

# Student & Parent Cultural Guide



*Holy Spirit Catholic School*

*2009-2010*

**HOLY SPIRIT SCHOOL HANDBOOK**  
**7241 East Tenth Street**  
**Indianapolis, Indiana 46219**  
**(317) 352-1243**

**Dear Parents and Students,**

**Welcome to Holy Spirit School. This Parent/Student Handbook has been prepared with the input of students, parents and school personnel. It is designed to inform you of the present procedures and policies by which Holy Spirit School operates. Please take the time to sit down as a family to read through this handbook together. Then be sure to sign the inserted form to acknowledge your awareness and understanding of the contents of this handbook.**

**The staff of Holy Spirit School is concerned with the well being of each and every child and will do our best to ensure each child's success. Please feel free to confer with your child's teacher or the administration when questions or concerns arise.**

**We believe that with the combined efforts of home, church and school we can provide students a strong foundation upon which to build their spiritual and academic futures.**

**Sincerely,**

**Administration and Staff  
of Holy Spirit School**

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**This handbook is a legal contract between the school and the families, accepted upon completion of registration. Please sign and return this portion of the page as acknowledgement that you and your student(s) have read and discussed this handbook.**

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**Student Signature**

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**Parent/ Guardian Signature(s)**

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## **PHILOSOPHY**

Holy Spirit School is dedicated to the Christian education of children. We follow the teachings of Christ and the policies of the Indianapolis Archdiocese under the direction of the Pastor, the Administration and Staff. We focus our efforts on the personal growth and development of young people spiritually, socially and academically.

To make this philosophy a reality, the school depends to a great extent on the family, which must be the prime agent of these same Christian values and teachings.

## **HOLY SPIRIT SCHOOL MISSION STATEMENT**

Holy Spirit School, in partnership with our parents, students, and community, is committed to excellence in Catholic education by encouraging students to reach their full spiritual and academic potential. We encourage in each child a life-long commitment to live and model the teachings of Jesus.

## **HOLY SPIRIT SCHOOL PLEDGE**

I will do the right thing today,  
even if I don't feel like it.  
I will treat people right today,  
even if I don't feel like it.  
Today, I will remember my will power  
is stronger than how I feel or what I think.  
Everyone counts and everyday matters at  
Holy Spirit School.  
All things are possible today!

## **HOLY SPIRIT SCHOOL MOTTO**

**Do the right thing and treat people right!**

## **POLICIES**

The administration of the school is guided by policies set down by the Archdiocesan Board of Education, Holy Spirit School Commission and the Pastor of the parish. Changes in basic policies are either initiated at these levels, or at least approved by them.

## **ADMISSION**

**Holy Spirit School accepts students for enrollment in the following order until maximum class sizes are reached in accordance with this Enrollment Policy, as established by the Holy Spirit School Commission.**

**Order of priority:**

- 1. Currently Enrolled School Students**
- 2. Siblings of Currently Enrolled School Students**
- 3. Currently Enrolled Preschool Parish Students**
- 4. New Students as Registered Parish Families**
- 5. Currently Enrolled Preschool Non-Parish Students**
- 6. All Other Students, Non-Parish Families**

**Additionally, any family who requests to re-enter Holy Spirit School after departing previously (for whatever reason) must be accepted by the principal and parish pastor. Any past due tuition amounts owed from any previous years must be paid in full before registration will be accepted. Late or missing payments as of May 15<sup>th</sup> will result in incompletes for the year with no final grades, and students will not be able to finish the school year.**

**Students of families who are not current on tuition payments will not be permitted to register for the next school year until financial arrangements are approved.**

## **RESPONSIBILITIES OF STUDENTS**

**It is the responsibility of the students to:**

- Comply with the policies, rules, and regulations of Holy Spirit School.**
- Obey and respect the authority of the teachers, administrators, and all adults involved in the school day.**
- Refrain from acts of misconduct.**
- Be diligent in study, which includes:**
  - completing assigned work on time**
  - paying attention to the teacher**
  - exhibiting good citizenship**
  - giving their personal best work consistent with the student's individual ability and grade level**
  - cooperating with teachers and other students**
  - being regular and punctual in attendance**

## **RESPONSIBILITIES OF PARENTS**

It is the responsibility of parents to show support for Holy Spirit School policies and procedures.

- Be informed of the school's student behavior and discipline policy
- Communicate school expectations to your child
- Support the principal, teachers, teacher assistants, and other staff
- Report vandalism, use of profanity or fighting
- See that your child does his/her homework
- Create a structured environment for your child
- Be accountable for your child's conduct

## **SCHOOLWIDE PROCEDURES**

### **ATTENDANCE**

It is essential for children to attend school regularly in order to obtain maximum benefit from their school education. The law states that it is the responsibility of the parent or guardian to see that their children attend school regularly. Any student who is absent from school is required to furnish a written excuse, signed by the parent or guardian, upon his/her return to school. The excuse should give the cause of the absence.

We ask that if a child is ill and must be absent from school, his/her parent or guardian *call the school office* by 9:00 AM at 352-1243 the morning of his/her absence. Indicate student's name, homeroom, reason for absence, and any request for missed schoolwork.

### **ARRIVAL & DISMISSAL**

Students may arrive to school at 7:30 AM. Students in grades K through 8 are to go directly to their classrooms. This is a time to prepare for the day.

Warren Bus riders and 10<sup>th</sup> Street walkers are dismissed at 2:35 PM. Car pool and Sadlier Street walkers are dismissed at 2:40 PM. Extended Care students are dismissed after car riders at approximately 2:45.

