

Parent Student Agreement & Contract

We have read the Holy Spirit School Parent Student Handbook and agree to the policies, procedures and regulations regarding student life at Holy Spirit School. We will support and cooperate with these policies.

Parent's Signature:

Parent's Signature:

Student's Signature:

Student's Signature:

Date: -----

Please sign the above agreement and return this page to the school office by Thursday, September 1, 2011.

The principal of Holy Spirit School reserves the right to amend policies, procedures and regulations in this Handbook. Parents will be given prompt notification if changes are made.



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Introduction



May 2011

Welcome to the school year 2011-2012. It is our privilege to have your child with us at Holy Spirit School.

We want to ensure that you have chosen a place where your child's growth and development will be nurtured and valued. The handbook will provide you extensive information regarding our school's policies and procedures. Please read and review all sections of the Parent-Student Handbook with your child. Also, return the Parent Student Agreement & Contract at the very front of the Handbook with signatures of both parent and student/s.

Parent support and cooperation has been a tradition. Please contact us if you have any questions about your child's learning or experiences at school. We look forward to working with you in pursuing our common goal of a quality Catholic education within a caring Christian environment.

Sincerely,

Sr. Liz Curtis

Sr. Liz Curtis
Principal



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History of Holy Spirit School

Holy Spirit School was established in 1956 under the direction of Rev. Thomas Murphy, the pastor of the parish. The Sisters of the Holy Faith have staffed the school since its establishment. Presently, it is staffed by two sisters and eighteen lay teachers.

The school was built to accommodate eight grades and a library. Initially there were four grades, then each succeeding year another grade was added until the full complement of eight was established. In 1988, a Kindergarten and Extended Care Program were added. A Computer Lab was built in 1991 and a Science Lab in 1994.

Throughout its fifty-two year history, Holy Spirit School has adapted and enriched its total education program to meet the changing needs and demands of its population. Enrollment has remained constant. The families served by Holy Spirit School are representative of the socio-economic diversity of the parish and community. The strong bond between the school and the parish is reinforced by the fact that 84% of the families are Holy Spirit parishioners and 95% of the students are Catholic.

Accreditation

Holy Spirit Elementary School is accredited by the Western Association of Schools and Colleges. Our last accreditation took place in 2009. Holy Spirit School was accredited for six years from 2009 until 2015.



Mission Statement

Holy Spirit School is a faith filled parish elementary school committed to providing a quality Catholic education to the children of the parish and neighboring communities. Based on the Gospel message of service, the faculty and staff collaborate to provide a challenging and stimulating academic environment which promotes the growth of lifelong learners sharing in the mission of Christ and His Church.

-Revised April 8, 2008

Philosophy Statement

Recognizing that parents are the primary educators of their children, the clergy, administration, faculty and support staff of Holy Spirit School continue their strong tradition of supporting parents in their implementation of the philosophy that Catholic education aims at the complete development of the whole person.

Our faith community fosters and provides opportunities which allow each individual child to become a caring and responsible citizen, as well as a lifelong learner and a leader of society.

-Revised February 4, 2011



School-wide Learning Expectations 4-8

A Holy Spirit Student is,

A Spiritual Student who:

- ❖ Knows, understands and lives the Catholic faith
- ❖ Experiences God through prayer, service and liturgy
- ❖ Demonstrates respect for self, others, and creation
- ❖ Responds to the needs of the community through Christian service

An Active Learner who:

- ❖ Takes pride in personal achievement
- ❖ Demonstrates a solid foundation in all subjects
- ❖ Uses critical, creative and analytical skills in solving problems
- ❖ Uses technology appropriately and responsibly
- ❖ Is able to speak and write effectively

A Socially Aware Student who:

- Understands and takes responsible for own actions
- Analyze alternatives in order to make effective moral choices
- Exhibits empathy, tolerance and acceptance of all
- Shares talents, and resources for the good of all

A Life Long Learner who:

- ❖ Demonstrates a desire for learning
- ❖ Is aware of local and global events
- ❖ Exhibits leadership and responsibility

-Revised April 8, 2008



School-wide Learning Expectations K-3

A Holy Spirit Student is:

A Spiritual Student who:

- ❖ Goes to church every weekend
- ❖ Knows their prayers by heart
- ❖ Demonstrates kindness to self, others and things
- ❖ Helps and cares for the needs of others

An Active learner who:

- ❖ Takes pride in doing their best in school
- ❖ Works hard in all subjects
- ❖ Knows many ways to solve problems
- ❖ Uses the computer responsibly
- ❖ Writes and speaks clearly

A Socially Aware Student who:

- ❖ Is responsible for their actions
- ❖ Makes good choices
- ❖ Accepts everyone, even if they are different
- ❖ Shares with others

A Life Long learner who:

- ❖ Enjoys learning
- ❖ Knows what is happening in the community and throughout the world
- ❖ Chooses to be a responsible leader

Revised April 8, 2008



Curriculum

Guidelines for Holy Spirit School's curriculum are implemented according to the Catholic Education Department of Diocese of Sacramento and California state standards. The total curriculum is carefully coordinated from kindergarten through eighth grade.

The curriculum includes:

- Religion and Family Life
- Mathematics
- Language Arts (including spelling, grammar, writing, hand-writing)
- Literature
- Science
- Social Studies
- Computer/Technology Education
- Art
- Music
- Physical Education
- Spanish

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 religious material courses as content, not as belief, and are present at all liturgical functions.

A complete inventory of all curriculum areas is in the office and available to all parents. In the beginning of the school year each teacher hosts a Back-To-School-Night for parents to discuss the curriculum that will be covered throughout the year.

Testing

Each year the Diocesan Education Department conducts a comprehensive testing program "The Iowa Test of Basic Skills" (ITBS) to ensure a constant evaluation of student progress. We encourage students in grades 2-8 to be present each year on these testing days as make-up tests are often unsatisfactory. ITBS test results are entered on permanent record cards.

Remedial Services

Students, eligible by their home address and test scores to receive Title I remedial services offered by the Fairfield Unified School District will receive such assistance as the District chooses to offer based on their interpretation of federal guidelines.

ESL

Students whose home language surveys list a language other than English will be tested and may receive Title III services.



Admissions Policy

Non-Discriminatory Statement

Holy Spirit School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its education policies, admission policies, financial needs, employment policies, or other school-administered programs.

Parents, grandparents, or guardians, of a child who choose to send their child to Holy Spirit School, agree to support the faith formation and learning environment of the school. They also agree that their child will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians etc. whose school related conduct, in the eyes of the principal, or pastor does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their child from the school.

All families will have a pre-admission interview conducted by the pastor and principal. All incoming students will be academically tested and will, upon satisfactory performance and receipt of current school transcripts and teacher recommendation, be admitted in the following order when we have vacancies:

- ☐ Catholics who are members of Holy Spirit or Our Lady of Mount Carmel parishes. A member is defined as a person registered in the Parish, using the Offertory envelopes and attending Mass regularly.
- ☐ Siblings of currently enrolled students.
- ☐ Transferring Catholics who become members of Holy Spirit or Our Lady of Mount Carmel parishes, whose children currently attend Catholic school.
- ☐ Participating members of other Catholic parishes.
- ☐ Non-Catholics

These priorities are guidelines only. The pastor and principal shall have broad discretionary authority in the application of these guidelines to specific situations. Students who withdraw from the school will not be given preference in re-admittance.

A \$40 non-refundable application fee is required for each student.

Applications will be accepted during the month of January. All applicants must submit a birth certificate, immunization records, applicable church certificates (baptism, confirmation, communion), and the latest report cards, test scores (if applicable) and a photograph. Applications are



considered incomplete until all required documents and fees have been received by the school. Applications remain on the waiting list through the school year for which the application is completed. If you wish to have the application remain in consideration for the following school year, an application fee and updated report card must be submitted during the month of January.

Admission to kindergarten will be determined by two factors following the determination of priority status listed above:

- ☐ The applicant student must be five by November 1st of the academic year for which they are seeking admission.
- ☐ The applicant student must demonstrate that he/she is developmentally ready as determined by data compiled as a result of readiness screening.

It is of utmost importance that parents are cognizant of the fact that their support of the school, especially in regards to prompt payment of tuition and willingness to volunteer in school and parish projects, is a pre-requisite to re-registration and a condition for continued presence in school. The school may deny re-admission to any family who is delinquent in tuition or has not met financial requirements. In addition, failure to support the mission, philosophy, objectives, and policies of the school may also prevent re-admission.

All new students will be placed on academic and conduct probation for one year. We wish to make it clear that Holy Spirit School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We will do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities and will assist in referrals for alternate school placement when necessary. Students whose needs we feel we cannot meet may not be asked to register for the following year.

Code of Conduct Covering Students and Parents/Guardians Attending Catholic Schools.....5750

Attendance at a Catholic School in the Diocese of Sacramento is a privilege, not a right. Parents who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work cooperatively together. Normally, differences can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.



Condition of Enrollment for Students

Is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of the school as determined by Holy Spirit School. These principles include, but are not limited to policies, principles, or procedures set forth in this handbook and in the contract of the school.

Condition of Enrollment for Parents/Guardians

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the philosophy and Christian principles of the school as determined by Holy Spirit School at its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.

4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.

5. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g. extended care, athletics, field trips, drama, choir, etc).

The school reserves the right to determine which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and/or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in



disciplinary actions up to and including the withdrawal from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning.

Mid-year Acceptance Policy

If the school Administration determines that an opening will occur before the mid-point of the school year, the following steps will be followed:

- ☐ Referral to the waiting list to see if there are any applicants.
- ☐ Most recent test scores, copy of latest report card and a copy of current teacher evaluation will be required.
- ☐ Conference will be set up with the final application and his/her parents or guardians.
- ☐ The final decision will be made by the principal in consultation with the teacher and the pastor.

Registration Fees

The \$200 registration fee covers the following: student accident insurance, California Catholic Conference and Diocesan Assessment fee, scholastic magazines, textbooks, consumable workbooks, standardized tests, teacher made tests, paper, library, audio visual fee, art paper, and paints.. Registration fees are **NON-REFUNDABLE**, and are to be paid to the school office by mid-March.

