

August 11, 2017

Dear Parents,

WELCOME TO THE 2017-2018 SCHOOL YEAR! We hope this summer has been a relaxing and enjoyable one for you and your family. Some highlights as we begin this year together are:

- We welcome our new Young Five's Teacher, Kristen Mersino, and our new Social Worker, Emily Andersen. Both are experienced, well-qualified, and committed to our school as their children attend here!
- Our custodial staff has spent countless hours this summer sprucing up the building, renovating and cleaning classrooms, and polishing the hallways.
- Two new filtered drinking fountains with bottle filling stations were installed thanks to Auction funds.
- The Young Five's, Kindergarten, and 7th Grade classrooms have been fully renovated with PTA and Auction funds.
- New iPads and keyboard cases are being provided for faculty and upper elementary students thanks to Inspire Technology.
- Our Musical this year will be *Willy Wonka Jr.* directed by Holy Spirit grandparent Dave Inbody. Watch the newsletters for info on auditions.

WE LOOK FORWARD TO MEETING YOU!

On Thursday, August 24th, we will be hosting our all-in-one **Meet & Greet /Parent Information Night** for Preschool-8th Grade Parents and Students. This event is optional and all are welcome.

6:30-7:30pm – Preschool-Grade 8 - Visit both the Activity Center and your child's classroom

7:30-8:00pm – Grades 4 and 6 Parent Information Presentations

The 4th Grade presentation will be held in Mrs. Duffy's Classroom.

The 6th Grade presentation will be held in the Multi-Purpose Room in the Church.

- This is an excellent opportunity for you and your child to meet your child's teacher(s) in an informal, casual manner in his/her classroom. You may also sign up to help with classroom events, parties, and lunch and recess supervision.
- We will collect the forms that need to be dropped off, have calculators and assignment notebooks available, and also have informational booths in the Activity Center. This is also a great social time in which you may reconnect with families in your children's classrooms.
- Teachers will have their beginning of the year packet information available.
- Fourth and sixth grade parents are encouraged to attend the optional Parent Information Presentations from 7:30-8:00 to help make these transitional years flow more smoothly.

If your group or organization would like to have an informational booth set up during the Meet & Greet, please contact the school office to make arrangements for this.

Preschool Parent Information Night will be held on **Wednesday, August 30th**, from 6:30-7:30pm in the Multi-Purpose Room in Church for 3 and 4 year old programs.

COMMITMENT PAGE: Please take the time to read through the **online** revised Parent/Student Handbook, Electronic Use Policy, and Protecting God's Children Program information and sign and return the Commitment Page included in this mailing.

FAITH FORMATION: Our school theme for 2017-18 is **Be Christ**. As part of the activities centered around our theme, students may wear our *Be Christ* T-Shirt. Our first *Be Christ* T-Shirt Day is scheduled for Wednesday, September 27th. For further information, please refer to the online and enclosed T-Shirt order form. **Please order a big enough size to last for the three-year duration of this school-wide theme.** We look forward to living our school theme this year and for many years to come!

WALKING WITH THE SPIRIT: The Holy Spirit Parent Teacher Association (PTA) is excited to announce the 10th Annual *Walking With The Spirit* fundraising campaign.

- ✓ **Please access the *Walking With The Spirit* T-Shirt Order Form online. The order will be placed on August 24th. The shirt you order will be used for two years so please order accordingly.** Watch for more information and volunteer sign-ups in the coming weeks.
- ✓ This walk-a-thon style event will be held on Friday, September 15th, and is open to the entire Holy Spirit Community including students, families, parishioners, and our Holy Spirit neighborhood. (MWF Preschool, Young 5's and Kindergartners will attend in the PM **only** on September 15th.)
- ✓ Participants are asked to collect pledges, lace up their shoes and come walk with us! In addition, many volunteers will be needed the day before and the day of the event, so please mark your calendars now. Money raised will support PTA initiatives including classroom technology enhancements, funding for classroom supplies and equipment, operation of the school library, and field trips.
- ✓ Pledge turn-in dates are Wednesdays, 8/30, 9/6, 9/13 and of course the day of the walk 9/15. Since the walk is earlier this year, we will have extra incentive Flip Flop Days on 8/31 and 9/8 for those who turn in pledges that week. **Anyone who turns in at least \$10 on or before the first day of school may wear flip flops or sandals all week long except for during Mass on Wednesday.**

Thank you for selecting Holy Spirit as your school of choice and for the tremendous sacrifices you make to provide a Catholic education for your child. It is our belief that your investment will pay dividends for years to come. Working together with you, our aim is to impart your child with the foundational education they will need for lifelong faith and success. We invite each of you to become a part of the 2017-18 school year by supporting our efforts at home, joining us for our many activities at school, and keeping us in your prayers throughout this school year.

With the Spirit,

Patrick Kalahar
Principal

Paula Ryan
Assistant Principal

Encl: **All Families:** *Be Christ Theme T-Shirt Order Form due 8/24*
Walking With The Spirit T-Shirt Order Form due 8/24
Commitment Page Form due 8/24
Lunch Supervision Letter due 8/24
Free/Reduced Lunch Application due 8/24
Calendar for August and September
Uniform Code Guidelines

New Families: *Hot Lunch RevTrak Deposit Instructions*
Protecting God's Children Information
Electronics Acceptable Use Policy Information
Background Checks for Volunteers due 8/24
Standards of Ministerial Behavior due 8/24
Locker Use Agreement for New Students in Gr. 5-8 due 8/24

www.holyspiritschoolgr.org

ABC BEGINNING OF THE YEAR LIST:

