

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 September 3, 2007.

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 2007

Welcome! It is our privilege to have your child with us at Holy Spirit School.

The handbook is provided to help students and parents become familiar with the procedures, rules and regulations of the school and to facilitate communication between the students and the families of Holy Spirit School. 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.

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 four sisters and fifteen 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 forty-nine 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 99% 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 2003. Holy Spirit School was accredited for six years, until 2009.

Mission Statement

Holy Spirit Parish Catholic Elementary School exists primarily to serve Catholic families of Holy Spirit Parish and neighboring parishes.

We strive to give zealous attention to the moral and religious education of all our students. "The purpose in view is that by living an exemplary apostolic life," our "Catholic graduate can become, as it were, the saving leaven of the human family." (Vatican II)

We strive to provide a challenging and stimulating religious and academic environment, wherein each student is encouraged to develop his/her full potential and become a fully integrated person, capable of making a unique and significant contribution to society.

April, 2006



Goals

The primary goal of Holy Spirit School is to provide a religious education program that integrates religion with the academic curriculum.

Our ultimate goal is to teach a love for Jesus Christ - a love so strong that the difficult decisions of maturity and adult life may be truly Christian responses rather than simply human reactions to events and situations. It is to this end that we present this Parent-Student Handbook. In it we wish to express Holy Spirit School's ideas, principles, beliefs and needs in accordance with our Mission Statement and Catholic School Philosophy.



Philosophy

CATHOLIC SCHOOL PHILOSOPHY

Catholic schools which realize the threefold purpose of Christian education - to teach doctrine, build community, and serve others - are the most effective means available to the Church for the education of children and young people who thus grow into adulthood according to the mature measure of Christ.

(Christian Education 2; Ct. Ephesians 4:13)

We, the faculty of Holy Spirit School, acknowledge parents as their child's first and foremost teacher. We presume the active involvement of parents in the education of their child. We view Catholic education as an expression of the mission entrusted by Jesus to the Church. As Christian educators we are vitally involved in realizing the goals of Message, Service, and Community, set out by the bishops of the United States in their pastoral To Teach as Jesus Did. We dedicate ourselves to quality Catholic education which aims at forming students who are not only equipped with basic academic skills, but who are also thoroughly grounded in the principles and practices of our Catholic faith, capable of accepting challenges, showing initiative, and taking their place as leaders in the community.

As a faith community we form a living extension to supplement the role of home and family in creating an atmosphere of prayer, concern for others, and respect for human dignity, where Catholic values are an integral part of daily living. We realize that our unique talents and gifts are bestowed on us by the Father, not for our own satisfaction or self-aggrandizement, but to be joyfully shared and put to the service of all.

The graduate of Holy Spirit School is a responsible, maturing person, aware of his/her own dignity and worth. Because of his/her unique relationship with the Trinity, he/she is capable of making choices from life's options. He/she faces the future with courage and enthusiasm, and with an aesthetic appreciation for all that is beautiful in the world. He/she has been grounded in the Gospel of hope, sure in the conviction that sin, isolation, injustice, privation, and death have been conquered in the Person of Jesus Christ.



School-wide Learning Expectations

Holy Spirit Students are:

Spiritual Students who:

- Know, understand and live our Catholic faith
- Experience and know God through prayer and liturgy
- Demonstrate respect for self, others, and all of God's creation
- Identify and respond to the needs of the community through Christian service

Academic Students who:

- Take pride in and put forth best effort in all work
- Use critical, creative and analytical skills to solve problems
- Use technology appropriately and responsibly to enhance learning
- Effectively communicate thoughts orally and in writing

Social Students who:

- Understand and are responsible for all actions
- Analyze alternatives in order to make effective choices
- Demonstrate empathy, tolerance, and acceptance of all people
- Share God-given gifts, talents, and resources unselfishly with others

Life Long learners who:

- Demonstrate a desire for learning in and beyond the classroom
- Support the mission of Catholic education and strive to follow Christ
- Strive to understand the interconnectedness of the world through the study of social, political, geographical, religious, and cultural traditions



Curriculum

Guidelines for Holy Spirit School's curriculum are implemented according to the Diocese of Sacramento standards 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 September, each teacher hosts a Back-To-School-Night for parents to discuss the curriculum that will be covered for the school year.