Tuition

Tuition is a yearly fee. Registration and book fees are paid in Spring at the time of enrollment. The total tuition sum may be paid in advance by the last Friday of May. It may also be paid in two installments, due the last Friday of May and the first Friday of December. If parents choose to pay over a twelve-month period, they must sign up for direct withdrawal of funds from their checking or savings account through F.A.C.T.S. (http://www.holyspiritschoolfairfield.org/hss_families.html) All tuition must be paid in full by May 20th. Tuition and fees cover only part of the cost of educating a child at Holy Spirit School. To make up the difference, parents have the responsibility of supporting the fundraising activities and service programs at Holy Spirit School and of consistently supporting the church. The operational deficit of the school, cost of furnishings and maintenance, are all paid from these sources of income. Tuition fees will be prorated and refunded in the event the family leaves the school.



Tuition Rates for 2011-2012

| | Parishioner Rate | Non-Parishioner Rate |
|------------|----------------------------------|----------------------------------|
| 1 Child | \$4,200.00/\$350.00 Per Month | \$5,200.00/\$433.34 Per Month |
| 2 Children | \$7,620.00/\$635.00 Per Month | \$9,620.00/\$801.67 Per Month |
| 3 Children | \$10,680.00/\$890.00 Per Month | \$13,680.00/\$1,140.00 Per Month |
| 4 Children | \$12,720.00/\$1,060.00 Per Month | \$16,720.00/\$1,393.34 Per Month |

Tuition Procedures

Tuition rates will be raised yearly subject to approval by the School Advisory Commission and will be announced by the Principal in the weekly newsletter.

Any checks returned because of insufficient funds will result in a \$30.00 service charge. This applies to ALL checks payable to Holy Spirit School including SCRIP.

At the time of Registration:

- All tuition and fees uncollected from the previous year must be paid in full. If a delinquent balance exists, no child will be registered from that family or admitted to the school the following school year.
- All required forms, emergency information, etc. must be completed.
- No family will be allowed to re-register or will be considered as re-registered if any tuition or fees are unpaid as of May 20th. This means that the delinquent family will lose its preferred position on the school roster.
- No eighth grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid. No diploma will be awarded.

In accordance with Diocesan policy, a notice will be sent to the student's high school indicating that the student has not received a diploma.



School Hours

- School hours are from 7:50a.m. to 2:50p.m.
- Student drop off time is between 7:40a.m.-7:50a.m.
- If students arrive before this time they must go to Extended Care.
- Students enter the classroom at 7:50a.m.. (First bell)
- Students arriving after the second bell rings at 7:55a.m. are "Tardy".
- School ends at 2:50p.m. (on regular school days)
- Students are to be picked up by 3:05p.m.
- After 3:05p.m. they will be signed into "Extended Care"
- On Minimum Days school ends at 12:15p.m.
- Students are to be picked up by 12:30p.m.
- After 12:30p.m. they will be signed into "Extended Care"

Extended Care

Holy Spirit School offers quality and affordable before and after school care for students at Holy Spirit School in grades kindergarten through eighth. A registration fee of \$30.00 is required by all students attending the Extended Care program.

These services include:

| | |
|-----------------|---|
| A.M. Program | 7:00 a.m. - 7:40 a.m. |
| P.M. Program | 2:50 p.m. - 6:00 p.m. |
| Drop-In Program | Combinations of times listed on previous page |

Please give advance notice of drop-ins by leaving a message on the answering machine at (707) 425-7852.

Services of the Extended Care Program on minimum days are included in the annual fees of students enrolled in the **Total Before and After School Program** or the **After School Only Program**. All other students are considered **drop-ins** and are charged the hourly rate.

Study time provided is not a guarantee that all homework will be completed, but only that time will usually be provided for homework to be started.

The parent who picks up the child must legally sign the child out. The child cannot sign him/herself out nor may a sibling.

Conduct expectations will be identified at the beginning of the school year for students enrolled in Extended Care. Failure to adhere to conduct expectations will result in loss of enrollment in this program, especially in cases involving a serious violation of school rules or persistent and willful violation of rules set out by the program staff. When a child is not picked up and signed out by 6:00 p.m., a late fee will be charged.



Communications

Telephone Numbers to the School:

School Telephone(707)422-5016
School Fax(707)422-0874
Church Office(707)425-3138
School Website.....www.holyspiritschoolfairfield.org

Students' Use of Telephone

The school telephone is not to be used without permission. Cell phones are prohibited during school hours and may not be used until 3p.m.

Conferences

Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. Teachers may not be called out of class for conferences during the school day. Teachers shall make themselves available for conferences by previous arrangement, preferably by a written note from parent to the teacher. If you wish to speak with the principal, an appointment must be made.

Wednesday Envelopes and Calendar

Our major source of information for parents is the calendar which is sent home with the youngest child of the family at the beginning of each month. Please keep it as a reference guide for the month. The calendar lists all events, schedules, and items of interest. A Wednesday envelope will be sent home each week with news from the school. This envelope must be returned on Thursday. Calling the school office to verify information or transmit messages other than emergency ones is strongly discouraged.

Counseling

At the beginning of the school year, counseling permission slips are distributed. In order to visit the counselor, a signed permission slip is required.

Non-Custodial Parent

Rights of Non-Custodial Parents: In the absence of a court order, the school will provide all the child's parents, custodial or non-custodial, equal access to the child and equal access to academic records, and other school related information regarding the child. If there is a court order specifying that no information is to be given, no contact with the child, etc. it is the responsibility of the custodial parent to inform the school of custody status, subsequent changes and arrangements. The school must be provided with legal verification of these arrangements. DSB 5520



Child Abuse (DSB5560)

All instructional staff and administrative staff of Holy Spirit School shall immediately report any case of suspected child abuse to child Protective Services or the police/sheriff department. Penal Code Section 11166

First Aid (DSB 5550)

In case of accidents or sudden illness, school staff should render first aid, with or without parental consent, using reasonable and ordinary standard of care.

Other Communication

Spontaneous visits to classrooms are discouraged as it is very disruptive to the class. Parents are required to make an appointment. Parents are not to walk their children to the classroom doors in the morning before school and hover around the classroom doors at the end of the school day.

Social Events (DSB 5580)

Elementary schools (grades kindergarten through 8) of the diocese may sponsor social events/dances for their students under their auspices. A principal and his or her appointed designees shall have the option to hold such events, and in so doing, must strictly observe Diocesan minimum guidelines for social events/dances. Elementary schools shall not permit any other outside sponsors to hold dances for the school's students on their premises. (DIOCESAN POLICY #5580)

Invitations

Invitations to parties are not allowed to be distributed at school unless the whole class is invited. Mail or email invitations are strongly encouraged.



Transportation

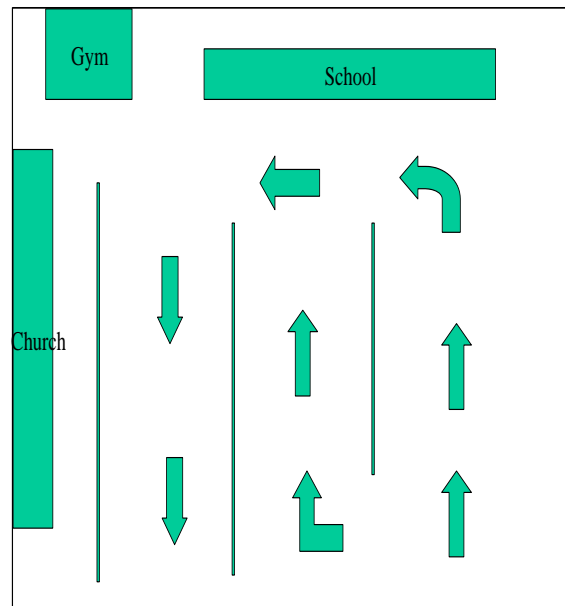
TRAFFIC REGULATIONS:

Morning Drop-Off and Afternoon pickup takes place in the front for grades 4-8 and back parking lots for grades K-3.

Front Parking Lot Traffic Plan

Vehicles should enter the parking lot through the south driveway (marked "IN"). Vehicles entering from Texas Street from the east should turn in and fill either lane # 1 or lane #2. Do not motion cars waiting in the center turn lane on Texas Street. Pull into the parking lot and pull forward to the lane of your choice.

Vehicles entering from the center turn lane should turn in when safe, and fill either lane #1 or lane #2, whichever has the least number of cars.



Front Parking Lot Traffic Plan

In the morning, cars from lane #1 and lane #2 should alternate pulling forward into the drop off area. In the afternoon, monitors will be positioned at the end of Lane #2 to direct cars entering the pick up area. All vehicles should pull forward, into the drop off/pickup area, which begins at the red curb and continues to the far side of the church, by the handicapped parking spaces.

Passengers must exit and enter their vehicles from the right side only. Never pass, park, or leave your vehicle unattended while in the drop off/pickup area. Never drive over concrete curbs in parking spaces.

Exit the parking lot through the North driveway (marked "OUT"). Observe the 5 MPH speed limit at all times. Only right hand turns are to be made out of the parking lot exits. This helps to avoid traffic jams and car accidents.



Back Parking Lot Traffic Plan

Grades K-3

Students in Grades K-3 will be dropped off in the back parking lot in the mornings from 7:40-7:50 a.m.

Students in Grades K-3 and siblings will be picked up in the back parking lot (school playground), and follow the Back Parking Lot Traffic Plan.

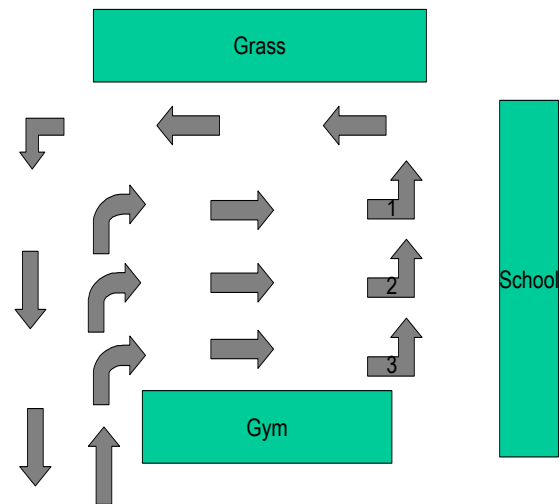
Students will be lined up in the PICK-UP area. Older siblings will stand with the youngest child. Parents can enter the playground at 2:40. There is no parking in the playground at this time.

