detentions, suspension, and/or expulsion. (also see Harassment)</p> |
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Vandalism

Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student.

It is the responsibility of the parent/legal guardian to pay for property damages due to actions by the child. Grades, transcripts or diploma will be withheld until the damages are paid.

Major Offenses

The use, possession or exchange (whether or not for sale) of illegal substances on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion. Involvement in gangs, harassment, possession of a weapon, defacing school property or vandalizing the school in any manner is strictly forbidden and are considered major violations of the school rules. For the first offense, the student is liable to expulsion. The school may require students to seek professional, medical, or psychological help as a condition of remaining at Holy Spirit School.

If lawfully charged with a serious offense, it may become necessary to move a student to a home-study program until the situation is resolved.

Disciplinary Guidelines

The following is a general guide used by the administration when making decisions regarding appropriate action for student discipline concerns. The administration reserves the right to use discretionary judgment in all disciplinary matters.

Parent Notice

A Parent Notice is issued when inappropriate behavior is continuous throughout the day, or if conduct displayed is unsuitable, and is not becoming of a Holy Spirit School student. A Parent Notice may carry a disciplinary action with it and may also be reflected in the Conduct grades. After two Parent Notices have been given in one trimester, the third Parent Notice may automatically become a detention. All Parent Notices are signed by the teacher, student, parent, and principal on the day of issue and are returned to school the next day, otherwise a detention is issued.

Detention

A detention is issued for disrespect, violation of general school rules, use of profane or vulgar language, willful and/or chronic disobedience, and/or behavior contrary to the school's philosophy. A detention carries a disciplinary action with it and is also reflected in the Conduct grade. Consequences such as losing recess and doing maintenance work around campus will be issued. Requiring a student to serve a detention after school hours is an acceptable disciplinary measure. Students may not be detained for more than one (1) hour. A teacher may require a student to serve a detention for up to fifteen (15) minutes without prior notice to the parent/legal guardian. If a student is to serve a detention longer than fifteen (15) minutes, parents/legal guardians should be notified in advance. All detentions are signed by the teacher, student, parent, and principal on the day of issue and are returned to school the next day otherwise the consequence is doubled.

Suspension

Suspensions should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct. Out-of-school suspension is an acceptable disciplinary measure but, when possible, in-school suspension is preferred.

No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student must be given the opportunity to "make-up" work that was given during the time of the suspension.

Students involved in a very serious offense or chronic misbehavior on campus or off campus during school-related activities, or for continued misconduct are subject to suspension. Suspension may be immediate if determined by the principal to be the best course of action. The student may attend class but lose the right to participate in any school activity on or off campus. The student may be suspended from a particular class and required to report to a specific place on campus during that time. Students may also be required to report for a maintenance work responsibility. In unusual cases, the student may be sent home for the entire period of suspension provided that he/she is assigned academic work to make up for loss of class time. While on suspension, students are prohibited from participating in school-related activities. All work must be made up otherwise a score of "zero" will be given.

Suspension Procedures

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated below may be adhered to after the fact.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:

NOTICE: This is satisfied by informing the student that s/he is going to be suspended informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.

EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.

OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, “Do you have anything to say?” etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student’s responses to the presentation of such evidence.

PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact, in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative folder by the Principal.

In-School Suspension

The student is removed from the grade level classroom and spends the hours or days of In School Suspension in another classroom under the supervision of a teacher. Students are expected to use this time to complete all assigned work, for which they receive credit.

Out-of-School Suspension

For repeat offenses and first offenses of a serious nature, students are removed from the classroom and sent home. Students must make up all academic work for which they receive full credit. Students may receive an in house or out of school suspension for the following: physical violence; cheating, lying, stealing, or any other action deemed by the principal.

Expulsion

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place.

The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:

- ♦ Continued willful disobedience/consistent violation of school rules
- ♦ Persistent defiance of school authority by any student or his/her parent/s
- ♦ Habitual profanity or vulgarity.
- ♦ Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
- ♦ Vandalism to school property
- ♦ Habitual truancy
- ♦ Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- ♦ Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, including laser pointers
- ♦ Theft
- ♦ Verbal or physical harassment of any student, teacher or administrator
- ♦ Misuse of the computer or abuse of the acceptable use policy

Cases of Cumulative Disciplinary Difficulties

The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

- ♦ the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
- ♦ the evidence upon which this assessment is based.
- ♦ the right of the student at this time to present a statement or information in support of being retained.
- ♦ what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

If adequate improvement is not forthcoming within a reasonable time a second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.

Written records of the various proceedings leading to expulsion must be on file.