No students are expected to remain at school unsupervised after 2:45 PM and will be sent to Extended Care. Extended Care is available from 2:45 until 6:00 PM for students who must be picked up later. Students having an after school sport's practice must go to extended care or go home and return to school at the time of the practice if the practice is after 3:00 PM. *See arrival and dismissal maps at the end of Handbook section.*

**PRESCHOOL**

**Preschool morning session: 7:30 – 10:30 AM**

**KINDERGARTEN**

**Holy Spirit School offers two kindergarten programs within the same room, a full day program and a half-day program.**

**FULL DAY SESSION.....7:30 AM to 2:35 PM**

**AM SESSION.....7:30 AM to 11:35 AM**

**BOOKS**

**The textbooks used by Holy Spirit School are approved by committees appointed by the Office of Catholic Education and selected by the teachers in each individual school. The selections of those committees are binding upon all of the parochial schools in the Indianapolis Archdiocese, with the exception that the Archdiocesan Executive Director of Schools may give permission to use a textbook other than one on the adoption list. Individual schools may utilize supplemental materials and textbooks as desired.**

**All textbooks are evaluated every five years on a staggered basis so that new books are approved for one or two subjects each year.**

**Since all textbooks are on the rental system, care should be taken so that books are not damaged or lost. Families will be charged for any lost or damaged books.**

**BUS TRANSPORTATION**

**Bus transportation is available only to those students who live within Warren Township School District through the school’s transportation department. In most cases riding the Warren Buses involves riding a shuttle bus between Holy Spirit School and Warren Central High School and then another bus between the high school and the student’s home. Students must change buses at Warren Central High School.**

**Only students registered with Warren Township Transportation and on Holy Spirit School’s list of bus riders will be allowed to ride Warren Buses. Bus riders may only ride to their specified address. Guests are not allowed on the buses.**

**Contact the Holy Spirit School Office (352-1243) if you have inquiries about this bus service.**

## **BUS PROCEDURES**

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Parents are responsible for the safety of their child while going to or from the bus stop and while waiting for the school bus. Students are expected to conduct themselves in a proper manner at bus stops and on the buses.

### **ON THE BUS:**

1. Follow the driver's instructions without question.
2. Remain seated while the bus is in motion.
3. Treat others with respect. Keep hands to yourself.
4. No loud or profane language.
5. No food or drink is to be consumed on the bus.

***REMEMBER: WE ARE GUESTS OF WARREN CENTRAL H.S. AND SHOULD ACT ACCORDINGLY.***

Discipline for student misbehavior on the school bus, including violation of any of the above regulations, will be treated in the same manner as student misbehavior on Warren School premises. Warren bus drivers will also refer misbehavior cases to the Holy Spirit Principal. In addition, Warren school Corporation may deny the privilege of riding the school bus to any student who fails to act in accordance with these regulations or to obey the directions of the school bus driver.

**ALTERNATE BUS SCHEDULES DUE TO BAD WEATHER OR OTHER EMERGENCIES:** (*Watch local TV stations to be aware of changing schedules.*)

1. If Warren buses have a morning delay and we also have the same delay, you may ride Warren buses and expect to be shuttled to Holy Spirit School.
2. As long as both schools are in session and dismissing at the same time, Warren buses will transport our students as usual. A calendar of days that do not match between schools is available in the school office and will be sent home the first day with bus riders.
3. When school is delayed because of weather, check to see if both Holy Spirit and Warren Central are on the same schedule to determine if Holy Spirit students will have bus transportation.

## **CELL PHONES**

According to Indiana State Law, no students may have cell phones or electronic devices (CD players, Game Boys, Hand held battery games, MP3 Players, etc.) during the school day. If seen or heard, they will be removed from the student. Parents may pick them up in the office.

## **CHEWING GUM**

No student may chew gum while on school premises.

## **CLASSROOM PARTIES**

Students in grades K through 8 will be allowed classroom parties when permission is given from the office. Room parents will coordinate Halloween and Valentine parties for grades K through 3. Room parents may also coordinate special snacks on these same days for grades 4 through 8.

## **CURRICULUM POLICY**

All students enrolled at Holy Spirit School are expected to participate in all curricular offerings, including educational field trips. Our curriculum is comprised of standards mandated by the Indiana Department of Education as well as additional standards required by the Archdiocese of Indianapolis. Copies of these grade level requirements are available on the D.O.E. website.

## **C.Y.O. SPORTS PROGRAM**

Although not officially a part of the school's program, many Holy Spirit students participate in a CYO sponsored program of sports competition between the various parishes on the grade school level. School facilities are used, announcements are made, school trophies are displayed in the school, and the student body accepts the teams as their own representatives.

The program is open to any children belonging to Holy Spirit Parish whether they are enrolled at Holy Spirit School or any other school.

Holy Spirit students must remain academically eligible to participate in the CYO sports program. The following guidelines, established by the Holy Spirit CYO Board in conjunction with the school principal, will be used by the school principal in determining eligibility.

### ***UPON ABSENCE OF SCHOOL***

Students are not to attend practice or games on days they have missed school.

### ***UPON ISSUANCE OF REPORT CARDS***

A grade of 69% or lower in any subject places a student on ineligible status, meaning they cannot participate in games, until the grade is improved to the minimum of a 70% average.

***UPON ISSUANCE OF MID-TERM PROGRESS REPORTS***

The mid-term serves as an update for the student and family.

***INELIGIBLE STATUS*** – The student may not participate in team practices or games. The Athletic Director will communicate the status of ineligible players to the respective coaches. Adherence to the CYO Academic Eligibility Policy will be the responsibility of the Athletic Director and the respective coach.