As soon as passengers are picked up, vehicles may exit the parking lot in single file. Make a **RIGHT TURN ONLY** when exiting the alley. Observe the 5 MPH speed limit at all times.

Parents should line up in the driveway adjacent to the Church. Once the gate to the playground is opened, the first car in line shall pull into the corner position.

The second car shall pull alongside, to the right of the first car, the third car shall pull along the right side of the second car, etc., eventually forming five columns.

Once the children are dismissed, the corner car (number one) shall drive to the front of the pickup line. The second car shall fall into place behind the first car, the third behind the second, etc.



As the first row of cars moves forward, the second row will fill in, and eventually "peel off" for the pick-up line as they move forward.



Safety Patrol

Holy Spirit School has a safety patrol program. Grade five students are selected to serve in the patrol based on their commitment and willingness to perform these very necessary duties.

Parent volunteers direct the traffic in the front and back in the morning and after school.

Traffic functions most effectively when parents follow the directions of the parent volunteers and School staff and encourage their children to do the same.

Uniform Regulations

APPEARANCE & UNIFORM:

Christian modesty and good taste in dress and appearance are qualities that a young person learns from the instruction and example of his/her parents.

Personal Grooming:

Students are expected to be neat and clean.

Students **are not** allowed:

- To wear makeup, colored nail polish, etc. in school
- To file nails or comb hair in public
- To wear hanging or large earrings
- To wear fad haircuts
- To have shirts untucked during the school day except for recess (Exception for girls in the 6,7, and 8th. grades)
- To dye, highlight, or bleach their hair

Girls are allowed a single post earring in each earlobe. No cartilage earrings. No rings are allowed. A watch is acceptable; medical alert bracelets are allowed.

In order to enforce the uniform code, we need parent cooperation. It is your responsibility to make sure that your child attends school in proper uniform daily. A written excuse good for one day must be sent to the classroom teacher when a child comes to school out of uniform. When a child comes to school out of uniform without a written excuse, a warning will be given. For a second offense, detention will be given. In grades 5-8, detention is given immediately for a uniform violation.



- Boys - Grades K-8:**
- ☐ Uniforms are to be appropriately fitted.
 - ☐ Boys' hair must be neatly trimmed above the shirt collar, and conservatively styled.
 - ☐ Navy blue twill pants with black belt
 - ☐ Navy walking shorts with black belt
 - ☐ White permanent-press shirt or white knit shirt with collar, long or short sleeve, supplied by Lands End Uniform Company
 - ☐ Uniform navy cardigan sweater, supplied by Lands End Uniform Company
 - ☐ Uniform navy v-neck sweater, supplied by Lands End Uniform Company
 - ☐ Uniform navy v-neck vest, supplied by Lands End Uniform Company
 - ☐ Uniform crew neck sweatshirt with small school logo, supplied by Lands End Uniform Company. **No hooded sweatshirts allowed.**
 - ☐ Black or navy socks that reach at least 2" above the ankle.
 - ☐ NO earrings during school hours or school-sponsored events.
- Girls - grades K-5:**
- ☐ Uniforms are to be appropriately fitted.
 - ☐ Plaid Jumper supplied by Lands End Uniform Company.
 - ☐ Navy blue twill pants with black belt
 - ☐ Navy blue walking shorts with black belt
 - ☐ White blouse with Peter Pan collar or white Polo shirt with collar. The shirt may not have ruffles or lace.
 - ☐ Uniform navy V-neck sweater, supplied by Lands End Uniform Company.
 - ☐ Uniform navy V-neck vest, supplied by Lands End Uniform Company.
 - ☐ Uniform navy cardigan sweater, supplied by Lands End Uniform Company.
 - ☐ Uniform blue crew neck sweatshirt with small school logo supplied by Lands End Uniform Company. **No hooded sweatshirts allowed.**
 - ☐ Black, white or navy knee socks or cuffed anklet socks that reach at least 2" above the ankle.
 - ☐ Black, white or navy solid tights - no pantyhose. No leggings.
 - ☐ Hair accessories must be blue, black, white, or uniform plaid. No metallic or rhinestones.
- Girls - grades 6-8:**
- ☐ Uniform blue plaid skirt, supplied by Lands End Uniform Company
 - ☐ Uniform navy blue twill pants with black belt.



- ☐ Uniform navy blue walking shorts with black belt.
- ☐ White blouse with Peter Pan collar or white Polo shirt with collar. The shirt may not have ruffles or lace.
- ☐ No camisole showing below hem of school shirt or P.E uniform
- ☐ Uniform navy V-neck sweater, supplied by Lands End Uniform Company
- ☐ Uniform navy V-neck vest, supplied by Lands End Uniform Company
- ☐ Uniform navy cardigan sweater, supplied by Lands End Uniform Company
- ☐ Uniform crewneck sweatshirt of designated color supplied by Lands End Uniform Company.
No hooded sweatshirts allowed.
- ☐ Black sweatshirt for 7 and 8th grade, supplied by Lands End Uniform Company.
- ☐ Black, white or navy knee socks or cuffed anklets that reach at least 2" above the ankle.
- ☐ Black, white or navy solid tights, no pantyhose. No leggings.
- ☐ Hair accessories must be blue, black, white, or uniform plaid. No metallic or rhinestones.

Shoe Attire K-8:

- ☐ Low top **solid black** to be worn everyday
- no stripes or logo
- ☐ Shoe laces must be black

PE Uniforms:

- ☐ Blue Holy Spirit shorts or sweats, blue Holy Spirit T-shirt with black low top school shoes.
No hooded sweatshirts allowed.

Church Days:

- ☐ **No PE clothes are to be worn on scheduled Church days, e.g. Ash Wednesday. On scheduled church days students are to be in full uniform, including a sweater or a vest, (no sweatshirts) 7th and 8th grade ONLY may wear their black sweatshirts.**

PLEASE NOTE: No decals, lettering, logos, etc., other than school crest shall be worn on the school uniform. Only clothing as described above shall be accepted during the school day. In addition to the sweatshirt, any color jacket or coat may be worn on the playground during cold weather, but may not be worn in the classroom. All articles of clothing should be clearly marked.

School Uniforms may be purchased from:

Lands' End
(Preferred School Number: 900143652)
<http://www.landsend.com/pp/SchoolSearch.html>
1.800.963.4816



P.E. Uniforms may be purchased from:

Lands' End
(Preferred School Number: 900143652)
<http://www.landsend.com/pp/SchoolSearch.html>
1.800.963.4816

Inquire at the school office for information about purchasing second hand uniforms.

Non-Uniform Days

The following are guidelines for non-uniform dress days:

Acceptable:

- Shirts with general prints, patterns, or manufacturers logos.
- Shirts with children's animation such as Disney characters, Pokémon, etc.
- College name shirts.
- Shorts must be no shorter than the student's fingertip when standing straight.
- Sleeveless shirts, as long as the shoulder area is at least three inches across.
- Sweat outfits are acceptable in grades kindergarten through third grade.

Not Acceptable:

Clothing that is inappropriate:

- promotes profanity, violence, or derogatory comments, such as the Simpson's, South Park, Family Guy, Austin Powers, etc.
- WWE or any type of professional wrestling t-shirts.
- Spaghetti strap tops and tank tops
- promotes or advertises alcohol or drug use,
- Has sexual connotations
- Sweatpants, sagging pants, pants worn below the waist, pants worn so that boxer shorts or underwear are showing, or excessively baggy pants.
- Nail polish, makeup, or hair coloring

Students wearing this type of clothing will be asked to change into something else or to call a parent to bring in appropriate clothing.



Discipline

The faculty and staff of Holy Spirit School commit themselves to the belief that all students have the right to learn in a distraction-free environment. Classroom rules and consequences are posted in each classroom and distributed to parents at Back to School Night. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Conduct Referrals will be given for infractions of the rules and policies of Holy Spirit School. Three detentions will result in an in-house suspension.

Students with chronic behavioral, tardiness and absence issues will be subject to an intervention meeting which will include parent/guardian, teachers, and principal.

General School Rules for Students:

- ☐ Wear complete uniform daily.
- ☐ Walk in the hallways.
- ☐ Properly use the restrooms.
- ☐ Play in assigned areas only and obey yard supervisors.
- ☐ Obey cafeteria regulations.
- ☐ Obey Safety Patrol Officers.
- ☐ Use the trash cans for all litter and pick up litter whenever possible.
- ☐ Remain off the grass and equipment areas when they are wet.
- ☐ Remain off the trees on campus.
- ☐ **No gum chewing on school premises or at school functions.** Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time. While on campus, a \$5.00 fine will be charged for gum chewing between 7:50 a.m. and 6:00 p.m. or at any games or practices during the school year.
- ☐ Keep food and drink out of the restrooms, library, computer room and the science room and classrooms.
- ☐ Return all borrowed equipment and materials in good condition to their proper locations.
- ☐ Always walk bicycles while on campus and lock them to the bike racks. Lack of cooperation will necessitate loss of bicycle privileges for a week.
- ☐ No skateboards may be used coming to school unless by written parental request. Skateboard will then be left at the office. They may never be used on campus.
- ☐ **Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code)**
- ☐ All students will be responsible for the protection and preservation of school property and for the good of others.



- ☐ Fighting, bullying, "play-fighting," or "messaging around" are prohibited and subject to suspension.
- ☐ Actions occurring off campus but related to the school shall be dealt with as if they occurred at school.
- ☐ Cell phones, iPods, e-books, electronic devices, portable handheld machines and handheld video games are absolutely forbidden for K-8 students during school hours. All cell phones and devices must be turned off and stored in backpack or lockers during school hours. **Such items may only be used after 3:00 p.m.** If a student violates this rule, the cell phone or any electronic device will be confiscated and will not be returned until the end of the day. For a second offense, the item will be confiscated and not returned until the end of the school year. It is the responsibility of each parent then to pick up the confiscated item from the teacher or the office. If a student needs to use his/her cell phone after school to contact his/her parents for transportation purposes, **student must ask the adult supervisor for permission.** Extended Care will follow the same rules unless permission is granted by the director.