Cases Involving Serious Offenses or Threats to Safety

In cases involving serious offenses or threats to safety, which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian/Principal conference is dispensed with, and the process begins with the procedures outlined above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence

of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

Harassment

This a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children, children to adults, adults to adults, and children to children. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

Holy Spirit School affirms the Christian dignity of every adult and student. It is the policy of the school to provide an educational environment in which all adults and students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any adult or student by any other adult or student will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion or dismissal from the school. Adults or students found to have filed knowingly false or frivolous charges would also be subject to disciplinary action up to, and including expulsion or dismissal. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

Diocese of Oakland Student Sexual Harassment Policy

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- ♦ Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
- ♦ Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student;
- ♦ The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;
- ♦ Submission to, or rejection of, the conduct as used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Employee to Student Sexual Harassment

Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at school sponsored events.

- ♦ To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
- ♦ Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to the disciplinary action including, but not limited to, verbal warnings, letters of reprimand, transfer, re-assignment, suspension without pay, and dismissal.

Student to Student Sexual Harassment

This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- ♦ While on school grounds
- ♦ While going to or coming from school
- ♦ During the lunch period whether on or off campus
- ♦ During, or while going to or coming from, a school sponsored activity
- ♦ Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Retaliation

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below. Complaints may

be reported to a school counselor, the Principal, or assistant/vice Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal.

Grievance Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland School Department's Administrative Handbook. At an informal level, complaints may be reported to a school counselor, the principal, or assistant/vice principal. Formal written complaints may also be filed at office of the principal or designee. Complaints should be presented in written form to the principal.

Abuse of School Personnel

Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.

Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one (1) year, or by both such fine and imprisonment.

If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter. (Penal Code Section 71).

Parental Responsibilities

Parental Absence

If you are planning to be away from home for an extended period of time, please notify the school as to who will be responsible for your child. Parents planning such an absence must notify the school in writing telling us who will pick up your child each day after school.

Right of Access to Records

All custodial parents have a right of access to all records relating to their children. To see these records, please submit a written request 24 hours prior to viewing. All records must be viewed inside the principal's office. They may not leave the building.

Changes of Address, telephone or cell phone numbers

The school must be notified immediately of a change of home address and telephone number, cell phone number, and work numbers. This will facilitate us in locating you in case of an emergency.

Medical Policies

Administering Over-the-Counter Medication at School

Students requiring over-the-counter medication (including aspirin) will be assisted by authorized school personnel. This shall be done in accordance with the parent/legal guardian's instructions provided that a signed medication form is on file for the specific medication and all items listed above have been complied with. Students may take cough drops during school hours only with a prior note from parents.

Severe Bee Sting Allergy

The School cannot and will not be responsible for medication to be injected by hypodermic syringe if medication is required. The child will be transferred to the nearest emergency facility for immediate care. The school cannot guarantee that a trained person would be on the premises at all times. The school does not carry malpractice insurance. We advocate only the necessary first-aid until the parent or medical emergency services can arrive.

There are a few children who immediately become anaphylactic. This happens within minutes and requires immediate treatment, even before emergency units could arrive. Because of this, pharmaceutical companies such as Central Laboratories have developed an injectable, pronged device: the Auto-Injector. This is much safer and could be administered by lay personnel. The principal and/or school secretary will administer this type of medication if the need arises. Medical forms must be kept in the school office.

Communicable Diseases

Please report communicable (contagious) diseases such as mumps, chicken pox, lice, pink eye, etc. immediately upon discovery. If a child is allergic to bee stings or has frequent nosebleeds, etc., please notify the school to that effect in writing and fill out the appropriate form. If a child is not able to participate in physical activities, please send a note notifying the teacher. Serious injuries should be reported to the school office and the Principal will notify the teachers.

The school complies with all federal, state, and local laws and regulations regarding AIDS. The school makes a concerted effort to provide ongoing AIDS education to its

students and employees. The school provides information about the nature of the disease and how it is (and is not) transmitted. Students who have restrict able diseases or conditions must be excluded from school.

Health Program

If your child has any health problems, which should restrict his/her physical exertion, please inform the school in writing. If there is any orthopedic difficulty, notify the office, particularly for grades K-2 who are involved in the Motor Perception Program and participate in bare or stocking feet. A doctor's note is required if a child is to be excused. Students must have returned to normal health and be temperature free for twenty-four (24) hours before returning to school. Qualified personnel administer vision, hearing and scoliosis tests yearly. Any communicable diseases must be reported to the school office immediately.

Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements. TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. Conditional Admission: A student who lacks the required immunizations has one (1) week to begin immunization.

Insurance

The Diocese has adopted an insurance policy that covers every child in the school. After an injury, parents should request a form within five (5) business days. The policy covers injuries received going to and coming home from school (including all other school supervised activities). A description of this coverage is provided annually at the beginning of the school year. Claim forms are available in the school office.