**LIFE SKILL REMINDERS (Grades 4-5)**

Students will receive a Life Skill Reminder for a reflective writing. Part of the form will be completed by the teacher and part by the student. Parents should discuss and sign the form that night. Forms should be returned to the teacher the next day. If the form is not returned, the student will do the reflective writing during recess.

**CONDUCT NOTICES (Grades 6-8)**

Students will receive a Conduct Notice for a reflective writing. This form is to be signed and returned with the written reflection the next day to the homeroom teacher. If the form is not signed and returned, students will complete the writing during recess in the office. Students will call home to notify parents of the time spent in the office. Students who do not receive a Conduct Notice during the month will earn a non-uniform day at the end of the month

**DISCIPLINE POLICY**

The discipline policy for Holy Spirit School is intended to reinforce our shared values of honesty, respect for others, and respect for property. The welfare of all the students is of paramount importance, therefore we expect all students to follow procedures and place a priority on their education. Understanding and accepting the consequences of one’s behavior is a part of the growth process and part of all education.

We will follow the Life Skills and Lifelong Guidelines as a school wide discipline program for all students.

**LIFE LONG GUIDELINES**

**FAITH, TRUTH, TRUST, RESPECT, ACTIVE LISTENING AND PERSONAL BEST**

**LIFE SKILLS**

**CONFIDENCE.....Knowing you can do it**

**MOTIVATION.....Wanting to do it**

**EFFORT.....Being willing to work hard**

**RESPONSIBILITY.....Doing the right thing**

**INITIATIVE.....Moving into action**  
**PERSEVERANCE.....Completing what you start**  
**CARING.....Showing concern for others**  
**TEAMWORK.....Working with others**  
**COMMON SENSE.....Using good judgment**  
**PROBLEM SOLVING.....Putting what you know and can do into action**  
**FOCUS.....Concentrating with a goal in mind**

## **EXPECTATIONS**

**HONESTY..... (Honesty is a basic value of community and should permeate all aspects of school life.)**

**We expect all students to:**

- look us in the eye**
- tell the truth**
- accept responsibility for their behavior**

### **RESPECT FOR OTHERS**

**We expect students to have regard for each other's physical and emotional well being**

**Lack of respect for others includes:**

- fighting**
- disruptive behavior**
- bullying of any kind**
- profane language/gestures/drawings**

**Consequences for lack of respect:**

- The above listed infractions will be handled by the supervising adult who will issue a Conduct Notice or Life Skill reminder, with notice to the appropriate homeroom teacher. Repeated infractions will be noted by the principal and a meeting requested with the parents.**
- Fighting will result in suspension, which may be in-house or out-of-school at the discretion of the principal. The third documented fighting offense will result in expulsion.**

### **RESPECT FOR PROPERTY**

**We expect students to maintain the physical integrity of the school buildings and grounds and to honor the property rights of others.**

**Lack of respect for property includes:**

- theft**
- defacing school property**
- destroying school property**

**-chewing gum in the buildings**

**Consequences for lack of respect:**

- Damaged property must be repaired, cleaned or replaced; this process may require supervision by the student's parents.**
- Theft requires restoration, or replacement.**
- Wanton destruction or theft of property may result in the notification of civil authorities.**
- Theft and destroying or damaging school property may result in suspension or expulsion.**

#### **OFF CAMPUS / AFTER SCHOOL BEHAVIOR**

**All students will be held accountable for behavior that is damaging to the school at the discretion of the principal.**

#### **ALL SCHOOL SPONSORED EVENTS**

**Expectations and policies apply to all school sponsored events. Students are accountable for how they represent Holy Spirit School at all times.**

#### **SUSPENSION**

**A student may receive an in-house or out-of-school suspension for reasons stated above. The length and need for the suspension will be determined by the teacher and principal. The absence of the student because of suspension will be considered an unexcused absence and no make up will be allowed for work missed during out-of-school suspension. If a test is given on a day the student is suspended, that test will be given to the student to make up the day he/she returns to school without credit.**

#### **DISMISSAL/EXPULSION**

**There will be ZERO TOLERANCE for:**

- the bringing onto school property of any form of alcohol or drugs**
- the bringing onto school property of any device which could cause physical harm to the student, to others, or to the facilities**

**The following infractions may also result in immediate expulsion from Holy Spirit School.**

- student not performing to their academic potential**
- unacceptable student behavior, as determined by the principal (some examples are fighting, stealing, harassment of any nature, profanity, etc.)**

#### **DOCTOR APPOINTMENTS**

**We strongly encourage making doctor appointments outside of school hours whenever possible. Students missing class time for appointments are expected to make up missed class assignments. When returning to school from a doctor appointment, students should bring validation from the doctor.**

If a student is leaving early for an appointment, notify the school with a note, including who will be picking up the student if it is a person other than a parent. All students will need to be signed out at the office.

## **DRESS CODE**

We believe a dress code is appropriate for our school environment. Student dress has a direct influence on attitude and behavior. A uniform code eliminates competition of student dress and allows emphasis to remain on the learning process.

All uniform clothing may be purchased from the local School Belles uniform store. Parents may purchase conforming style slacks, shirts, and shorts from local department stores providing that the clothing is in strict compliance with the uniform code.

### **PRESCHOOL DRESS CODE**

A specific uniform is not required of preschool children. Clothing that is neat, clean, and conducive to a play environment is adequate for the preschool program.