Testing

Each year the Diocesan Superintendent conducts a comprehensive testing program to insure a constant evaluation of student progress. We encourage students to be present each year on testing days as make-up tests are often unsatisfactory. Diocesan standardized tests results are entered on permanent record cards. The Iowa Basic Skills Test is administered to grades 2-8.

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.

A required service hour program for students in grades 6th to 8th will be implemented during the 2007-2008 school year.



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.

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:

- Siblings of currently enrolled students.
- 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.
- 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 \$30 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 December 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 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.

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.

The following will be requested:

- Most recent test scores, copy of latest report card and a copy of current teacher evaluation.
- 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 Pastor.

Registration Fees

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



Tuition

Tuition is a yearly fee. Registration and book fees are paid in Spring at time of enrollment. The total tuition sum may be paid in advance by the first Friday of June. It may also be paid in two installments, due the first Friday of June 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. 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.

2007 – 2008 Tuition Rates

	Parishioner Rate	Non-Parishioner Rate
1 Child	\$3,960.00/\$330.00 Per Month	\$4,960.00/\$413.33 Per Month
2 Children	\$7,140.00/\$595.00 Per Month	\$9,140.00/\$761.66 Per Month
3 Children	\$9,960.00/\$830.00 Per Month	\$12,960.00/\$1,080.00 Per Month
4 Children	\$11,760.00/\$980.00 Per month	\$15,760.00/\$1,313.33 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 \$25.00 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 rolls.
- No Eighth Grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid, hence no diploma will be awarded.

In accordance with Diocesan policy, a notice will be sent to the student's high school recording a denial of acceptance of an eighth grader.



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 \$25.00 is required by all students attending the Extended Care program.

These services include:

A.M. Program	7:00 a.m. - 7:50 a.m.
P.M. Program	2:50 p.m. - 6:00 p.m.
Drop-In Program	Combinations of times listed above

Advance notice of drop-ins is requested 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/her self 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.hsschool.org

Students' Use of Telephone

The school telephone is not to be used for personal reasons.

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. All information shall be forwarded from the office. Teachers shall make themselves available for conferences by previous arrangement, preferably by note 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. Counselors may see a student one time without parental notification and consent. After the visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

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 provide the school with an official copy of the court order.

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 not to 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 birthday parties, etc, are not allowed to be distributed at school unless the whole class is invited.



Transportation

ARRIVAL AND DEPARTURE:

Students arriving earlier than 7:40 a.m. **must go to Extended Care.** Students must be picked up within 15 minutes of the dismissal bell or they will be sent to Extended Care. The school will accept no liability for students on the school grounds or parish grounds before or after these times.

TRAFFIC REGULATIONS:

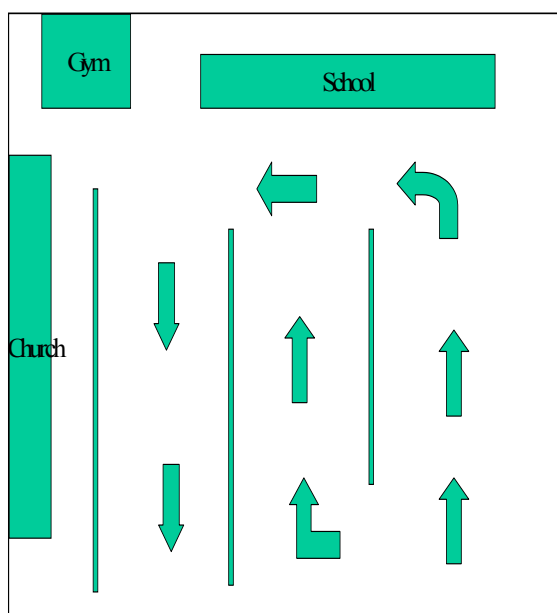
Morning Drop-Off and Afternoon pickup takes place in the front for grades 4-8 and back parking lots for grades K-3.

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.

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.