Medical Records

Kindergarten and First graders must have a Report of Diagnostic Examination and School Certificate on file. Forms are available in the office.

Returning students to Holy Spirit School need only to have cards kept current. If the student has received any immunization during the summer, or there is any additional information that should be listed on the health card, please bring dates and/or information with you when you register your child/children.

State regulation requires that each Kindergarten student and any new student have a California Immunization Record on file. In some cases, the information required on this form might seem repetitious to that of the School Health Record, but it is necessary to complete both. The blue state form will be available at registration for those who need to complete that form. Failure to provide the requested verification of immunization will result in suspension from school.

Administration of Prescription Medication at School

No pupil shall be given medications during school hours except upon the written request from a licensed physician who has the responsibility for the medical management of the student. The parent or guardian must sign all such requests. Diocesan forms specifically for this purpose are available in the school office.

All prescription medications and aspirin require physician and parent/legal guardian authorization. The dispensing of aspirin will be treated as a prescription drug. **No school personnel will administer aspirin to students without written authorization from the student's physician.**

No other forms are acceptable, even if signed by a physician.

All medications must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

Risk of not carrying medication

The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal

Responsibility of the Physician

A request form for each prescribed medication must be completed by the student's physician, signed by the parent or guardian, and filed with the school administrator or his/her designated representative. The container must be clearly labeled with the following information:

- ♦ Student's full name
- ♦ Physician's name
- ♦ Physician's telephone number
- ♦ Name of medication
- ♦ Dosage, schedule and dose form
- ♦ Date of expiration of prescription
- ♦ Each medication is to be in a separate container labeled as above.

Responsibility of Parents/legal guardians

Parents/legal guardians will assume full responsibility for the supplying of all medications.

- ♦ No medications may be brought to school by students.
- ♦ Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered.

- ♦ The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration.
- ♦ Over the counter medications should be in original sealed packages with directions for administration.

Responsibility of school personnel

Students taking medication will be assisted by authorized school personnel. This shall be done in accordance with the physician's instructions.

All medications administered by school personnel must be kept locked in a secure place under appropriate temperature conditions.

Students entering our school for the first time must bring a record of four (4) DPT, or DT, three (3) Polio, Measles (10 days) immunizations and immunization records for mumps and rubella.

Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- ♦ Physical abuse or corporal punishment
- ♦ Emotional abuse or deprivation
- ♦ Physical neglect and/or inadequate supervision
- ♦ Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse.

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

School personnel are reporting agents, not screening agents!

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

Custody of Students

Consistent with Diocesan policy, upon acceptance of a student into Holy Spirit School, the school should have written instructions from the custodial parent/legal guardian as to whom is authorized to make decisions or receive information/instructions from the school regarding the student. Thereafter, any changes in authorization should be in writing and signed by the custodial parent/legal guardian. In the event of a dispute between divorced or separated parents/legal guardians or other family members, the school requires a court

order.

Students will be released only into the physical custody of parent/legal guardian, family, or friends listed on the student's Emergency Information Card. (See *Emergency Disaster Plan: Emergency Information Card*.)

Emergency Disaster Plan

The students, faculty, and staff have been instructed and practice appropriate safety procedures in the event of a natural disaster or emergency situation (e.g. earthquake, fire, bomb threat, etc.) If evacuation of the building is necessary and students must be relocated to a safer place (outside or a designated area), faculty members will be assigned to insure the health and safety of all. Children will be dismissed only to parents or a designated adult / guardian that has been listed on the EMERGENCY CARD. For the smooth operation of a Disaster Plan, the school will be in constant communication with city agencies and authorities. There will be a designated "pick-up" area for parents where students will be released. **ABSOLUTELY NO CARS WILL BE PERMITTED ON THE SCHOOLYARD WHEN THE DISASTER PLAN IS IN EFFECT UNLESS THEY ARE IN THE PICK UP AREA.** Parents are asked to comply with all directives, signing of forms, and emergency procedures requested by the school.

Emergency Information

Parents are notified immediately of serious injury or sudden illnesses that occur during school hours. For this reason, **the school office must be notified** when there is a change of phone number or persons to be contacted when parents cannot be reached. It is understood that enrollment at Holy Spirit School automatically confers upon the school the obligation to select emergency care providers in the absence or the ability to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached.

Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually update:

- ♦ The name of the student, his/her home address, telephone and birth date
- ♦ The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded
- ♦ The date of the latest tetanus immunization/booster
- ♦ The name of the family physician and dentist, office addresses and telephone numbers
- ♦ Name of medical insurance company and identification number
- ♦ Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
- ♦ The parents' approval to send the student to a medical facility for emergency treatment should this be necessary

- ♦ **The names of the persons to whom the student may be released***
- ♦ The signature of responsible parent(s) or legal guardian.