### **KINDERGARTEN AND GRADES 1-8 UNIFORM**

#### **BOYS (All Grades)**

- Pants.....navy blue or khaki, twill or corduroy uniform pants (No blue jean material or cargo pants.)
- Walking shorts.....(see below)
- Shirt.....white or navy polo shirt with collar, long or short sleeve, or white turtleneck  
White dress shirts are permissible also.
- Sweater.....navy blue, v-neck, crewneck, cardigan, or sweater vest
- Wind shirt.....approved embroidered Holy Spirit shirt in green or navy
- Sweatshirt.....approved Holy Spirit School sweatshirt (*no hoodies in class or at Church*)
- Socks.....plain white or navy blue
- Shoes.....tennis or dress shoes (solid, closed shoes only)

#### **GIRLS (Grades K-3)**

- Jumper with pleats..... school approved navy plaid
- Blouse .....white blouse with collar or white or navy polo shirt (long or short sleeve),  
with collar or white turtleneck
- Slacks.....navy blue or khaki, twill or corduroy uniform pants (no blue jean material, cargo pants or capris)
- Walking shorts.....(see below)
- Sweater.....solid white or navy blue; v-neck, crewneck, cardigan or sweater vest
- Sweatshirt....only approved Holy Spirit School sweatshirt in green or navy  
(*no hoodies in class or at Church*)
- Windshirt....approved embroidered Holy spirit shirt in green or navy

Socks.....plain white or navy blue  
Shoes.....tennis or dress shoes (solid, closed shoes only)

## GIRLS (Grades 4-8)

Skirt.....with two pleats, navy plaid  
Blouse.....white or navy polo shirt, long or short sleeve, with collar or white turtleneck, white blouse with collar  
Slacks.....navy blue or khaki, twill or corduroy uniform pants  
(no blue jean material, cargo pants, or capris)  
Walking shorts.....(see below)  
Sweater....solid white or navy blue; v-neck, crewneck, cardigan or sweater vest  
Sweatshirt.....approved Holy Spirit School sweatshirt (*no hoodies in class or at Church*)  
Wind shirt.....approved embroidered Holy Spirit shirt in green or navy  
Socks.....plain white or navy blue  
Shoes.....tennis or dress shoes (solid, closed shoes only)

“Walking shorts” in navy blue or khaki are permitted as a uniform option. They may be worn from the beginning of school until Fall Break and after Spring Break until the end of the school year. Shorts must be purchased from the uniform company or from the “uniform section” of a department store to ensure neatness and regulation length and color. Shorts must be no more than two inches above the knee. All students may wear walking shorts. No “skorts” are allowed.

- Uniforms should be neat and clean and fit properly. Shoes should be tied, and shirts should be tucked in.
- If t-shirts are worn under the uniform shirts, they should be plain white with no printing of any kind. (*Any clothing under the uniform shirt should be white with no pictures or writing.*)
- No oversized clothing is allowed. Short sleeves should fall above the elbow. Slacks must be hemmed at the heel of the shoe. No decorative zippers, snaps, rivets, embroidery, plaid or colored cuffs, flared leg, oversized pockets, baggy, cargo, contrast stitching or additional adornment is permitted.
- Jumpers and skirts should measure no more than two inches above the knee.
- Students must wear shorts/pants that are the proper waist size and wear them at the waist. No stretch or knit pants, leggings, cargo pants or hip huggers are allowed.
- Belts must be plain navy blue, black or brown and must be worn with shorts/pants by students in grades 4 through 8.
- No open sided shoes are allowed such as sandals and clogs.
- Hair fasteners should be simple in design and in uniform colors.
- Girls may wear only simple post earrings. They may wear only one earring on each ear and only on the ear lobe. No “dangling” or “hoop earrings” or “ear clips” are permitted. Boys may not wear earrings.
- No body piercing of any kind or tattoos are permitted.

- No make-up or nail polish is permitted.
- No extreme hairstyles, as determined by the principal are permitted. Hair should remain natural color. All hair styles will be corrected at the expense of the family.
- Boys' hairstyle length must be above the shirt collar and above the eyebrows.
- No writing on skin is allowed.
- All girls will wear their uniform skirts or jumpers on Mass days.

## **EXTENDED CARE PROGRAM**

Before school care is available from 7:00 to 7:30 AM in the school office for a nominal fee. Children arriving at school before 7:30 AM are required to attend before school care.

Extended Care is available after school from 2:40 – 6:00 PM in the school café for a nominal fee. Afternoon activities include snack, study time and playtime.

## **HEALTH POLICIES**

### **MEDICATIONS**

Any medicine requiring a physician's prescription and sent to school for school personnel to dispense must be accompanied by a release statement (as found in the school packet), including the following on the physician's prescription or order:

- Student's name
- Type of medication
- Dosage
- Time of administering
- Days medication is to be given

Any change in the *amount of dosage* or the *time of administration* should be submitted to the office *in writing*.

### **PLEASE SIGN THE MEDICINE RELEASE FORM IN YOUR ORIENTATION PACKET**

Any non-prescription medicine including aspirin and Tylenol sent with the child should be accompanied by parent's note (with signature) authorizing school personnel to make medication available to the child. The note should include the same information as above. Non-prescription medication will be administered only if no other home administration can be arranged. If possible, medication times should be arranged so that the child receives the medicine before and after school at home. *Medication that is not accompanied by a signed note from the parent or guardian will not be administered.*

### **PLEASE SEE AND USE THE MEDICATION POLICY IN YOUR SCHOOL PACKET.**

## **IMMUNIZATIONS**

All elementary school children must have immunization against diphtheria, mumps, whooping cough, tetanus, measles, rubella and poliomyelitis, Hepatitis B, Pneumococcal Conjugate and Hib. No child will be permitted to attend school unless he/she is fully immunized.