Front Parking Lot Traffic Plan



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

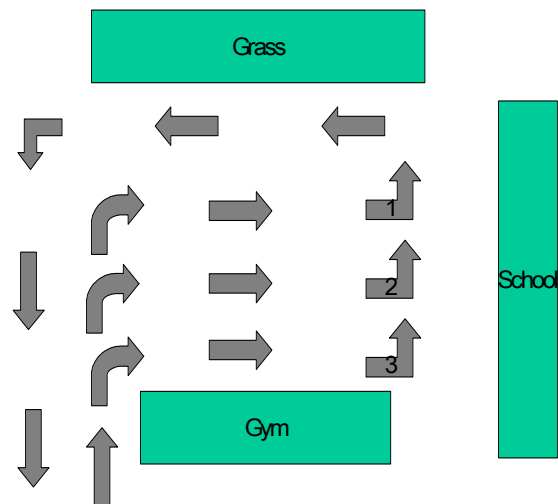
Students will be lined up in the PICK-UP area. Older siblings will stand with the youngest child. Parents can enter the playground at 2:40. There is no parking in the playground at this time.

As soon as passengers are picked up, vehicles should 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.



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
- To dye or bleach their hair

Girls are allowed a single stud earring in each earlobe. 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 should be neatly trimmed above the shirt collar. Hair should be neat 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
 - Uniform navy cardigan sweater
 - Uniform navy v-neck sweater
 - Uniform navy v-neck vest, as supplied by Dennis Uniform Company



- Uniform crew neck sweatshirt with small school logo, as supplied by Digital Stitchz, our PE uniform supplier.
- White crew or cuffed ankle 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
- Navy blue twill pants with black belt
- Navy blue walking shorts with black belt
- White blouse or white Polo shirt with collar
- Uniform navy V-neck sweater
- Uniform navy V-neck vest
- Uniform navy cardigan sweater, as supplied by Dennis Uniform Company
- Uniform crew neck sweatshirt with small school logo as supplied by Digital Stitchz, our PE uniform supplier.
Black, white or navy knee socks or cuffed ankle socks that reach at least 2" above the ankle.
- Black, white or navy solid tights - no pantyhose.

Girls - grades 6-8:

- Uniform blue plaid skirt
- Uniform navy blue twill pants with black belt.
- Uniform navy blue walking shorts with black belt.
- White blouse or white Polo shirt with collar.
- Uniform navy V-neck sweater
- Uniform navy V-neck vest - as supplied by Dennis Uniform Company
- Uniform navy cardigan sweater, as supplied by Dennis Uniform Company
- Uniform crewneck sweatshirt of designated color as supplied by Digital Stitch.
- 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.

NOTE: *Dickies Brand* pants are not allowed.

Shoe Attire K-8:

- Low top **solid black** to be worn everyday - no stripes or logo
- Shoe laces should be the same color as the shoe.

PE Uniforms:

- Blue Holy Spirit shorts or sweats and blue Holy Spirit T-shirt



- 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. 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. 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.

Uniforms may be purchased from: Dennis Uniform Company
820 East 8th Street
Oakland, CA 94606
800-257-1796

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, Pokemon, 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:

- Hats
- Any TV series or movie t-shirt that promotes profanity, violence, or derogatory comments, such as the Simpson's, South Park, Beavis and Butthead, Austin Powers, etc.
- WWF or any type of professional wrestling t-shirts.
- Spaghetti strap tops and tank tops.
- Sweatpants, sagging pants, pants worn below the waist, pants worn so that boxer shorts or underwear are showing, or excessively baggy pants.



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 any infractions of the rules and policies of Holy Spirit School. Three detentions for the same offense, i.e. conduct or academic assignment, will result in a suspension.

General School Rules for Students:

- Wear complete uniform daily.
- Walk in the hallways and breezeway.
- 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.
- May not purchase soda from the machine in the gym before or during school.
- 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 and handheld video games are absolutely forbidden for K-8 students 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. Extended Care will follow its own rules.

PLAYGROUND RULES:

- 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.
- 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.
- No playing with or bouncing of playground balls once the bell has rung. (No talking once the bell has rung).
- 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 on the playground.
(Call the office to schedule).

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 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.
- 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 includes 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 Education immediately or within seven days of such action.



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 kept 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.

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:

When a child is absent due to an illness, parents must call the office by 8:30 a.m. 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). Any absence of more than three days requires a doctor's note.

Teachers will not provide work for absences due to vacation ahead of time. 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.