* Parents/legal guardians must designate adults to be contacted in the event of an emergency, or if a student is ill/injured during the school day. These persons must be available during the school day, be reasonably close to school, and be willing and able to pick up your child. Following a disaster, ONLY the guardians or persons designated on the Emergency Information Card will be allowed to pick up your child. In the event of a disaster, students will not be allowed to walk home.

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- ♦ Doors will be locked;
- ♦ Drapes and/or blinds will be closed;
- ♦ No one will be permitted to enter or leave the building;
- ♦ Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Earthquake

Students who walk or bike to school will be sent home at the dismissal time only if the surrounding area is safe. If the earthquake is severe, children will be retained at school until a parent or designated person comes for the child. All children and faculty will be gathered in the open space on the school playground. Parents will be requested to “sign out” their child with the principal or person in charge. If the earthquake occurs outside of school hours, we will determine as to whether or not the school will be open or closed. The television or radio will announce this or if possible, a family telephone tree will be used.

Parents should not call the school so the phone will be available to emergency personnel.

Tuition Policy

The normal school year lasts ten months, usually from late August to mid June. Tuition is paid over a tenth month cycle, one month in advance, from July to April on the 5th of each month through **FACTS**. Financial assistance may be available. Concerns of this nature can be directed to the Principal.

Tuition Rates

The schedule of tuition rates is developed by the School Board annually each spring to meet upcoming budget requirements. Input is taken from parents and matched with the operational needs of the school. Similar to many other schools within the Oakland Diocese, a family discount is offered. Parents also agree to satisfy minimum requirements for the Parent Participation Program through volunteer service.

Tuition Assistance

Holy Spirit School attempts to set aside funds each year to offer families tuition assistance. The assistance is granted based on need. Decisions for granting tuition assistance are made in June for the following school year. Short-term emergency assistance may be available by speaking to the Principal. Other assistance programs include The BASIC Fund and also a diocesan assistance program: F.A.C.E. - Family Aid to Catholic Education.

Parents seeking this assistance must apply for assistance through the diocesan F. A. C. E. program. Applications are available in the school office and are completed by families and returned to the school office by the application deadline. F.A.C.E. will not process applications received after the deadline. Please make an appointment with the school principal, if you have questions regarding an application.

Submit the following information directly to the school Principal in a sealed envelope:

- ♦ a completed F.A.C.E. application (copy or original)
- ♦ a copy of the most recent paycheck stub(s);
- ♦ a brief summary of your financial situation, including your total tuition for the following school year, and a copy of tax return for that year.

The Principal reviews the information on applications for tuition assistance. Decisions will be made to help as many families as possible that can demonstrate real need.

Delinquent tuition

- ♦ Tuition is due on the 5th of each month.
- ♦ FACTS or the school office will notify families in writing of insufficient funds. Banking fees will be assessed to the family.
- ♦ If payment is not received during any month, families are sent a letter from the Principal.
- ♦ The Principal will refer the family to sources of financial aid, if appropriate, and arrange a payment plan.
- ♦ The Principal will inform the Pastor of all concerns regarding the financial needs of families.
- ♦ Families who fail to respond to this process or who consistently fail to pay without notifying the Principal will jeopardize their children's future enrollment.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- ♦ Withhold report cards
- ♦ Deny a student enrollment for the following trimester
- ♦ Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

Returned checks

The school will charge an administrative fee on all returned checks. After a first offense, the family may be required to make all payments in cash or with a cashier's check. This policy applies to checks written to any school program or account, including tuition, Extended Care, Scrip, fund-raising events and donations.

Non-renewal of Student Enrollment

If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment.

Parent Involvement

Boards

Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself.

The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

Holy Spirit School Board

The Holy Spirit School Board has as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance of the Department of Catholic Schools and Superintendent of Schools, and in conformity with the policies of the Diocese of Oakland and consistent with the policies and plans of the Diocesan School Board, shall concern itself with policy matters pertaining to the general excellence of Catholic education at Holy Spirit School.

Working in close collaboration with, the Principal, and hearing its many publics, the School Board shall provide advice and counsel with regard to the formulation of policies that will enable the school to reach its agreed upon goals. These goals will be related to, but not limited to, the overall parish goals established by the parish council.

The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel in the following areas: Strategic Planning; Policy Formulation; Evaluation of policies; plans, mission effectiveness and Board self-evaluation; Institutional Advancement/Development; Financial Planning and Financial Management; and Communications.

The Consultative School Board has no authority for formulating policies separate from the pastor and principal. The Parish School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel or students. A complete copy of the Board's constitution and by-laws is available in the school office.