## **HEALTH SERVICES**

There are yearly tests of vision in grades 1, 3, and 8, hearing in grades 1, 4, and 7 and postural screening in grades 5 and 7. Public health services furnish a nurse for the school when the need arises and for consultation. Each child must furnish forms showing a health history (illnesses, immunizations, etc.) when entering the school. A health record of each child is kept on file in the school office. This record is updated each school year. Parents can help to keep records updated by informing the school of immunizations as they are given.

## **HOMEWORK**

All parents are strongly encouraged to register with Homework Watcher on line at [www.homeworkwatcher.com](http://www.homeworkwatcher.com) Look in your packet for more information or call the school office to see how you can stay connected with what is happening in your child's classroom.

- Assignments will be definite, meaningful, and geared to the individual child.
- Any assignment not turned in on the date due may be required to be completed over the weekend.
- Homework may be given on the weekend if the teacher feels the necessity of the assignment to complete the work of the day's class.
- Students should study, write or read every evening even if specific work is not – assigned. Suggested uninterrupted time to be spent on homework each evening:

Grades 1 -4 ... more than 30 minutes

Grades 5-8....more than 60 minutes

- When a student is absent from school, a parent may request that missed work be sent home on the day of absence by calling the school office or emailing the homeroom teacher.
- The number of days allowed for a student to make up work after an absence is the same as the number of days that the student was absent.

## **HONORS DAY RECOGNITION**

Holy Spirit School values academic achievement as well as other areas of student achievement and effort that ensures success. Our goal is that students will ultimately internalize good work ethics and habits as lifelong tools. Achievement is directly related to motivation toward improvement, good attendance, positive attitude and responsibility for homework. We also recognize those who regularly show qualities that model Christ's.

Recognition for academic achievement and school related success such as those mentioned above will occur at the end of each quarter during an honors day assembly. Students will be acknowledged for various accomplishments and receive a certificate for each area of recognition.

## **LEAVING SCHOOL**

Children are not permitted to leave the school grounds during school hours for any reason except with a parent's and the Principal's permission. This is Indiana Law. Violations of this rule will result in serious consequences. *Any student being picked up during the school day **MUST** be signed out at the office.*

Please send a note or call school if your child must be picked up before regular dismissal. Include the reason for leaving school and indicate who will be picking up the child. The adult picking up the child must come to the school office to sign out the child. The child will be called to the office at that time.

## **LICE**

If a child is found to have evidence of head lice, they must leave school immediately. Children must then be treated for lice and be "nit" free in order to return to school.

## **LITURGY**

Students attend Mass on Wednesdays at 8:30 AM, unless a Holy Day falls during the week. All parents are invited to join us. Classrooms will also rotate throughout the year to a Friday Mass at 8:30 am.

## **LOST AND FOUND**

Lost and found items are located in each classroom. Parents are urged to mark all items of clothing (uniforms, gym clothes, sweatshirts, sweaters, jackets, coats, boots, etc.) Lunch boxes, back packs, and other belongings should also be marked. Students should check the classroom lost and found box when something is missing. At various times during the school year, all the accumulated items are placed on a table in the hall so that students may claim lost items. *(Items not claimed in a timely manner are donated to Holy Family Shelter, St. Vincent de Paul, or other charitable organizations)*

## **LUNCH**

All students must eat lunch every day.

A hot lunch, cold lunch, peanut butter and jelly sandwich, and salad options are available. Lunch punch cards are purchased on Mondays for \$11.25 for 5 lunches. Students may also bring a sack lunch from home. (Adult lunches are \$2.50)

Milk is \$.40 and extra entrees are \$.75.

If a student does not have a punch card, they may pay \$2.25 cash or take an IOU which will include a surcharge. (IOU's are expected to be repaid the following day)

Not everyone has the means or opportunity to provide their children with fast food options, so we ask that you refrain from bringing fast food in for lunch. We also ask that drinks brought from home be healthy drinks. No carbonated beverages are allowed

## **PARENT/STUDENT-LED CONFERENCES**

Parent student-led conferences are scheduled in the fall and spring. Individual conferences may be scheduled any time as desired by the parents or the teachers.

## **PARENT /TEACHER ORGANIZATIONS**

The Parent/Teacher Organization (PTO) exists to assist the school. It meets monthly. The dates and times of the meetings are on the school calendar and published in the weekly school newsletter. This organization is an important asset to the successful operation of volunteer help and fund raising. Every parent is encouraged to take an active role in the organization. Family sign up forms and dues are handed in at the August pickup up of the school packets.

## **PHYSICAL EDUCATION PROGRAM**

All students at Holy Spirit participate in a comprehensive physical education program. Each class participates in planned exercises, games, relays and seasonal sports. **Students are to wear tennis shoes and their gym uniform on the days they have gym scheduled.**

**They will wear these in place of their uniform for those days.**

Uniform shorts are not to be worn for PE class. No child is excused from class unless he/she has a doctor's permit. Please label each piece of clothing.

## **INSTRUMENT LESSONS / ENRICHMENT CLASSES**

**PIANO/ORGAN LESSONS** - Private piano/organ lessons are available for ½ hour sessions. Students who miss classroom instruction because of music lessons must contact the teacher upon return to obtain missed work. Students are expected to maintain good, passing grades to continue taking piano/organ lessons. Children taking lessons will have the opportunity to be in a piano recital. Contact Judy Beard at 317-352-1243.

**BAND & INSTRUMENT LESSONS** – Flyers will come home for additional opportunities sponsored at our school. Please watch for more information in newsletters and e-mail.

**ENRICHMENT CLASSES** – During the school year, we try to provide several short term opportunities for students to participate in other topics of interest. These have included pottery classes, Safe Sitter classes, or Spanish. As these become available, communication will come through the newsletter or e-mail.