Lunch Break

In order to provide a comfortable environment to enjoy the midday meal, the following expectations are in place:

- ☐ Students in K-4 will be brought to the lunch room by the classroom teacher.
- ☐ Students in 5-8 will line up outside the cafeteria in assigned area.
- ☐ Students will be courteous and respectful to the lunchtime supervisors and each other at all times.
- ☐ Students shall remain seated during lunch time.
- ☐ Students shall eat properly and speak quietly.
- ☐ Students shall observe three minutes of silence before dismissal from their table.
- ☐ Students who finish their lunch shall remain at the table until instructed by supervisors.
- ☐ Students shall place their waste and recyclables in the proper containers when instructed by supervisors.
- ☐ Students in 1-4 shall proceed outside to holding area until directed for recess.

Playground Rules:

- ☐ Students shall be courteous and respectful to the playground supervisors and each other at all times
- ☐ Students are dismissed for recess when the bell rings.
- ☐ Playground equipment must be used appropriately.
- ☐ Students are never permitted to remain in their classrooms without supervision
- ☐ Students ask permission to go to the office.



- ☐ Loitering in the bathrooms/entrance ways is never allowed.
- ☐ Rough playing/foul language during games will not be tolerated. Pushing, hitting, etc. will warrant detention, suspension or expulsion determined by the seriousness of the offense.
- ☐ No playing with or bouncing of playground balls once the "freeze" bell has rung.
- ☐ No talking once the "freeze" bell has rung.
- ☐ At the end of both recesses, after the "freeze" bell, students walk directly and promptly to their classrooms. **This is not a time to use the bathroom or get drinks.**
- ☐ Students line up in an orderly, quiet manner outside the classroom.
- ☐ Supervisors will give Conduct Referral Slips for playground and lunch infractions.
- ☐ Two or three supervisors will always be on the playground. (Call the office to schedule).
- ☐ If the playground ball is kicked over the fence the fine is \$5.00

Additional school and Diocesan policies are contained in the Appendices to this Handbook.

Suspension:

- ☐ Students who have been suspended may not attend school functions such as athletic events for the duration of the suspension.
- ☐ A student may be placed on suspension for serious misconduct at school, during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume various forms depending on the circumstances.
- ☐ Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or when a serious offense is committed. A student shall be suspended for no more than five consecutive school days. Aggravated grounds for suspension can become grounds for expulsion.

Specific procedures include: (DBS 5650)

- ☐ The student shall be given oral or written notice of the charges and a fair opportunity to present his/her side of the story.
- ☐ The gravity of suspension requires that notice be given to the parents by telephone or other appropriate methods within a reasonable time, followed by a written notice signed by the principal or pastor.
- ☐ A conference with the parents, student, and appropriate school staff will be arranged.
- ☐ A written form of suspension must be signed by the parents and student. On this form, the exact length of the suspension period shall be specified, and the reason for the suspension clearly noted.
- ☐ The principal is required to maintain dated documentation of the facts and of the parent conference.



- ☐ A suspension must be approved by the principal or in the absence of the principal, the assistant principal or the pastor.
- ☐ Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct will be clearly stated to the student and parents.
- ☐ The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all related circumstances.
- ☐ To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

Offenses committed resulting in Suspension or Expulsion from School

- ☐ Actions gravely detrimental to the moral and spiritual welfare of other pupils, such as serious disobedience, insubordination, or disrespect for authority.
- ☐ Habitual profanity or vulgarity. E.C. 10602
- ☐ Slander, bullying excessively after warning
- ☐ Assault, battery, or any threat of force or violence directed toward any school personnel or pupil. E.C. 10602. *Fighting in any form between students results in suspension for all involved parties.
- ☐ Open, persistent defiance of the authority of the teacher. E.C. 10602
- ☐ Continued willful disobedience. E.C. 10602
- ☐ Use, sale, distribution, or possession of any narcotics. E.C. 10603
- ☐ Use, sale, distribution, or possession of alcohol on or near school premises. B. and P.C. 25008
- ☐ Smoking or having tobacco. E.C. 10602
- ☐ Stealing.
- ☐ Willful cutting, defacing or otherwise damaging any property, real or personal, belonging to the school. E.C. 10602
- ☐ Habitual truancy (Absences and tardiness).
- ☐ Outrageous, scandalous, or serious disruptive behavior.
- ☐ Conduct at school or elsewhere, which would reflect adversely on the Catholic School or Church.
- ☐ Possession of any weapon, which include guns, pen knives (Swiss Army knives)

Any of the reasons listed for expulsion with less severe circumstances are adequate cause for suspension of a pupil.

Expulsion:

- ☐ The final decision to expel a student rests with the principal and the pastor.
- ☐ Full credit shall be given for all work accomplished by the student prior to the time of expulsion.
- ☐ Notice of an expulsion must be given to the Department of Catholic Education immediately or within seven days of such action.



Harassment (DSB 5680)

Holy Spirit School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Student Threats (DSB 5910)

Holy Spirit school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or vice principals.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential and thorough manner.

Threats that are substantiated may result in disciplinary action, up to and including dismissal.

Practical jokes or offhand comments of threatening nature will be considered serious and will be investigated.

Student Conduct

Students enrolled at Holy Spirit School assume personal responsibility for their honest, Christian conduct. Students are expected to follow Holy Spirit School's Acts of Courtesy:

Acts of Courtesy

- ☐ I will wait my turn and not interrupt when two people are speaking to one another.
- ☐ I will hold the door open for all older adults and younger students.
- ☐ I will say Good Morning/Afternoon to any adult who enters the classroom.
- ☐ I will acknowledge those who speak to me by looking them directly in the eye.
- ☐ I will respond to "Good Morning/Afternoon, Hello, How are you?" with a polite reply.
- ☐ I will stay seated and listen when my teacher or another student is talking.
- ☐ I will raise my hand and wait to be called upon.
- ☐ I will be tidy with my school supplies, personal belongings, and personal trash.
- ☐ I will use all school athletic equipment, computers, books, etc., with care.
- ☐ I will remember to say "Please" and "Thank you".



Health

Immunizations/Medical Records:

- ☐ California law requires all children entering kindergarten to have their immunizations up-to-date. First graders must have a physical exam prior to entering first grade. This exam may be done within 18 months of entering first grade. All students entering 7th grade must have completed the hepatitis B series of vaccinations, and a second dose of the MMR (measles, rubella and mumps) vaccine.
- ☐ Volunteer parents and family members working with students must have T.B. tests every four years.

Distribution of Medication

No medications of any kind can be administered by school personnel without appropriate consent forms, this includes over the counter medicine, i.e., Tylenol. If a student must have medication during the school day, the following procedure must be followed:

- ☐ Release from doctor and parent stating the nature of the medication.
- ☐ The day's dosage must be sealed, labeled and have student's name attached and should be in an appropriate container and will be kept in the Health Room.

Communicable Disease:

If a child has been diagnosed as having a contagious disease (or condition such as head lice, pink eye), please notify the office immediately so that precautions can be taken and exposure notifications can be sent home.

When a child is absent due to a communicable disease, he/she may not be readmitted without a note from the doctor.

Life Threatening Allergies:

Part of Holy Spirit School's mission is to provide a safe and caring school for all of our children and that involves cooperation from all of our families. We have some students with severe life threatening food allergies (anaphylaxis) to peanut and other nut products. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child's class directly, we want to inform you so that you may choose to send foods with your child that are free from peanut or nut products.



Student Insurance

While at school and school-sponsored activities, the students are covered for accidents by Myers/Stevens and Company, Inc. This insurance program is mandated through the Diocese of Sacramento Catholic School Department. The insurance premium is paid from the school fees. Injuries on which insurance claims are to be filed must be brought to the attention of the school office **THE DAY THEY OCCUR**. If the child is too young to give the information, the parent should stop by the office **WITHIN ONE DAY** after the accident. The insurance form will then be completed, and the parent may present it to the doctor. The school will not forward insurance forms to individual doctors or hospitals.

Emergency Cards

State law requires that a complete and current emergency card for each student be on file and readily available. Please notify the school secretary at once if there is a change of address, telephone number or any other important information.

School Absence Policy

Consistent attendance at school is essential for holistic learning. Excessive absences may result in a reduction of grades, as the full benefit of the teacher directed lesson and classroom discussions cannot be duplicated by make-up work.

When a child is absent due to an illness, parents must call the office by 8:30am and the student must bring a note from home on the day he/she returns to school. Students have the same number of days as absent to complete missing work (i.e., absent two days, all work turned in within two days unless previously assigned with a specific due date). Any absence of more than three days requires a doctor's note.

According to State Law, excessive absence is considered 10 days per trimester, or 30 days per school year, and may be grounds for retention.

Teachers are not required to provide work ahead of time for absences due to vacation. It is the responsibility of the student and/or parent to make sure the missing work is completed within three days of the student's return to school. Parents must notify the office in writing of time off for vacations and obtain the principal's approval.



Tardiness

Tardiness is detrimental to achievement. It not only disrupts the class as a whole; it causes the individual to have a poor beginning to the day. Although an unusual circumstance may necessitate an occasional tardy, cumulative tardiness is viewed as unacceptable and will have an adverse effect when applying to high school.

A student will be considered tardy if he/she arrives after the 7:55 bell. The student must report to the office for a tardy slip to be given to the classroom teacher.

California State Law requires compulsory school attendance by all children between the ages of six and sixteen. For an absence to be considered excused, the absence must fall into one of the following categories: illness, accident, quarantine or attending a funeral for an immediate family member.

Appointments

Early dismissals for appointments are highly discouraged. If a student has to have an appointment during school hours, the teacher must be informed in writing the morning before the appointment. At the time of the dismissal, the parent must come to the office and request the child to be released from the classroom and sign the student out. Upon returning to school from an appointment, the parent needs to sign the student in and secure a re-admittance slip form from the office.

Students are responsible for requesting and completing all missed assignments.

Excused absences are granted for medical and dental appointments when official verification is received from the doctor or dentist. (Parents need to request this at the time of the appointment visit.)



Safety

In the event of a natural disaster we will follow the direction of the Fairfield-Suisun Unified School District and/or the Diocese of Sacramento, Department of Catholic Education regarding the opening or closing of the school.

All families must fill out an Emergency Release form at registration each year. These are kept in the office to allow for the systematic release of your child from the school grounds and for necessary emergency care. Please make sure your telephone number is current with the office at all times.

In the event of a crisis during school hours, all students will be evacuated to a safe area in the playground. They will assemble according to grade. No student will be released from the school except to his/her parent or guardian.

Safety drills are conducted monthly.