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 cleared from the school except to his/her parent or guardian who must call for him/her.

Safety drills are conducted monthly.

In the event of a serious emergency during school hours:

- You will be notified by an automated telephone messaging service (System is in the process of being installed.)
- 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 if available; www.hsschool.org
- During evacuation students will assemble in the middle of the school yard 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 concepts and skills taught in class and 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.

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

All children in grades 2 - 8 should 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 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 was able 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.



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, 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 will be subject to any appropriate disciplinary action and/or suspension.

Computer Education / Computer Lab

Holy Spirit School students in Kindergarten through Eight Grade are introduced to computer safety and ethics. 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.



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 requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

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: M = Meets expectations
N/NI = Needs improvement
I = Improvement shown
NE = Not evaluated at this time



Grade 2-8 use percentage grades:

Academic Marking Code:

A = 93 - 100

B = 82 - 92

C = 70 - 81

D = 60 - 69

F = Below 60

INC = Incomplete

S = Satisfactory

U = Unsatisfactory

N/NI = Needs Improvement

EX = Exempt

Character Development Code:

A = 93 - 100

B = 82 - 92

C = 70 - 81

D = 60 - 69

F = Below 60

S = Satisfactory

U = Unsatisfactory

N/NI = Needs Improvement

EX = Exempt

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://www.hsschool.org/PowerSchool.htm>

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.



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 as a condition of promotion. Evidence of summer school attendance must be submitted to the office before the first day of 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:

- There is a consultation between teachers and principal as early as the end of the first trimester.
- 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 Eight 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 prior to promotion to the Ninth Grade.

Honor Roll

Holy Spirit School students in grades 2-8 have the opportunity to earn membership in the Honor Roll based on their academic achievements each trimester.

First Honor Roll is for students who have a GPA of 3.5 to 4.0.
Second Honor Roll is for students who have a GPA of 3.0 to 3.5.
Principal's Award is for students who have raised their GPA by at least one grade from the previous trimester.

A	4.000	A-	3.667		
B+	3.333	B	3.000	B-	2.667
C+	2.333	C	2.000	C-	1.667
D+	1.333	D	1.000	D-	0.667



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 30 service hours and 10 fund raising hours for a total of 40 volunteer hours per school year. Parents/guardians are also required to earn \$350 net profit for the school each year, \$200 net profit through SCRIP/E-Scrip. **(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)** and Service hours and profit dollars may be completed through participation in a variety of school activities including, but not limited to:

Service Hours:	Fundraising Hours:
Work Parties/Maintenance	Cookie Dough/See's Candy
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: Community Builders, Development Committee, Yearbook Committee, Technology Committee, etc.



Profit Dollars:

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

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).



Extra-Curricular Activities

Academic Eligibility

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 C average, it is apparent that an insufficient amount of time is being devoted to studies. The student, teacher, parent and principal will meet to discuss appropriate action. This ineligibility applies to all extra curricular activities.

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 a B (86%).

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.

A student may qualify for CJSF membership in the first semester of 8th Grade. In order to qualify, a student must have earned 14 points per trimester for 3 semesters 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 = 2 points (Mr. Pawley's Class)
- B = 1 point
- C = 0 points

In addition to points, the student must have a conduct grade of at least 93% 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 a past member of the Student Council.
- 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- (93%) 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.

Athletic Program:

Students at Holy Spirit School have the opportunity to participate in 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 HOLY SPIRIT PARENT GROUP/sports functions. During these functions, no children are allowed outside the Parish Center or to play on the playground, or use any playground equipment. No supervision is provided. 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 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.



Masses

On the first Tuesday 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 welcomed 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 of Sacramento Diocese



APPENDIX A

PRAYERS

SIGN OF THE CROSS

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

MORNING OFFERING

O 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.

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.

HAIL MARY

Hail Mary, full of grace, the Lord is with thee. Blessed are thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.

GLORY BE TO THE FATHER

Glory be 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.

THE 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; the third day He arose again from the dead; He ascended in to Heaven, sits at the right hand of God, the Father Almighty; from thence He shall 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.

THE CONFITEOR

I confess to almighty God, and to you my brothers and sisters, that I have sinned through my own fault, in my thoughts, in my words, in what I have done, and in what I have failed to do; and 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.