All regular meetings of the Board are open to interested parents and parishioners. The dates and times for all Board meetings are posted in the **Weekly Updates**. To place items on the agenda for a Board meeting, one must contact a School Board officer or the school Principal at least 7 days in advance of the meeting. In addition, each agenda will include time allotted for Public Comment. The Board reserves the right to limit these discussions or to defer the topics to a future meeting for further discussion. The School Board encourages parent participation at all meetings.

See appropriate appendix for current School Board members.

Holy Spirit Parents Club

The involvement of parents is crucial to our success in assisting parents in the moral endeavor of educating their children. As an expression of this belief, Holy Spirit School encourages all parents to become active members of the Holy Spirit Parents Club.

Holy Spirit Parents Club is a service organization. Under the leadership of the principal, Holy Spirit Parents Club commits itself to:

- ♦ **Building community** by providing:
- ♦ opportunities for parents and families to build and maintain quality relationships with other school and parish families
- ♦ parent support and education programs to assist parents in their vocation of caring for and raising children.

Supporting students and teachers in the classroom by:

- ♦ organizing programs which involve parents in the life of the school
- ♦ organizing fund-raising activities which supplement the school's financial ability to improve the quality of student programs.

Social and fund-raising events are the way in which most families accomplish their parent participation hours. General membership meetings focus on business and allow time for sharing of information regarding various scheduled events. Consult the school directory, school calendar and weekly updates for more information.

See appropriate appendix for current Parents Club Board members.

Parent Participation Program

The purpose of volunteer Parent Participation hours is to contribute time to supplement many school programs, to support the Holy Spirit School staff, to directly raise money to improve the school facilities, to enhance school programs and technology, to build community/school spirit, to provide support to our parish and to support the Parents Club which contributes yearly to the school budget thus decreasing tuition costs. Parent Participation hours are gifts of time and talent that benefit the school, your child and their education. Parent hours, hopefully, will not be looked upon as a chore. They are a great way to get all families involved and to meet other parents in the school community. In addition, it means a great deal to your children to see you involved.

In order to insure continued success of this program, parents are to perform thirty-two (32) hours of service, an additional 2 –half hour shifts on the field to equal one (1-additional) parent hour for field, and an additional six (6) hours of service four (4) designated specifically to any of the parish festival activities and two (2) designated to the festival week-end working in a school sponsored booth. **This is a total of thirty-nine (39) service hours for the year.** Families not completing their required hours by May 31st, will be assessed a fee of \$25.00 for every unfulfilled hour. If in doubt about any parent participation hours, contact the event coordinator, the school office, or principal. *The 2–half hour field shifts are required by parents. They can either find a substitute or pay the \$25 fee for non-fulfillment of these field supervision required by each family.*

Parish Involvement (limited to 10 hours a year unless otherwise specified)
CYO coaching/board (maximum of 20 hours/year can be earned in this category)
CCD teacher (maximum of 20 hours/year can be earned in this category)

Art/Church Environment
Filipino Society Dances

Church mailings
Liturgy of the Word

Festival/festival raffle/Sopas, Filhoz/Fat Sunday/Spirit Sunday (six (6) hours of service, four (4) hours designated specifically to any of the parish festival activities and two (2) designated to the festival week-end working in a school sponsored booth.)

Parent hours for the year begin in June and end in May (all parent hours for the current school year must be completed by May 31st.) All families can be reimbursed one (1) hour for every \$25.00 spent to provide food or beverages for any class or Parents Club function with submission of receipts. Receipts are a must.

All hours or receipts for hours should be submitted either to the room parent coordinator if it's a class event or committee chair if it's a Parents Club or committee function. There should be a sign-up sheet at all events to record your hours. These sheets must be turned. Any disputes over hours should be directed to the principal only.

If any family does not complete their thirty-nine (39) hours of service to the school/parish, it places their family name in jeopardy for re-registration for the next school year. Our school is as strong as its community and service hours build community.

Yard Duty Volunteer Information

Guidelines for Supervision

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries. Our first concern is safety-providing adequate supervision and a safe environment.

All volunteers will be screened according Megan’s Law.

All volunteers working twelve (12) or more hours a month must have a current TB testing on file. (Alameda County: every 2 years)

ALL VOLUNTEERS must complete *Safe Environment Project* training in agreement with diocesan policy.

Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Recess Play

There are 4 blacktop supervision stations:

- K-1 Gated Area: In the play structure area near the school hallway door.
- ♦ Outer K-1 Area: Near the grassy corner of the church across from the Science Lab
- ♦ 2-3 Area: From the green porch to in front of the gym
- ♦ 4-5-8 Area: Beyond the 4 trees area, including the basketball area at the end of the middle parking island and extending into the parking areas to the right of the Preschool.