In the event of a serious emergency during school hours:

- ☐ You will be notified by an automated telephone call.
- ☐ Avoid telephoning the school. Lines must be kept open for emergency use.
- ☐ Tune in to your radio or local TV program and check the Holy Spirit School website; www.holyspiritschoolfairfield.org
- ☐ During evacuation students will assemble in the middle of the schoolyard or gym or Armijo field across the street.
- ☐ All students will be cared for in supervised areas until they are picked up.
- ☐ Stay calm.



Homework

Homework is a necessary reinforcement of the concepts and skills taught in class to foster habits of independent study. Homework may consist of written work, reading books or newspapers, studying, discussion with parents, interviews, or projects and experiments.

Good study habits emphasized at Holy Spirit include a regular time for study in a quiet, well-lit environment. The student's homework must be reflective of his/her own care, effort, time, and thought. It must be presented in a neat and orderly manner.

Long-range assignments and projects demand a realistic time schedule. Work must be done on some aspect of the project each day to insure completion of the project on time. Absences are not an excuse for any previously assigned work.

It is the student's responsibility to inquire about making up work missed due to illness.

All children in grades 2 - 8 will use a daily planner to record their homework. Parents must check their child's daily planner every night.

Time Allotments:

- ☐ Homework is given at the discretion of the classroom teacher.
- ☐ Actual homework time will vary by student. The following table provides some guidelines for minimum amount of time a typical student should spend doing daily homework:

| | |
|-------------|----------------|
| Grades 1 -2 | 20-30 minutes |
| Grades 3 -4 | 35-45 minutes |
| Grades 5 -6 | 45-60 minutes |
| Grades 7 -8 | 60-120 minutes |

Parents are urged to discuss homework problems with the teacher assigning the homework. Please do not write excuses without sufficient reason for students who fail to complete homework.

In recognition of the role of parents as primary educators, and in recognition of the school's philosophy with respect to the value of quality family time outside of regular school hours, homework is not assigned on weekends except in the following cases:

- ☐ Unfinished class work may be assigned as homework where the



student had time to finish the work in class but did not do so;

- ❑ Make-up work may be assigned over the weekend in the case of student absence,
- ❑ Homework may be assigned on Thursday and due the following Monday.

If your child is constantly spending longer than his time allotment, check with his teacher. Teachers will notify parents of grave omissions in homework. Parents should also monitor student work via the Power School program. Homework is a responsibility over which extra-curricular activities must not take precedence.

If a student cannot finish his/her homework in the time given, a signature of either parent, on the paper, with appropriate explanation will be accepted, provided this is done only for exceptional reasons.

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 if problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

Students need to realize that successful study demands sincere commitment. Students are not allowed to return to their classrooms after school hours to get books, etc. It is their responsibility to have all of their belongings at dismissal time.

Equipment failure, such as a printer not working, is not acceptable as a legitimate excuse for failure to complete and turn in assignments on time.

Plagiarism and Cheating

Holy Spirit School regards cheating and plagiarism as a serious offense. Students understand from Kindergarten through eighth grade that they are not to copy another's work, and that doing so will result in no credit for the assignment and a conduct referral. If a student knowingly allows another student to copy his/her work, or creates a situation where cheating might be suspected, such as talking during a test, that student will also receive a grade F and a conduct referral.



Computer Technology and Internet

The **Internet and Computer Acceptable Use Policy Agreement (ICAUPA)** has to be completed and signed every year by each student and countersigned by a parent or a legal guardian.

Holy Spirit School guidelines and policies list the following as unacceptable behaviors:

- ✎ Eating or drinking near the computers;
- ✎ Playing with cords or pulling them out;
- ✎ Damaging computer systems or computer networks in any way;
- ✎ Using the computer to harm other people or their work;
- ✎ Reading or using other people's work, folders or files without asking;
- ✎ Disabling any safety features on the computer;
- ✎ Wasting computer resources, such as disk space by downloading media files including but not limited to MP3's, MPEG's, AVI and DIVX, and paper;
- ✎ Revealing personal information, image, phone number, name or address of one's self or another;
- ✎ Viewing, sending, displaying, or downloading offensive messages, pictures, or Web pages;
- ✎ Viewing Web sites that the school or teacher does not allow;
- ✎ Violating copyright laws and issues, and use of digital information, and/or copying data directly from the Internet and using it as your own;
- ✎ Reading or opening e-mail and attachments;
- ✎ Using obscene language;
- ✎ Harassing, insulting, or threatening others;
- ✎ Using another person's log-in or username and/or password;
- ✎ Using the school computer network for commercial purposes.

Students who do not comply with usage rules, guidelines and policies will forfeit their usage privileges and be subject to any appropriate disciplinary action, detention, suspension and/or expulsion.

Computer Education / Computer Lab

Holy Spirit School students in Kindergarten through Eighth Grade are introduced to computer safety and ethics as well as technology skills and applications. Students are expected to follow the rules for using the school computers and network resources as well as observing the Internet rules, often referred to as "Netiquette."

A fully equipped Computer Lab is present on the campus. Our volunteer Technology Committee updates it yearly.



Social Media and Networking

Many of our students and parents utilize popular social networking sites with much greater degree than the more traditional e-mail accounts. It is therefore becoming more common for students and parents to use this technology to advertise their events and otherwise communicate with students in the ways that have previously been done in person, print or even e-mail.

Any parent reserves the right to have any photograph of their child removed from an internet site. This helps to keep children safe and give parents the right to determine the use of photographs of their children. Parents must give written permission for the use of their child's image on the internet.

Permission must be granted by staff members to include any pictures of themselves on any social media site.

The three major responsibilities of students and parents using any networking site are:

- 1. Be safe –DO NOT publish personal information where anyone can see it**
- 2. Be respectful and courteous to others and their opinions (No cyber bullying)**
- 3. Be legal - observe copyright and other legal issues**

- You are responsible for anything that is posted in your name.
- Always use appropriate language and pictures and remember that how you say something is as important as what you say.
- If a student or parent chooses to identify themselves as a student or parent at a particular Catholic school, they may not represent themselves or the school community in a manner that negatively reflects the school's Mission or Philosophy statements.
- Parents and students should not publish or post school information, including but not limited to: use of logos, team/club photos or images, or references to employees. Further, students may not post comments or pictures of a fellow student without their permission.
- Parents and students are legally responsible for the content they post. This means the student or parent may be held personally liable for defamation, libel, obscenity, etc.
- In all instances, students and parents are expected to use good judgment when blogging, chatting, or posting online. Failure to use good judgment may result in disciplinary action up to and including suspension or expulsion from the school.



Report Cards

At the end of each trimester, report cards will be distributed. Report cards provide parents with tangible evidence of various aspects of student growth and development. A formal parent-teacher conference will accompany the distribution of the Progress Report in the middle of the first trimester. Conferences will be held with parents at each report card issuance for students whose work or behavior is unsatisfactory. Report card envelopes are to be signed and returned to school within the week they are given. Parents' comments are to be written on the front of the envelope or in an accompanying letter.

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. Our primary concern is that students perform at full potential. Any discrepancies in grades must be resolved within three days in writing upon receiving the report card.

Any matter involving a student's work or behavior must be taken up with the teacher first and principal second, only when necessary.

Percentages will be given in Grades 2-8 with the alternate Diocesan scale used in Grade K and 1.

Grading Scale

The following grading system, based on the Diocesan Code (found on the Report Card) is used at Holy Spirit School:

Kindergarten and Grade 1:

Marking Code:

| | |
|-----|--------------------------|
| S++ | = Outstanding |
| S+ | = Above Average |
| S | = Average |
| NI | = Needs Improvement |
| U | = Unsatisfactory/At Risk |

Grade 2-8 use percentage grades:

Academic Marking Code:

| | |
|--------------|------------------------|
| A = 90 - 100 | S = Satisfactory |
| B = 80 - 89 | U = Unsatisfactory |
| C = 70 - 79 | NI = Needs Improvement |



D = 60 - 69

EX = Exempt

F = Below 60

INC = Incomplete

Character Development Code:

A = 90 - 100

S = Satisfactory

B = 80 - 89

U = Unsatisfactory

C = 70 - 79

NI = Needs Improvement

D = 60 - 69

EX = Exempt

F = Below 60

Holy Spirit School provides access to your student's grades, attendance and assignments through the Internet. If you have Internet access at home or at work you can view the information on your student at any time through PowerSchool. A unique username and password will be issued for each student annually. <http://powerschool.hsschool.org>

NOTE: Individual teachers have different schedules for updating and posting assignments, grades and attendance. Contact the teacher directly if you have any questions and/or concerns regarding the grades that are posted through PowerSchool.

The school reserves the right to take down the PowerSchool server for any updates and maintenance without any advance notice.

Progress Reports

Progress Reports will go home at the mid-term of each trimester, or at any time thereafter, for students who have a grade below average. 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 as to what steps may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card; it is an indication of progress to date in a specific area.

Student's progress can be viewed online through Holy Spirit School's PowerSchool <http://powerschool.hsschool.org>

Promotion/Retention

All students are expected to achieve at least grade level proficiency, which is 70% or higher, in **all core subjects** in order to merit promotion to the next grade. Students who have a final grade(s) below 70% will be required to attend summer school or complete required coursework as a condition of promotion. **Evidence of the above must be submitted to the office two**



weeks prior to the first day of school or student will not be permitted to return to Holy Spirit School.

Any decision concerning promotion versus non-promotion will be made after considering all facts related to a child's development, such as; daily attendance, satisfactorily completing and turning in classroom and homework assignments, ability to work independently, and ability to work cooperatively.

The following are the minimum procedures for retention for academic reasons:

- A conference is held with the parents at 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.

All students who have satisfactorily completed the required course of studies for the Eighth Grade shall be allowed to graduate. The failing of one or more courses will automatically eliminate a student from participating in the graduation exercises. Students who do not satisfactorily complete the required course of studies will be given the opportunity to attend summer school or required coursework prior to promotion to the Ninth Grade.

Honor Roll

Holy Spirit School students have the opportunity to earn recognition on the Honor Roll based on their academic achievements in the seven core subjects and conduct in each trimester. At the end of each trimester, the teachers will submit a list of students eligible to be named on the honor roll. There will be three categories for students in grades 5-8.

Principal's Honor Roll is for students who have all grades of 96% and above.