- **ABC's Code of Conduct:** All students are encouraged to follow our ABC's Code of Conduct stressing the importance of Attitude, Behavior, and Courtesy. These guidelines are found in the Handbook.
- **Child Care** is available at the Child Development Center from 7:00 am-6:00 pm each day. If you plan to enroll, or would like more information, please call Melanie Francis at 453-3332 Ext. 115.
- **Children's Choir** for 3rd-8th graders will be on Tuesdays from 3:20-4:20. Sign-ups will be held at the Meet & Greet on August 24th, or you may use the online form. Mrs. Kathleen Houdek is returning as choir director.
- **Coaches/Advisors/Officers:** We ask that if you are an Advisor for an after school club and/or evening event, please contact the school office at least one month ahead to schedule a meeting date, time and location. By scheduling a meeting room one month in advance, we can add the event to the monthly calendar as well as ensure you a meeting location.
- **Directory:** Our Holy Spirit School Family Directory will be available for you in September. If you prefer to have your home phone number or email identified as unlisted in the directory, or if your address, phone number or email address has changed since March, please contact the school office by August 24th. Unless notified, your contact information will be published within the directory.
- **Dress Code:** School uniforms begin with the start of school on August 28th for students in grades 1-8. Please be sure to consult the Holy Spirit School Uniform Code as you do your back to school shopping - and before you remove the sales tag. As you order, keep in mind that the length for skirts and shorts for girls is no more than 4 inches above the middle of the knees, so please factor this in to plan for growth and appropriate length in the spring. You may access the *Holy Spirit Uniform Code* on line under Parent Forms.
- **Drop-off/pick-up procedures** are available for you online under Parent Forms. All car-riders will be dropped-off in the back parking lot of school each morning no earlier than 8:05 am, at which time there will be designated supervising teachers on duty. In case of inclement weather, students will be instructed by the AM Recess Supervisors to go directly to their classrooms. To ensure proper supervision of the children, all afternoon car-riders (Kdg- 8th Grade) must be picked up in the back parking lot of school – excluding the western edge of the Parish Offices/Church. We appreciate your cooperation and support with this, as we strive to create the safest environment for your children.
- **Festival Volunteers and Donations:** There will be a \$1 per family Color Day on Monday, September 11th to support the Kids' Tent for Festival. Volunteers are needed to help run games in the kids' tent at our Parish Festival on September 16-17. Please sign up through Sign Up Genius on the parish website.
- **Free or Reduced Price Hot Lunch/Milk:** In light of Michigan's difficult economic climate, we ask each school family to please review the attached letter and review the income chart to determine if your child/children qualify for free or reduced priced lunches as well as free milk. Participation in this program helps your budget and also determines the amount of federal funding for which Holy Spirit qualifies.
- **Hot Lunch and Milk Orders:** You may use the Deposit Payment Form from the school website and pay with cash or check, or pay online through the Infinite Campus website by clicking the Hot Lunch Electronic Funds Link. These programs will begin on Monday, August 28th. Please keep this payment separate from other fees to the school.
- **Lunch/Recess Supervision Sign-up:** To ensure the safety of the children while at lunch and recess, we will continue to utilize supervisors and parent volunteers to assist us at lunch/recess. Please see the attached letter which outlines the specifics of the program, as well as the months each grade level is responsible for lunch supervision.

- **Medications:** Parents who have **children who will be on medications** this year may begin to bring the medications into the school office beginning Monday, August 21st. A Medication Administration Release Form is required and available for you online for you to complete and leave on file in the school office.
- **Parent Volunteers:** In order to maintain compliance with the Diocesan mandates by the Diocese of Grand Rapids for all adult volunteers in our school, volunteers must attend a Protecting God’s Children Training Session *before* working with our children. This includes going on field trips and attending class parties. To register, log onto www.virtus.org...go to "Registrations" on the left side...select “View a list of sessions”...scroll down to “Grand Rapids Diocese”...select a training session which is convenient for you... and then register for the training. There is no cost and enrollment is limited for each session, so please register at your earliest convenience to ensure you may attend the class of your preference. Some upcoming Virtus classes to consider are at Aquinas on 9/9 at 1:00, **Holy Spirit on 9/10 at 1:30**, Holy Family in Sparta on 9/14 at 6:30, and at Holy Family in Caledonia on 10/26 at 6:00.
- **Schedules:** The daily schedule for this year is as follows:

8:15 a.m.	Start of Day for K- 8 th Grade
8:20	Tardy Bell ~ Classes begin
8:25	Announcements
8:30	Preschool begins
11:00	Preschool dismissal
11:15	Kdg. dismissal
11:40	Lunch periods begin for Grades 1 - 8
12:15 p.m.	Young 5’s begins
12:35	Lunch periods conclude for Grades 1-8
3:10	Dismissal ~ Bus riders
3:12	Dismissal for Young 5’s - 8 th Grade ~ Car riders, walkers
- **School Theme:** The PTA is funding the *Be Nice* mental health awareness and education program. You are welcome to find out more at benice.org. Students, teachers, and parents will have presentations and participate in activities during the next three years. Our school theme *Be Christ* will correlate with the activities and highlight the faith dimension of the theme.
- **Supply list:** You may access your child’s supply list on the website under Forms.
- **Vaccines Exemptions:** Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the local health department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2015. Children must be vaccinated or have the waiver prior to starting school.
- **Volunteer** often to be involved with your child and your community. Each family is expected to volunteer at least 30 hours at the school each year. There are many opportunities waiting just for you. Please ask if you have any questions as we would love to assist you in getting involved. We look forward to seeing your smiling faces around school!
- **Website:** All of our school newsletters and parent forms are available on-line at holyspiritschoolgr.org. **If your email address has changed over the summer or if you do not receive an email reminder, please contact the school office at 453-2772 so we may keep you connected to pertinent school information.** Your email address will not be used for any purpose other than to receive a notice that there is a school communication available for you to read electronically. Also check us out on Facebook.