There are 5 grass stations when in use:

- 2-on large field
- 2-on small field
- 1-near the bathroom in the snack shack

Students are encouraged to play with other students in these grade level areas. When the bell rings signaling the end of recess, students must stop recess activity and remain reasonably quiet and still. The Yard Supervisor will perform a quick, visual sweep of the entire area to see that students are calm, and then blow the whistle to signal the children to proceed to class. The 2 –half hour field shifts are required by parents. They can either find a substitute or pay the \$25 fee for non-fulfillment of these field supervision required by each family.

Safety

To prevent potential injury, students may only walk in the gated play-structure area, along the green porch, and in the “quiet zone” whenever going to or returning from recess, PE, student liturgies, or emergency drills.

General Information

Schedules

The hours of the school will be as follows:

| | |
|------------------|-------------------------|
| 6:30 a.m. | Extended Day Care Opens |
| 8:00 a.m. | School Begins |
| 10:25-10:40 a.m. | Recess |
| 12:15 p.m. | Lunch for All Grades |
| 12:55 p.m. | Class Resumes |
| 3:00 p.m. | Dismissal |
| 3:00-6:00 p.m. | Extended Day Care |

| |
|--|
| For safety and insurance reasons, no students may arrive at school before 7:45 a.m. |
|--|

Minimum Days

Students are dismissed at 12:00 p.m. on minimum days. Refer to the school calendar for exact days. The first Wednesday of each month will be a minimum day for Faculty meetings. All other Wednesdays are a 2:20 p.m. dismissal.

Cars On Campus

Cars and the Parking Lot

We request your support of our policy regarding traffic patterns and the dropping off and picking up of students at school. Please enter the school grounds via the Central Avenue driveway. We would ask that you proceed through to the parking lot area and pull into a marked parking spot. Please note a walkway between parking rows, so please stay within the marked spots.

Drop off zone (a.m. only)

If you pull into a parking space, please do not pull out until after 8:00 a.m. Once your child(ren) has exited your car, please exit via the Parish Avenue exit. For the safety of your child(ren) and the good order of the entrance and dismissal, do not drop off or pick up your child(ren) on Parish Avenue, or Fremont Blvd., or in the rectory parking lot.

Crossing guards will be present to promote safety at arrival and dismissal time. Students and parents must use designated crosswalks only.

Before and after school, students may not play in the schoolyard. The congestion of traffic and parents picking up children makes play at this time unsafe.

Parking: If you anticipate being present on campus during class time, recess or lunch, please park in the identified guest parking behind the school near the Italian cypress trees. Please do not park in the spaces that back up to the upper grade classrooms during class time as this is faculty parking only.

Bicycles

Bicycles are to be walked on and off the school grounds. Students who violate this rule will lose the privilege of riding their bike to school for a specified length of time deemed appropriate by the principal. It is necessary that your child's bike have a lock. The school accepts no liability for bicycle damage or theft.

As of January 1, 1995, The State of California requires all students riding a bike to school must wear a state approved helmet. Students who violate this rule will have the same consequence as above.

Lunch Procedures

Lunch bags and boxes must have the student's name on them. If a student forgets his lunch, parents will bring the lunch to the school office - **not to the classroom**. Please **no glass containers**. Student will be given at least fifteen (15) minutes to eat lunch. Students will remain seated during lunchtime. Parent volunteer hours may be earned. Please sign the yard duty book to receive your parent hours.

Lunch Service

Lunches will be served on a daily basis. Menu Calendar/Order Sheet will be distributed or online through the lunch service program.

Parent volunteers are needed every day to serve the lunches to the students, and parents may earn Parent Volunteer Hours for their assistance.

Milk and Juice

Milk or Juice can be purchased through the lunch service program.

Lunch/ Recess Volunteer Supervision

Parents

The lunch and recess supervision of students is provided by volunteer parents under the direction of a staff member appointed by the principal: the Yard Supervisor. All volunteer parents take their direction from the Yard Supervisor. Parent volunteer hours may be earned.

Upon arriving at school, parent volunteers must:

- sign the yard duty assignment sheet (to choose a station)
- put on a "Holy Spirit Guest" badge
- take a first aid vest and walkie-talkie (please return these at the end of recess)

Students will be informed that they must respond politely to requests or direction from a parent volunteer. Parent volunteers should exercise discretionary restraint in guiding students.

Sending Money to School with a Student

Anytime it is necessary to send money to school with your child (especially with younger children), PLEASE put it in an envelope and label it with:

CHILD'S NAME / GRADE / AMOUNT / FUNCTION

This will help us when monies need to be organized according to function and use. The school will not be responsible if money is lost or stolen.

Scrip Program

In an ongoing effort to deliver a quality program for our children, we have incorporated the SCRIP program at Holy Spirit School. This program allows everyone to support our program at some level without spending a penny more than usual.