SALUTE TO THE CROSS

Unto the King Eternal, immortal and invisible; the only God, be honor and glory forever and ever. Amen.

THE ANGELUS

(said at 11:55 daily, except Easter Sunday through Trinity Sunday)

V. The angel of the Lord declared unto Mary.

And she conceived of the Holy Spirit.

Hail Mary, full of grace, the Lord is with thee. Blessed are thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord.

R. Be it done unto him according to thy word. Hail Mary, full of grace.

V. And the word was made flesh.

R. And dwelt among us.

Hail Mary, full of grace.

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, we beseech you 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 His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord.

REGINA COELI

(said at 11:55 daily, instead of Angelus from Easter Sunday to Trinity Sunday)

Queen of Heaven, rejoice, Alleluia. He whom you did deserve to bear, Alleluia. Hath risen as He said, Alleluia. Pray for us to God, Alleluia.

V. Rejoice and be glad, O virgin Mary! Alleluia.

R. Because our Lord is truly risen. Alleluia.

Let us pray

O God, who by the resurrection of your Son, Our Lord Jesus Christ, has vouchsafed to make glad the whole world, grant, we beseech you that through the intercession of the Virgin Mary, His Mother, we may attain the joys of eternal life. Through the same Christ our Lord.



GRACE BEFORE MEALS

Bless us, O Lord, and these your gifts, which we are about to receive from Your bounty, through Christ our Lord.

GRACE AFTER MEALS

We give You thanks for all Your benefits, Almighty God, who lives and reigns forever, and may the souls of the faithful departed through the mercy of God, rest in peace. Amen.

ANGEL OF GOD

Angel of God my Guardian dear to whom God's love entrusts me here. Ever this day be at my side to light, to guard, to rule and guide.

ACT OF CONTRITION

My God, I am sorry for my sins with all my heart. In choosing to do wrong and in 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.

OR

O my God, I am heartily sorry for having offended You and I detest all my sins, because of Your just punishments, but most of all because they offend You my God, who art all-good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. Amen.

PRAYER TO THE HOLY SPIRIT

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love.

V. Send forth your Spirit and they shall be created.

R. And You shall renew the face of the earth.

Let us pray

O God, who did instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise, and ever to rejoice in His consolation. Through Christ our Lord. Amen.

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 with this confidence, I fly unto 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 them. Amen.



ACT OF FAITH

O my God! I believe in You and in all that You teach through Your Holy Church, because Your Word is true.

ACT OF HOPE

O my God! I hope in You for all the graces that I need for my eternal salvation and for heaven itself, because You are infinitely powerful, and merciful and because You are Faithful to Your Word.

ACT OF LOVE

O my God! I love You above all things, because You are infinitely good, and for Your sake I love my neighbor as myself.

SHORT ACTS OF FAITH, HOPE, AND LOVE

My God! I Believe in You.

My God! I Hope in You.

My God! I Love You.

And for Your sake I love everybody else.



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 Urgency 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 pupils have an absolute right to access to any and all pupil 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 but should make every reasonable effort to comply with dispatch and certified personnel.

School professionals, 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 according to parental request, the parents shall be informed of their right to place 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 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



Relationships Education Permission Slip

Dear Parents:

Education which helps people understand and accept their sexuality begins in infancy and continues in adulthood. The best catechesis for children comes from the wholesome example of parents. (National Catholic Directory, p. 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.

HOLY SPIRIT SCHOOL will begin its Relationship Education Program on _____ . As a parent, you are expected to participate by previewing the materials, by discussing the materials with your child at home, and by cooperating with the school in the home, and by implementation, and evaluation of the program. Your child may participate in this program only with your permission. Please return the form below by _____ .

RELATIONSHIPS EDUCATION PERMISSION SLIP

Student's Name:

Grade: _____ Date: _____

_____ I give permission for my child to participate in all aspects of the Relationship 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.

Signature of Parent:



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**

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

Name:	Driver License No. / State:	
Residence/Address:	Expiration Date of License	
Vehicle Make, Model, and Year:	License No.	State
1.		
2.		
3.		

CERTIFICATION:

I hereby certify that insurance policy number:

 Issued by: _____
 (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 insured 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: _____