## **PLAYGROUND / RECESS PROCEDURES**

Playground regulations are based on mutual respect students should have for one another and for the teachers. Normal standards of courtesy are always expected and the use of common sense dictates many norms of behavior so that the Christian atmosphere of our Catholic school may be maintained.

All students should be prepared with the proper clothing according to the weather to go outside every day for recess.

The following rules have been established to ensure a safe environment.

- Designated play areas may be assigned on a rotational basis for certain grade levels.
- The school will provide balls and playground equipment. Students are not encouraged to bring their own. However, if they do so, they assume responsibility for them.
- Balls will be retrieved periodically from the roof of any building by the custodian only.
- Anyone coming into the building must have the playground supervisor's permission and be escorted.
- No one may stay in from recess without the teacher's permission.
- No one will stay in a classroom without a teacher present.
- If a child is injured, the playground supervisors will take care of the child. In the case of a severe injury, the playground supervisor will notify office personnel or take the child to the office. The supervisor will fill out an injury form if necessary.
- Tackle football may not be played. Touch football is permitted, but only on the field area.
- Rocks, pebbles, sticks, snowballs, or any other objects are not to be picked up or thrown.
- Use of profanity will not be tolerated.
- Fighting is a serious infraction and will be treated as such.

- Students will demonstrate respect for other students and adult supervisors.
- Students must stay on the playground until the bell rings or the whistle is blown and the teachers are present to escort them into the building.
- Students must come in from recess quietly and orderly following procedures.

Any infraction of the rules will initially be handled by the playground supervisors and teachers with the student being removed from the situation in a time-out period. If a student is consistently out of order, the principal will be asked to assist and a consequence will occur, minimally – loss of recess privileges for a period of time. Any students involved in incidents of fighting or use of profanity should be brought to the school office.

### **INDOOR RECESS**

Recess will be indoors in cases of inclement weather. Students are to engage in activities seated in their own classrooms. They are allowed to talk quietly. Students may be out of their seats temporarily to get a new activity or to do some structured activities, mainly in the lower grades.

**No running or rough play is allowed in the classrooms.**

### **PRAYERS**

Formal prayers will be said at the beginning of school in the morning, before and after lunch, and before being dismissed in the afternoon. These prayers may also be spontaneous or shared prayer by the students.

Please notify the office (by phone or e-mail) of any prayer requests that you may want the school to announce.

### **RELIGIOUS EDUCATION**

Preeminent among the school's goals are those related to the living of religion, the experience of religion, and the teaching of religion. Textbooks used are approved by the Archdiocesan Office of Catholic Education.

Each day, thirty to forty minutes of religious instruction (depending on grade level) is given by the teacher. The material used is based on the psychological aspects of each age group as well as the ability and interest of the child at each grade level as set up in the text books. The experiences and activities, planned along with the doctrinal teachings, are meant to provide strong foundations upon which the child can build his/her faith and his/her Christian attitudes later in life. The material used is child oriented but it can only be as good as the teachers, priests, and parents who bear personal witness to Christian love, patience, understanding, knowledge, faith and trust. Through the example of these adults, the child will enjoy the rewarding experience of growing in love, trust and faith.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are given out four times each year. Grades are determined according to the following scale:

**A = 95-100**

**B = 86-94**

**C = 76-85**

**D = 70-75**

**F = 69 or below**

Marks for effort and personal development are included on the report cards.

Progress reports will be sent home in the middle of each quarter. They will be sent to all parents of students in grades 2 through 8. First grade students will begin receiving progress reports after the first report card. This serves as a communication tool for parents. The parents are to sign the report and return it to school. Telephone calls, signed papers, e-mail, and conferences are other forms of parent/teacher communication that may be used. Individual levels will also be reported three times a year through our benchmarks (see Standardized Testing section).

Parents add to a child's incentive to do the best possible when they take the time to look at the report card. Add praise generously when it is deserved and encourage a better performance when the work is not what it should be.

## **RESOURCE CENTER**

Holy Spirit School has a resource teacher who does initial screenings of students for possible learning problems and for outstanding learning ability. She refers children for testing, sets up Individual Education Programs (IEPs), helps with classroom instruction, tutors students, instructs teacher assistants in aiding students, and conducts enrichment programs for students.

### **TESTING POLICY/PROCEDURE: Warren Township Schools**

Before referring a student to Warren Township for testing, Holy Spirit School will first administer initial screening tests. These tests include the Wide Range Achievement Test, the Slosson Intelligence Test, and the Peabody Picture Vocabulary Test. If the screening test results indicate a potentially significant learning problem, then Holy Spirit School will provide the referral forms (Notice of Parent rights, Notice of Educational/Psychological Evaluation, Teacher's Report, Parent's Report and Permission for Testing). Further testing will then be performed at Warren and a conference will be scheduled later to share test results and recommendations.