By participating in this program, merchants in our community who have pledged their support are donating a percentage (5%-8%) of what you spend in their stores. By purchasing SCRIP, and using eSCRIP you benefit our program.

SCRIP certificates are sold Monday-Friday, 7:45-8:10 a.m. and 2:50-3:10 p.m. in the school lobby. Order forms are sent home every week in the Family Envelope or can be picked up in the office. Orders will be filled that day and sent home with your child or held for pick-up in the school office. If any scrip was selected from the bottom of the list, the orders must be paid in advance on Wednesday or Thursday and the order will be filled by the following Tuesday. All questions about the SCRIP program can be answered by calling the school office, 793-3553.

You may also participate in the SCRIP program by purchasing online at www.schoolpop.com.

Lost and Found

All books and personal property should be clearly marked with the student's name. Initials are not enough. "Lost and found" items will be placed in a container found in the school hallway near the office. On the last day of each month articles in the container will be given to the St. Vincent de Paul Society or to uniform exchange. Please check the container before this time.

Animals on Campus

Animals should not be on campus before, during, or after school. Not all children appreciate or feel safe around unfamiliar animals. Pets may be brought for sharing or special activities only with prior approval from the principal or teacher.

Trading Cards

Any type of trading cards that has a high monetary value is not allowed on campus before, during or after school. They may not be brought for sharing or any other school related event. The school will not be responsible if they are lost or stolen and cannot be replaced.

Classroom Interruptions

Classroom disruptions are kept to a minimum and learning time to a maximum. Please drop off any lunches, supplies, or whatever, to the office.

All visitors, including parents, must report to the office, sign in, and wear a visitor badge.

Parties

Parties at School

All school parties are conducted by the Room Parents in conjunction with the Principal and teachers. All school parties are to be kept simple. Class parties other than the traditional ones are held only for very special reasons and are handled by the classroom teacher in cooperation with the Room Parents. (e.g. celebration for a teacher, for a student who may be leaving Holy Spirit School, etc.).

Individual Birthday Parties for students are not held. If parents wish to provide treats for the class in recognition of a child's birthday, arrangements must be made in advance with the classroom teacher. Generally, cupcakes or cookies are brought to school for the special occasion and are given out at morning/noon recess.

Parties at Home

To protect the feelings of children, no birthday invitations may be given out in the classroom or schoolyard unless all the girls or all the boys, or the entire class is being invited. Otherwise, all birthday/ or special occasion party invitations are to be mailed.

School Pictures

School pictures are taken in the Fall and again in the Spring. Dates and procedures are provided to the parents via student. Also, please look online at www.holyspiritfmt.org for more information. Parents have the opportunity, but no obligation, to purchase these pictures. Fall pictures are used for the yearbook. (Except for 8th grade.)

Extra Curricular Activities

School safety patrol

The school crossing guards are organized to train students in the area of responsibility. They are co-responsible for the order and safety of our students. Please cooperate with their directives.

Student government

The Student Council is an active and enthusiastic component of Holy Spirit School's service activities. The Council meets regularly with their faculty moderators. Council members are responsible for the morning assembly preparation, special assemblies, and activities planned to promote spirit and community among the students. Leadership in the Council is made up of seventh and eighth grade students. Class representatives are elected from grades 4-8.

Other examples of extra-curricular activities include: sports - games/practices, Children's Choir, school clubs, junior high dances, and foreign language classes.

Athletics

We encourage all students to participate in sports. The sports program seeks to supplement our academic program by encouraging improved physical skills, school spirit, teamwork, and sportsmanship. Because we feel that the athletics program is a positive supplement to our academic program, we encourage parent participation.

Catholic Youth Organization (CYO) is a Diocesan organization, which provides a program of inter-school competitive sports. The students of Holy Spirit School compete with teams from other schools in the areas of basketball and track for boys; softball, volleyball, basketball, track, and cheerleading for girls.

The sports program operates solely on volunteers. The success of this program is directly dependent upon the parental support it receives. We also ask parents to act appropriately to encourage the students to play their very best and most importantly play fair. (See Code of Christian Conduct)

We hope your child's participation in the athletic program will lead to their increased physical and emotional growth and success. Please feel free to contact the Athletic Director or the principal with your concerns, questions, or offers of support.

Every student participant must always place academics first before all sports activities. If grades fall below average the student will be placed on team probation. **Children must be present in school to participate in after school activities.**

Extended Care Program

Telephone: 510-791-6318

Holy Spirit School Extended Day Care program offers quality care for all students registered at Holy Spirit School. We cannot offer the program for preschool children or for regular students on a day when school is not in session. Our goal is to have our program be an extended family for each child. The after school program meets the fundamental needs for growth and development of each child in a safe, nurturing environment.