First Honor Roll is for students who have all grades of 90% and above.

Second Honor Roll is for students who have all grades of 83% and above.



Extra-Curricular Activities

Academic Eligibility (Probation)

The primary reason for attending school is to obtain a quality academic education. However, it is recognized that extracurricular activities play an important part in a student's educational experience.

When a student's grades fall below a 70% in ANY subject, it is apparent that an insufficient amount of time is being devoted to studies. Academic Probation will take place for ten school days following Progress Report and Report cards during lunch. If progress has not been made throughout the trimester the student, teacher, parent, and principal will meet to discuss appropriate action.

Conduct Eligibility

If a student's conduct is in question, the teacher and/or principal have the authority to make the student ineligible for extra-curricular activities. For all extra-curricular activities, students must maintain a conduct grade of at least 80%.

California Junior Scholastic Federation

Eighth grade students may join the California Junior Scholastic Federation (CJSF). This is an honor program based on academic, service, and citizenship records. Required standards are set by the state. CJSF students are eligible for associate membership in the California Scholarship Federation (CSF) on entering the high school of their choice. Members may earn a membership pin and official gold seal on their diploma and transcript. A student may qualify for CJSF membership in the first trimester of 8th Grade. In order to qualify, a student must have earned 14 points per trimester in 7th or 8th Grades.

Points are earned in each of the following subjects: Religion, English, Spelling, Math, Literature, Science and Social Studies.

A = 3 points

B = 1 point

C = 0 points

In addition to points, the student must have a conduct grade of at least 90% in each trimester to qualify. Membership is per trimester only. A member must meet the above qualifications each trimester to maintain membership. In order to receive seal on their diploma, a student must be eligible for 5 out of 6 trimesters in 7th and 8th Grade. A grade of D or an F in any subject disqualifies the student from qualification for that trimester.



Student Council

One of the primary objectives of Catholic Education is the development of Christian leadership. Responsibilities of citizenship are a very important part of the students' education. Through the Student Government Program the students learn responsibility, develop school spirit, and are given opportunity to develop leadership skills within the democratic framework. Student Government also provides services to the school, church, and community.

The qualifications to run and maintain a position for Student Council are as follows:

- The Student Council President must be in 8th grade when they serve
- The student must be an active member of the Holy Spirit Community entering the 7th or 8th Grade, who has attended Holy Spirit School for one year.
- The student must have no grade less than a "C" (75%) in any subject, or any unsatisfactory marks during the current school year.
- The student must have conduct grades of at least an A (90%) during the current school year.
- The student must have the application form sign by a parent, their homeroom teacher, two former teachers and the principal. A PowerSchool print out must be attached to the application.
- Students must undergo a screening process to be eligible to run for a specific office

Athletic Program:

Holy Spirit School has traditionally been well known for its spirit, participation, and good sportsmanship. After school sports requires the enthusiasm, generosity and dedication of parents and students. Students at Holy Spirit School have the opportunity to participate intramural sports with teams from Solano County Catholic Schools. It is required that all participants in intramural sports have written permission from their physician stating they are able to participate in the sports program. This permission is valid for two years. There is a \$50 registration fee per child, per sport. The fee helps subsidize the cost of the sports program. All sports teams are required to have fingerprinted adults (with TB test clearance on file) present at all practices and games. Failure to do so will result in the child and parent being asked to leave.

It is the parents' responsibility to keep their children inside the gymnasium during sports functions. During these functions, children are not allowed outside the Parish Center, or to play on the playground, or use any playground equipment. Parents must supervise their children in the gym during games.

Cheerleading:

The aim of cheerleading is to encourage good spirit and sportsmanship among members of the school team and among their followers. Students from Grades 5, 6, 7 and 8 will form cheerleading teams. All teams are



required to have fingerprinted adults (with TB test clearance on file) present at all practices and games. Parents of cheerleaders are responsible for transportation to and from the games and for prompt pick-up after events.

Field Trips:

Field trips are privileges given to students; no student has an absolute right to a field trip. Parents are expected to sign the permission form, which releases the school from liability. Attached is a sample copy of the school or diocesan permission form. If a student forgets to bring the form home, a parent can copy the proper form from the handbook and fill in the appropriate date and destination. School officials will not accept forms other than the official one. Students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Faxed permission forms can be accepted. Parents have the right to refuse to allow their child to participate in a field trip.

Parents may not bring siblings while they are acting as field trip chaperones. If a parent “happens to show-up” at a field trip destination on the same day and time as their child, they are considered an “official chaperone” by the school’s insurance company therefore the school is held liable for ALL related persons. Field trips begin and end at school. Drivers are to go directly (no stops) to and from the field trip venue. Each driver must have the permission forms for the students in his/her vehicle. If a parent chooses to disregard the school’s field trip policy in the above mentioned circumstances, they will not be permitted to attend any more fieldtrips.

Performing Arts:

Students in grades 5-8 have the opportunity to participate in Holy Spirit Performing Arts (HSPA). The students learn techniques in acting, speaking, singing and improvisation. In order to be a member of this club, all participants must pay a \$100 fee.

Band:

Any interested student in grades 4-8 may join the school band. The band meets on Tuesday or Wednesday morning at 7:00a.m. Students perform at school, community and parish events. Band fee applies.

Choir:

Any interested student in grades 3-8 may join the Children’s Choir. The choir rehearses on Tuesdays after school from 3:00-4:00p.m.in the church. Students learn a varied repertoire of songs and perform for school events, parish and school liturgies.



Masses

On the first Friday of the month, on Holy Days of Obligation, and on special occasions there will be a student body liturgy in the parish church. Parents are always welcome and encouraged to celebrate the Eucharist with the school community.

Religious worship is an integral part of a child's growth and a central part of the Catholic identity of the school. Throughout the year, students attend Mass and are requested to be in regular uniform when there is a Mass for the entire school. P.E. clothes are not allowed.

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening/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, for the Catholic education of children 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 serious obligation. Children are taught in school that Mass is the most important part of Catholic worship and encouraged to participate actively in the Mass. What the children learn in school should be reinforced in the home.

The following is a statement of our bishop on the importance of Sunday Mass:

"The Sunday Eucharist is the heart and center of our Christian faith. A Catholic education, therefore, presupposes that the Catholic parents of the child attend Mass regularly. Where this is not the practice the essential purpose of a Catholic education can be frustrated and the very reason for maintaining our parochial schools gravely compromised. A sign of contradiction is surely present and the faith that is taught in the parish school is weakened. For this reason, the Pastor or Associate Pastor will be very happy to discuss with the Catholic parents any special circumstances that may be interfering with their Sunday Mass attendance."

William K. Weigand
Bishop Emeritus of Sacramento Diocese



Parent Participation

Work Service Program

The work service program is parent involvement through service during school hours, after school, on weekends and/or during the summer. Parents/Guardians who volunteer their time to the school IN ANY WAY must read and sign the Code of Ethics and be fingerprinted through Livescan. Diocesan approved Livescan forms are available at the school office. The purpose of this program is to:

- Improve the quality of our education program,
- Create a supportive, involved spirit among ALL parents,
- Create a Community of Faith, and
- Keep tuition rates as low as possible.

SCRIP/E-SCRIP

Families understand that tuition and fees cover only a part of the total cost of educating a child. Holy Spirit School requires parents/guardians of enrolled students to complete a minimum of 40 service hours per school year. Parents/guardians are also required to earn \$350 profit for the school each year, including \$200 net profit through SCRIP/E-Scrip for the school each year (**Example:** If a \$50 gas/gift card makes 2%, you need to purchase at least 200-\$50 gift cards in order to earn a net profit of \$200 for SCRIP and/or a combination of E-Scrip net profit. Go to www.escrip.com to register **eScrip Group ID-139573230**). Service hours and profit dollars may be completed through participation in a variety of school activities including, but not limited to:

| Service Hours: | |
|---------------------------------|--------------------------|
| Work Parties/Maintenance | Cookie Dough/See's Candy |
| Classroom Helpers/Library Aides | Jog-A-Thon |
| Hot Lunch Volunteer | Pasta Dinner |
| Yard Duty/Lunch Supervision | Crab Feed |
| Athletics | Auction |
| Hospitality | |
| Room Parents/Field Trip Driving | |

Service hours are given to anyone who actively serves on committees for: Advisory Commission, P.T.A. Board, Community Builders, Auction, Development Committee, Safety Committee, Yearbook Committee, Technology Committee, etc.



Profit Dollars: (Minimum of \$150 net profit)

- Cookie Dough (50% purchase)
- Candy Sales (50% purchase)
- Tickets to School Events (50% ticket price)
- Auction Donations and Purchases (total donation)
- Jog-A-Thon (total amount donated)

SCRIP & E-SCRIP: (Minimum of \$200 net profit)

- Scrip participation (i.e. \$100 gift card/certificate denomination @ 2% net profit = \$2.00 actual profit. NOTE: The net profit on each gift card/certificate varies from 1% to 40% see Scrip Order form from the school office for details.)
- E-Scrip (Go to www.escrip.com for details and register the most frequently used debit/credit card and Safeway Club Cards under **eScrip Group ID-139573230**).
- Raley's Quality of Life Card
(<http://www.raleys.com/www/apps/qualitycard/qualitycard.jsp>)

Notices also go home weekly with many opportunities for service/profit dollars. Parents/guardians who do not complete their service hours by May will be charged a higher registration fee for the following year (see contract for the exact registration fee).



APPENDIX A

PRAYERS

| | | |
|---------------|---|--|
| Kindergarten: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals | |
| First Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals | Glory to the Father A Morning Offering |
| Second Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering | Act of Contrition |
| Third Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition | Grace after meals Apostles' Creed Mysteries of the Rosary |
| Fourth Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition | Grace after meals Apostles' Creed Mysteries of the Rosary Prayer to Holy Spirit Prayer to St. Francis Acts of Faith, Hope and Love |
| Fifth Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition | Grace after meals Apostles' Creed Mysteries of the Rosary Prayer to Holy Spirit Prayer to St. Francis Acts of Faith, Hope and Love Hail Holy Queen |



| | | |
|----------------|--|--|
| Sixth Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition Memorare | Grace after meals Apostles' Creed Mysteries of the Rosary Prayer to Holy Spirit Prayer to St. Francis Acts of Faith, Hope and Love Hail Holy Queen Stations of the Cross |
| Seventh Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition Memorare Nicene Creed | Grace after meals Apostles' Creed Mysteries of the Rosary Prayer to Holy Spirit Prayer to St. Francis Acts of Faith, Hope and Love Hail Holy Queen Stations of the Cross |
| Eight Grade: | Sign of the Cross The Lord's Prayer Hail Mary Grace before Meals Glory to the Father Morning Offering Act of Contrition Memorare Nicene Creed Angelus | Grace after meals Apostles' Creed Mysteries of the Rosary Prayer to Holy Spirit Prayer to St. Francis Acts of Faith, Hope and Love Hail Holy Queen Stations of the Cross Confiteor |

Sign of the Cross

In the name of the Father,
And of the Son,
And of the Holy Spirit.
Amen.