## Speech

**Your child's teacher will contact you if they feel screening for speech classes is needed for your child. If you are concerned about your child's speech, you may address it first with your child's teacher.**

**All Holy Spirit School students are evaluated for speech by Warren Township School District if deemed necessary. If you have concerns regarding your child's speech, contact their teacher. The teacher will notify our resource teacher to start the process. If your child qualifies for speech classes, they will be provided by a Warren Township teacher here at Holy Spirit School.**

## SACRAMENTS

**Children are prepared for the reception of the Eucharist and the Sacrament of Reconciliation in second grade. Parents of older children who have not yet been baptized, received First Eucharist or received First Reconciliation should contact the Director of Religious Education at 317-357-6915 if they are interested in having their children receive these sacraments.**

## SCHOOL CLOSING

**In the event of school being closed because of snow or other emergencies, watch for announcements on TV channels 6, 8, and 13. (*Watch for Holy Spirit, we do not always close with Warren Township.*) Please check your homeworkwatcher for more information. We will also leave a voicemail on the school phone.**

## SHADOWING

**It is permissible for eighth grade students to spend a day "shadowing" before making a final decision regarding high school choice. Each student may shadow a maximum of two times in a given year.**

**The students should check with their teachers to see if a particular day is good for shadowing. Also the student should ask their teachers if there is any work they will miss so they won't miss any important assignments.**

**Students must have COMPLETED A SHADOWING FORM PRIOR TO THE DAY OF SHADOWING. Seccina H.S. has a form which you must obtain from their school office. Please obtain a shadowing form from our school office for permission for shadowing at any other high schools.**

## **ILLNESS / STAYING IN FROM RECESS**

**A child cannot stay in the building unsupervised. Please do not request that your child stay in during recess. There is no teacher available for supervision since recess is the teacher's lunchtime and space is too limited in the office. If a child is too ill to go outside for recess, that child is too ill to be in school.**

**Parents will be called to take their child home from school if they are ill. Therefore it is vitally important that we have a parent or guardians' daytime number at which they can be reached. This information should be updated regularly at the beginning of the year and as changes are made.**

*No child having a communicable illness may be at school.*

## **STANDARDIZED TESTING**

**Children in grades 3 through 8 will take the ISTEP test in the spring. Children in grades 2 through 8 will also participate in a computerized benchmark three times a year to show their classroom teacher areas of growth and need. Parents will receive a print out of each of these results. A final report will be placed in the student's permanent record.**

## **STUDY TRIPS**

**The administration encourages activities that have educational and cultural value. Study trips to historical places, factories, farms, city utilities and government buildings are a part of the first-hand experiences, which play a vital part in a child's education.**

**Parent's written consent must be obtained, as well as any fee involved, prior to the trip. Teachers will arrange bus or car transportation and supervision for these trips. When traveling by car the following must be observed:**

- All adults must have an appropriate background check on file with the Archdiocese.**
- The driver must have a valid, non-probationary driver's license and proof of insurance on file with the school office.**
- No student under 10 years of age will ride in the front seat of a vehicle. No student will be allowed to ride in the front seat of vehicles with airbags.**
- Seat belts must be worn.**
- The number of passengers will not exceed the seating capacity of the vehicle.**
- Side trips will not be taken. Chaperones will not purchase toys, food, or drinks for students that are considered an "extra" during the study trip.**

**School uniforms are to be worn on field trips unless otherwise specified.**

## **TARDINESS**

All students must obtain a pass from the school office to enter their classroom after 8:00 AM. All students arriving after 7:45 AM will be counted tardy.

If a student has been at a doctor appointment, the tardy counts as an excused tardy only if the student brings a signed note from the doctor's office. Tardies caused by attending an appointment (with signed form or note) or extenuating circumstances are excused. All other tardies are unexcused. Tardies are not marked excused or unexcused on the report cards but are simply totaled.

It is important that students be on time for school so that they have their materials and are physically and mentally prepared when the teacher starts class. When a student is tardy, they miss some instruction, or at least the time to get ready for instruction. This disrupts the continuity for not only the tardy student but for the whole class. Please try to see that your child is at school on time as much as possible.

## **TECHNOLOGY**

By signing the handbook, you are agreeing to the attached Internet Acceptable Use Policy. Students and parents will need to review the attached Acceptable Use Policy before being allowed to use the internet during school.

Holy Spirit School values the use of technology as a tool that enhances the education and prepares students for life. Integration of technology into the regular classroom will occur in addition to utilization of the technology lab for computer education classes.

We acknowledge that students' lives include technology that we do not feel is important as a part of our day. Students will not be allowed to check e-mail during class or social networking sites outside of the focus of the directed curriculum. We also ask that while these sites are for personal use, there should be NO use of the school name, seal, or logo without the written permission of the principal. Parents should also monitor to insure that other guardians are made aware and have given consent for their minor's picture being used on any such site.

## **TELEPHONE CALLS**

Emergency messages should be given to the school office, and the office will relay the messages. Children will not be called out of the classroom to the phone. If parents wish to contact the teachers, they may do so by a note, telephone call, e-mail message or by prearranged conference before or after school hours. Students will be allowed to use office telephones for emergency use only. If you wish to contact a teacher, call the school office and leave your name and number. The teacher will return your call.

## **TRANSPORTATION ARRANGEMENTS**

If your child's mode of transportation for going home after school changes on different days of the week, please send a note to your child's teacher at the beginning of the school year. The note should explain the different modes of transportation your child may be using to go home and when they will use each. If your child's mode of transportation only changes occasionally, please be sure to send a note to your child's teacher explaining how they are to go home and the date. If no note is received, it is assumed that your child should be dismissed the usual way

If your child is older and will sometimes be walking to different places after school, we need a note telling all the places your child has permission to walk (i.e. the Ransburg YMCA). After school arrangements should remain as consistent as possible.

## **TRIPS**

Parents who take children on trips with them must have the child ask all teachers for missed assignments when he/she returns to school after the trip. We do not encourage such absence since what is missed daily in the classroom cannot be made up at home. Parents must send a note to the teacher prior to the trip so the teacher will accumulate daily work for the student when he returns. The number of days allowed for a student to make up work after an absence is the same as the number of days that the student was absent. If this occurs near the end of a grading period, the grades on the missed assignments may be averaged into the next grading period. The best way to support your child's education is to schedule family vacations during school vacations.