We present a variety of activities, a nutritious snack, study time and quiet, relaxing time. The Extended Day Care program operates on school days only. Minimum days are considered school days.

Program Hours

| | |
|---------------|---|
| Before School | 6:30 a.m. - 7:45 a.m. |
| After School | 3:00 p.m. - 6:00 p.m. |
| Minimum Days | 6:30 a.m. - 7:45 a.m. 12:00 p.m. - 6:00 p.m. |

For safety and insurance reasons, no students may arrive at school before 7:45 a.m. The school will accept no liability for unsupervised students on the school or parish grounds before that time. If students arrive at school in advance of 7:45 a.m. they will be put in the extended care program for proper supervision and a fee for the Extended Day Care will be charged to their families. Supervision is provided in the small hall from 6:30-7:45 a.m. and a fee is charged for this time. **Parent cooperation in the matter of supervision is mandatory.**

Parents not wishing to be charged must make alternate arrangements for their children's supervision before 7:45 a.m. in the morning, or simply ensure that they arrive at school no earlier than 7:45 a.m. in the morning.

This same policy holds true after 3:15 p.m. in the afternoon (2:20 p.m. for Wednesday dismissal). Students who are waiting for rides at that time or who have not departed campus and do not have an after-school activity that they are staying for will report to Extended Day Care at that time. A fee will be charged for the time that they are present before the parent signs them out.

Registration

There is a Non-Refundable Registration Fee per family, per year. No student will be allowed to attend the program until the registration fee is paid.

Payments

Please write separate checks payable to Holy Spirit School. Please note "Extended Day Care" on the memo portion of the check. All payments are made in the school office.

We will not allow a balance to be carried over past the end of each month. Some families may be asked to pay their Extended Day Care in advance due to financial concerns. It will be necessary to drop a child from the program until the account is made current.

Fees for Extended Day Care are based on the actual cost of operating the program. In order to maintain financial self-sufficiency, fees and tuition must be paid no later than five (5) days after the bill is received, after which a delinquent fee will be assessed.

The administration reserves the right to adjust the hourly rate as deemed necessary to maintain self-sufficiency.

Arrival and Departure

Students arriving late (after 3:15 P.M. or 12:15 P.M., on minimum days or 2:30 P.M. Wednesday) are required to have a written excuse from their classroom teachers.

Only authorized persons will be allowed to take a child from the facility. For your child's protection, this rule will be strictly enforced. Your child will not be released to any person whose name is not on the release form. If the need arises to have someone who is not on the release form pick up your child Extended Day Care will need written verification from the parent(s) on or before the date your child is to be picked up.

If there is any family relation who is not legally authorized to pick up your child, the school will need a dated copy of the official document (e.g., divorce decree, restraining order) stating the legal restrictions from an authorized court.

Closing Time

Extended Day Care ends at 6:00 P.M. and 3:00 P.M. on the first and last day of school. A late charge of two dollar (\$2.00) per minute after closing time will be billed at the end of each month. Any emergency causing a delay should be called in by 5:30 P.M. If a child is not picked up by 7:00 P.M., Child Protective Services or Fremont Police Department will be called if other arrangements have not been made.

Illness or Accidental Injury

In case of illness or injury, we will make an immediate attempt to contact a parent or someone listed on the emergency form. If neither of these is located, the child will be treated according to school policy. It is vital that all telephone numbers are kept updated and the director be informed if anyone other than the parent is caring for the child.

Discipline

Each child has the right to a peaceful environment. With this in mind, all children are expected to follow basic standards of common courtesy and respect: respect for each other, teachers, and property.

Extended Day Care follows the rules and regulations outlined in the Holy Spirit School Parent/Student Handbook. The director and staff enforce school policy and refer all serious disciplinary concerns to the principal.

Clothing

Play clothes are permissible and encouraged. Your children will be more comfortable if they do not have to worry about getting their school clothes dirty. For your children's

safety, we do not allow sandals, which are not suitable for outdoor recreational play. Free dress code applies. Please label clothing.

Personal Items

Children may also wish to bring their own supply of writing, drawing, and coloring materials. Extended Day Care and Holy Spirit School will not assume responsibility for lost, broken, or stolen items.

Snacks and Lunches

Student will be given a snack each day, and students are welcome to bring additional snacks for themselves. Minimum day lunches need to be purchased through the school lunch provider or a bag lunch may be brought from home.

School's Right to Amend

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| <p>Holy Spirit School reserves the right to amend this Handbook at any time. Notice of amendments will be sent via the Wednesday Update.</p> |
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Appendices

School Faculty and Staff Roster

School Board Members & Parents Club Members

School Parking Lot & School Safety Rules