The Lord's Prayer

Our Father, who art in heaven,
Hallowed be Thy name:
Thy kingdom come;
Thy will be done on earth as it is in heaven.
Give us this day our daily bread;
And forgive us our trespasses
As we forgive those
Who trespass against us;
And lead us not into temptation;
But deliver us from evil. Amen.



Hail Mary

Hail Mary, full of Grace,
The Lord is with you!
Blessed are you among women,
And blessed is the fruit
of your womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners, now
And at the hour of our death. Amen.

Grace Before Meals

Bless us, O Lord,
And these Your gifts
Which we are about to
Receive from Your bounty,
Through Christ, Our Lord. Amen

Prayer Before Snack (Optional)

We fold our hands
We bow our heads
We thank you God
For daily bread.

Glory to the Father

Glory to the Father,
And to the Son, and to the Holy Spirit
As it was in the beginning
Is now, and ever shall be,
world without end. Amen.

A Morning Offering

Oh, loving God I offer you all my thoughts,
words and actions of this day
I offer them to you through Mary my mother.
Mary my mother teach me to love
as your son Jesus first loved me. Amen.

An Act of Contrition (Option A) Second Grade

My God,
I am sorry for my sins with all my heart.
In choosing to do wrong and failing to do good,
I have sinned against You
Whom I should love above all things.
I firmly intend, with Your help,
To do penance,
To sin no more,



And to avoid whatever
Leads me to sin.
Our Savior Jesus Christ
Suffered and died for us.
In His name, my God,
Have Mercy. Amen

Grace After Meals

We give you thanks almighty God, for these,
And all the gifts which we have received from your
Goodness, through Christ our Lord. Amen

Apostles' Creed

I believe in God, the Father almighty, Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
he descended into hell;
on the third day he rose again
from the dead;
he ascended into heaven,
and is seated at the right hand
of God the Father almighty;
from there he will come to judge
the living and the dead.
I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting. Amen.

Mysteries of the Rosary

Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Birth of Jesus
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption of Mary into Heaven of God
5. The Coronation of Mary as Queen

Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Jesus

Mysteries of Light

1. The Baptism of the Lord
2. The Miracle at the Wedding at Cana
3. The Preaching of the Kingdom
4. The Transfiguration of Heaven
5. The Institution of the Eucharist



Prayer to the Holy Spirit

Come, Holy Spirit,
fill the hearts of your faithful
and kindle in them
the fire of your love.
Send forth your Spirit, O Lord,
and they shall be created.
And you shall renew
the face of the earth. Amen

Prayer of St. Francis (A Prayer for Peace)

Lord, make me an instrument of your peace; where there is hatred,
let me sow love: where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

Grant that I may not so much seek to be consoled as to console;
To be understood as to understand;
To be loved as to love; for it is in giving that we receive,
It is in pardoning that we are pardoned, and it is in dying
that we are born to eternal life.

Act of Faith

O my God, I firmly believe that you are one God in three Divine Persons,
The Father, the Son, and the Holy Spirit. I believe in Jesus Christ, your Son,
Who became man and died for our sins, and who will come to judge the living
and the dead. I believe these and all the truths which the Holy Catholic Church
teaches, because you have revealed them, who can neither deceive not be
deceived. Amen.

Act of Hope

O my god, trusting in Your infinite goodness and promises, I hope to obtain
pardon of my sins, the help of Your grace, and life everlasting, through the merits
of Jesus Christ, my Lord and Redeemer. Amen.

Act of Love

O my God, I love you above all things, with my whole heart and soul, because
You are all-good and worthy of all my love. I love my neighbor as myself for the
Love of You. I forgive all those who have injured me, and I ask pardon for all
whom I have injured. Amen.

Hail Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To you
we cry, poor banished children of Eve. To you do we send up our sighs, mourning and
weeping in this valley of tears. Turn then, most gracious Advocate, your eyes of mercy
toward us. And after this our exile show unto us the blessed fruit of your womb, Jesus. O
clement, O loving, O sweet Virgin Mary, Pray for us, Holy Mother of God, That we may be
made worthy of the promises of Christ.



Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided. Inspired by this confidence, I fly to you, O Virgin of Virgins, my Mother. To you I come; before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

Stations of the Cross

| | |
|-------------------------|------------------------------------|
| The First Station: | Jesus is Condemned to Die |
| The Second Station: | Jesus Carries His Cross |
| The Third Station: | Jesus Falls the First Time |
| The Fourth Station: | Jesus Meets His Mother |
| The Fifth Station: | Simon Helps Jesus Carry His Cross |
| The Sixth Station: | Veronica Wipes Jesus' Face |
| The Seventh Station: | Jesus Falls the Second Time |
| The Eighth Station: | Jesus Meets the Women of Jerusalem |
| The Ninth Station: | Jesus Falls the Third Time |
| The Tenth Station: | Jesus is Stripped of His Garments |
| The Eleventh Station: | Jesus is Nailed to the Cross |
| The Twelfth Station: | Jesus Dies on the Cross |
| The Thirteenth Station: | Jesus is Taken Down from the Cross |
| The Fourteenth Station: | Jesus is Laid in the Tomb. |

Nicene Creed

I believe in one God, the Father almighty,
maker of heaven and earth, of all things visible and invisible.
I believe in one Lord Jesus Christ, the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light, true God from true God,
begotten, not made, consubstantial with the Father;
through him all things were made.
For us men and for our salvation he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary, and became man.
For our sake he was crucified under Pontius Pilate,
he suffered death and was buried, and rose again on the third day
in accordance with the Scriptures.
He ascended into heaven and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead
and his kingdom will have no end.
I believe in the Holy Spirit, the Lord, the giver of life, who proceeds
from the Father and the Son, who with the Father and the Son
is adored and glorified, who has spoken through the prophets.
I believe in one, holy, catholic and apostolic Church.
I confess one Baptism for the forgiveness of sins
and I look forward to the resurrection of the dead
and the life of the world to come. Amen.



Confiteor

I confess to almighty God and to you, my brothers and sisters,
that I have greatly sinned, in my thoughts and in my words,
in what I have done and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault; therefore I ask blessed Mary ever-Virgin,
all the Angels and Saints, and you, my brothers and sisters,
to pray for me to the Lord our God.

Angelus

V. The Angel of the Lord declared unto Mary,
R. And she was conceived of the Holy Spirit.
Hail Mary ...

V. Behold the handmaid of the Lord.
R. Be it done unto me according to your word.
Hail Mary. . .

V. And the Word was made flesh.
R. And dwelt among us.
Hail Mary. . .

V. Pray for us, O holy Mother of God,
R. That we may be made worthy of the promises of Christ.

Let us Pray.
Pour forth, O Lord, Your grace into our hearts: that we, to whom the incarnation
of Christ your Son was made known by the message of an angel, may by His
Passion and cross be brought to the glory of His Resurrection, through the same
Christ our Lord. Amen.



APPENDIX B

Holy Spirit School Liability Release

Permission to Participate in School Activities and to Receive Emergency Medical Care is granted by the Parent's Enrollment of the child(ren) at Holy Spirit School:

1. ___I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.
2. ___I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.
3. ___I hereby grant permission for my child to be included in evaluations and pictures connected with the school program.
4. ___I hereby grant permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted.

These steps may include but are not limited to the following:

- Attempt to contact a parent of guardian.
- Attempt to contact the child's physician.
- Attempt to contact parents/guardian through any of the persons listed on the emergency information form completed for us.
- If we cannot contact parents/guardian or your child's physician, we will do any or all of the following: (a) Call another physician or paramedics, (b) call an ambulance, or have the child taken to an emergency hospital in the company of a staff member.
- Any expenses incurred under 4 above will be borne by the child's family.

The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

It is understood that every parent who assists as a driver must have a valid California Driver's License and possesses evidence of the legal minimum for insurance, and that applicable seat belt regulations will apply. Parent/drivers must also have their fingerprints on file with the Catholic School Department of Sacramento (mandated).



APPENDIX C

ROLE OF THE PARENT

Parents as Prime Educators

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. PARENTS HAVE THE PRIMARY RESPONSIBILITY FOR THE EDUCATION OF THEIR CHILDREN. THIS INCLUDES THE RESPONSIBILITY:

To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.

To make a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character, tone, and strengths.

To be fully informed regarding all aspects of their children's developmental progress, and where needed to take and/or support the appropriate remedial action, and,

To make every effort to establish and maintain a collaboration and mutually supportive relationship with the school which they have selected for their children.

Schools have the correlative responsibility to guide, assist, support and complement parents in their efforts to meet these responsibilities. Of particular gravity is the school's obligation to assist parents in gaining the information and insight necessary to make informed judgments regarding the religious and moral education of their children.

The schools obligation to guide, assist, support, and complement the parents cannot be excused in the name of mistaken deference to uninformed assertions of parental rights.

NOTE: This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.



APPENDIX D

Educational Programs for Family Life and Sexuality

In order to respond to the obligations of educators set forth in Church documents, the Holy Spirit School Faculty shall provide a course of instruction in family life, which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official Archdiocesan guidelines.

Parents have the primary right and responsibility to teach their children regarding family life and sexuality. This includes the right and duty:

- To create a home environment of love, wherein children can learn from experience the purpose and meaning of family life,
- To become well informed both about the church's teaching regarding family life and sexuality, and about their own children's developmental need for instruction in those areas,
- To make and to implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas.

The Family Life/AIDS Program will be taught by your child's regular teacher in the school year within the term period assigned for Religion. The program is coeducational and is AGE-APPROPRIATE. The Benzinger Family Life Program, published by Glencoe Publishing Co., Inc, will be used in Grades K-8. AIDS: A Catholic Educational Approach will be used to develop the AIDS component in the curriculum.