## **VISITORS**

Parents are encouraged to visit the school. Anyone entering the school must report to the office to sign in, get a visitor's nametag, and receive permission to proceed to any classroom. We also ask that visitors who will be helping in the classroom fill out the appropriate back ground check (details in the school office).

## **VOLUNTEER PROGRAM (Parent Task Force)**

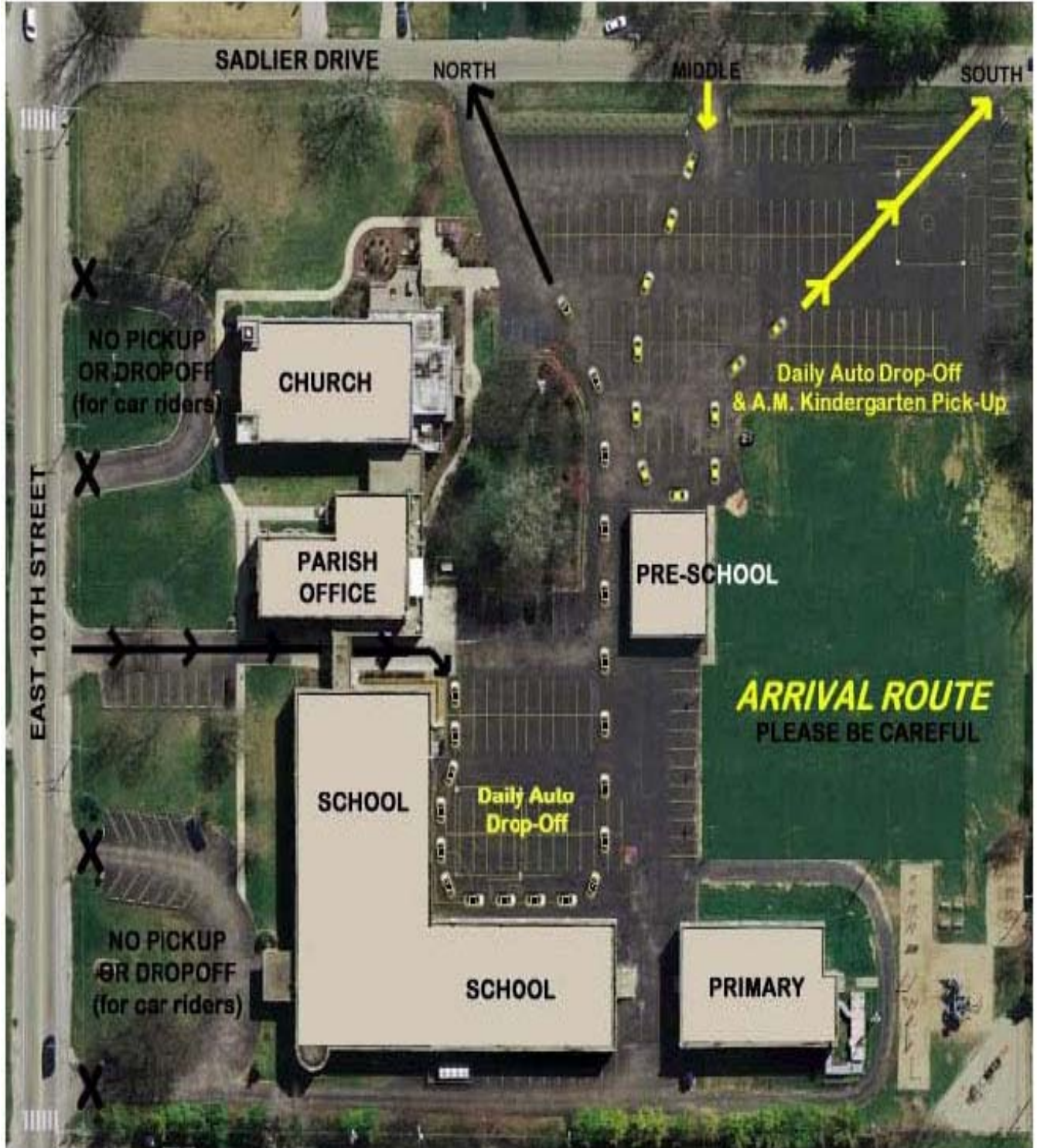
Holy Spirit School depends on the volunteer services of parishioners. Many parents act as volunteer teacher assistants, librarian assistants, typists, room parents, and helpers with a variety of subjects and projects. If interested in volunteering, please complete the PTO volunteer form in you "Back to School" packet or contact the school office. There is a volunteer calendar in the office.

All volunteers that have any contact with the students must complete a mandatory background check with the Archdiocese. (Details in the school office)

All volunteers must also complete a Virtus Training session provided by the Archdiocese. (Details in the school office)

Appendix A: Arrival procedure  
**HOLY SPIRIT CATHOLIC SCHOOL**  
**ARRIVAL PROCEDURES**  
(FOR CAR RIDERS)

Please use one of the two entrances designated on the map. One requires entering by the middle drive from Sadlier and exiting by the south drive. The other requires entering from 10th Street (between the school and parish office) and exiting by the north drive on Sadlier Drive.



Appendix B: Departure procedure  
**HOLY SPIRIT CATHOLIC SCHOOL**  
**DISMISSAL PROCEDURES**  
(FOR CAR RIDERS)

Please line vehicles in rows on the Sadlier Drive parking lot facing north as directed by the map. The row closest to the preschool is RESERVED FOR PRESCHOOL parents. Traffic will be directed onto Sadlier Drive or onto 10th Street.