Under State Law and Diocesan Education Guidelines parents and guardians must be notified in writing whenever a sex education course is being offered and must be given an opportunity to request in writing that their child not attend the class. Since the Family Life Program contains elements of sex education, you have the right to exempt your child from the program. Children whose parents wish to exempt them from participation will have other arrangements made for projects or instructions separate from the class during that period.

Parents are encouraged to view their children's texts. Copies of the textbooks are in the school office and are available to parents during regular school hours.

While primary, parental rights are neither absolute nor exclusive. Parental rights are circumscribed by the rights of their children to age appropriate, values-oriented, Catholic instruction, by the rights of the church to preach the whole gospel to all people, and by the rights of society as a whole to have its citizens appropriately prepared for responsible and mature living. The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the church to provide him/her with age-appropriate, values-oriented, Catholic instruction in family life and sexuality.



APPENDIX E

Aids Policy for Elementary and Secondary School Students

In accord with the statement of California Bishops, A Call to Compassion and the philosophy of Catholic schools in the Diocese, any student found to be infected with the Human Immunodeficiency Virus (HIV), which leads to Acquired Immune Deficiency (AIDS), or AIDS-Related Complex (ARC) will be treated with respect and dignity.

Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.

Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurological development, and physical condition of the student.

For the infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.

For the infected pre-school child and some neurologically handicapped students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and those students who have uncovered oozing lesions, a more restricted environment is advisable until more is known about transmission in these settings.

Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, counselor, the student's parents or legal guardian, principal, and where appropriate, the pastor of the parish where the school is located. Consultation with the superintendent and public health personnel is also advised.



APPENDIX F

Harassment Policy for Students in Catholic Schools

Holy Spirit School is committed in providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

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 dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, any intimidating interference with normal work or movement;

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT: includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's academic status or progress;
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.



All allegations of sexual harassment will be taken seriously and promptly investigated.

Specific examples of sexual harassment include, but are not limited to:

- _ Making unsolicited sexual advances and propositions;
- _ Using sexually degrading words to describe an individual or an individual's body;
- _ Displaying sexually suggestive objects or pictures;
- _ Telling inappropriate or sexually related jokes;
- _ Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Holy Spirit School to:

- _ Implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance;
- _ Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- _ Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- _ Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

- _ Conduct himself or herself in a manner which contributes to a positive school environment;
- _ Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- _ Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- _ Report all incidents of discrimination or harassment to the principal;
- _ If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.



Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, to a teacher, or pastor who will report it to the principal or to the Diocesan Superintendent if the principal is the subject of the allegation.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigators will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the Regional Supervisor and with the pastor in the case of a parish school, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.



APPENDIX G

Student Records

Administrators shall take care to preserve both the integrity and the privacy of the required school records. These records should be retained permanently at the school site. The official cumulative record forms shall be used in all Catholic Schools.

Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system:

- directory information
- academic work completed
- grade or level placement
- enrollment and attendance data
- standardized test results
- permanent health record

Emergency Care Information

The principal shall have a readily accessible card file containing emergency care information for each student. The emergency care information shall be available to personnel in cases of emergency.

Access Student Records:

Parents of currently enrolled or former students have an absolute right to access any and all student records related to their children, which are maintained by school districts or private school. The editing or withholding of any such records, except as provided for in this chapter is prohibited. (E.C. 49069)

Via the student/parent handbook, the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

The school has 45 days to comply with requests to inspect student records.

School professionals and certified personnel, shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

Designated clerical staff, under supervision of the principal shall have access to student records for purpose of making entries or maintaining records.



Procedures of Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

The parent of a student may file a written request to the principal to correct or amend any information in the child's permanent records which he/she alleges to be inaccurate, or which contains an unsubstantiated personal conclusion or inference, a conclusion or inference outside of the observer's area of competence, or an inference not based on personal observation.

If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or designated school official. After the hearing is concluded the principal or official shall inform the parents in writing concerning the conclusion reached.

If the decision is not to respond to the parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the student's records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental consent must also be released.

Release of Directory Information

Directory information may include student's name, address, and telephone listings. Parents may request that the information not be released without their permission.

Schools are never permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall they allow photographs for publication without parental consent.

Release of Student Record Information to Schools

Student's records shall be released as soon as possible to a requesting school. Parental signatures shall be required before records are sent to anyone.

Release of Records to Persons or Agencies Other Than Schools

Each school shall maintain a Record of Access Form with the education records of each student, which will indicate all parties who have obtained access to a student's records. This form, indicating the legitimate interest that the eligible party had in seeking the information, shall be available only to parents of the student and to school officials responsible for maintenance records. (See Administrative Handbook)

The school may, without written authorization of the parents, release a transcript of records or personally identifiable information to the persons



listed on the reverse side of the Record of Access form. This fact will be recorded on the form.

The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency not cited previously or listed on the Record of Access form. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.



APPENDIX H

Extra Copies

- Relationships Education Permission Slip
- Parent Permission Form
- Driver's Insurance Verification
- School Volunteer Agreement Form




Dear Parents:

"Education which helps people understand and accept their sexuality begins in infancy and continues in adulthood. The best catechesis for children come from the wholesome example of parents . . . "

(National Catholic Directory, pg. 115)

The primary responsibility for relationships/family life education rests with the parents, who have not only the right but also the duty to provide this education for their children. The school supports you in this role by offering Relationships Education as part of the classroom program, but it is not the role of the school to take over the duties of parents in this area. We recognize that parents look to the school to supplement their work of educating and fulfilling their responsibility as parents in providing relationships/family life education. The Catholic School Department is fully committed to upholding the role of schools in this area as being one of supplementing the work of parents.

As a parent, you are encouraged to participate by previewing the materials, by discussing the materials with your child at home, and by cooperating with the school in the development, implementation, and evaluation of the program. Your child may participate in this program only with your permission. Please return the form below by September 1, 2011



Holy Spirit School
1050 North Texas, Fairfield, CA 94533
(707) 422-8016 Fax (707) 422-0874
www.hsschool.org

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RELATIONSHIPS EDUCATION PERMISSION SLIP

Student's Name: _____ Grade: _____

Date: _____

☐ I give permission for my child to participate in all aspects of the Relationships Education Program at Holy Spirit School.

☐ I do not give permission for my child to participate in the Relationships Education Program at Holy Spirit School. I understand that now I am solely responsible for teaching my child this material.

PARENT SIGNATURE

DATE

RELATIONSHIPS EDUCATION PERMISSION SLIP

Student's Name: _____ Grade: _____

Date: _____

☐ I give permission for my child to participate in all aspects of the Relationships Education Program at Holy Spirit School.

☐ I do not give permission for my child to participate in the Relationships Education Program at Holy Spirit School. I understand that now I am solely responsible for teaching my child this material.

PARENT SIGNATURE

DATE



HOLY SPIRIT SCHOOL FIELD TRIP REQUEST FORM

The _____ Grade class(es) at Holy Spirit School is (are) planning an educational field trip. If you would like to request permission for your child(ren) to attend, please read the following details about the field trip and sign the request for permission form at the bottom.

Date of Field Trip: _____ Time of Field Trip: _____

Location of Field Trip: _____

Educational Purpose of Field Trip: _____

Supervising Teacher on Field Trip: _____

Special Requirements of Field Trip (cost, lunch, etc.): _____

Method of Transportation for Field Trip: _____

(Sign the bottom portion, detach, and return to the school. Keep the top part for your records.)

Request for Permission to Attend a Field Trip

I/We request that Holy Spirit School take our child _____ to: _____

on: _____ for an educational field trip. We acknowledge the right of the school to refuse permission to take a child on a field trip because of academic, behavioral, or other reasons as outlined in the Parent-Student Handbook.

In case of an emergency, we grant permission to the school and/or their agents to render whatever aid is necessary including transportation to a hospital or emergency room.

_____ Check here if your child has no allergies and requires no special medications. Otherwise attach a page explaining your child's requirements.

Parent(s) signature(s) _____

Date: _____



HOLY SPIRIT SCHOOL VERIFICATION OF AUTOMOBILE INSURANCE FORM
Required of ALL Field Trip Drivers

(2011-2012)
VERIFICATION OF AUTOMOBILE FORM
Required for ALL Field Trip Drivers

Only adults meeting the minimum requirements will be allowed to drive on a field trip. If you do not have the minimum auto insurance requirements shown below, you may not drive any private vehicle in connection with transporting **Holy Spirit School** students for any school-sponsored activities.

PLEASE ATTACH a copy of your current driver's license and Insurance Policy.

Name: _____ Driver License No./State: _____

Address: _____ Exp. Date of License: _____

Vehicle Make, Model, and Year: License No. State

1. _____

2. _____

3. _____

CERTIFICATION

I hereby certify the insurance policy number _____ issued

by _____

(Name of Insurer/Insurance Company)

is in force. This policy provides liability insurance coverage on the above listed automobile(s) in amounts no less than \$100,000 individual/\$300,000 cumulative each loss or occurrence bodily injury, \$50,000 property damage, \$5,000 per person medical, and \$100,000 uninsured motorist insurance.

I further certify that the vehicle to be used is adequate for the use to which it is put, is equipped with seat belts, and is in safe mechanical condition.

If the above insurance is terminated, or if my driver's license is suspended or revoked, I will immediately cease using the above owned automobile for transporting **Holy Spirit School** students for school-sponsored activities and events.

I certify I have read, understand, and agree to abide by the terms stated above.

(signature)

(print name)

(date)



Diocese of Sacramento - School Volunteer Agreement Form

By signing this form, I _____, acknowledge that I have
(name)
chosen to volunteer at _____ as a:
(School)

(state position/s)

I understand and acknowledge that my services in this regard are being donated by me to the Diocese of Sacramento without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.

I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide. I further understand that I will not be entitled to unemployment insurance benefits upon the termination of my volunteer services (regardless of whether such termination is initiated by me or by the Diocese), nor will I be covered under the Diocese's worker's compensation insurance in the event of injury incurred during the rendering of the volunteer services I will provide.

Volunteer Signature

Date

Principal Signature

Date

Copy to Volunteer

Copy for School





The end of the handbook...

Print Pages 1-68 only!

Do not delete

the rest of the pages

due to formatting issues :-/























