



*Holy Spirit*  
CATHOLIC SCHOOL

**2017-2018**

**Holy Spirit School  
Parent/Student Handbook**

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### **MISSION STATEMENT FOR HOLY SPIRIT SCHOOL**

*Our mission at Holy Spirit School is to promote the message and teachings of Jesus Christ. Students, parents, and faculty form a Catholic family of faith. Together, we challenge our students to achieve their fullest spiritual, academic, social, emotional, and physical potential.*

### **STATEMENT OF PHILOSOPHY**

*Holy Spirit School draws its energy from the gospel message of Jesus. We live this by building a Catholic Christian Community in our school, continually serving and reaching out to others. We bring the hopes, plans, actions, and needs of our members before the Lord in prayer.*

*Our Christian atmosphere is the foundation for a comprehensive program of academic excellence. The individual needs and diversity of each student are identified and addressed through traditional and innovative instruction.*

### **SCHOOL FIGHT SONG**

**(to the tune of the Notre Dame Fight Song)**

*Holy Spirit you are the Best!*

*Of all the teams both East side and West!*

*With our motto Victory -*

*We will go down in history!*

*Come on and fight for our school name –*

*Fight all the time –*

*And to the top we'll soon start a climb!*

*With our colors flying high –*

*It's onward to Victory!*

**APPENDIX**  
**2017-18 HOLY SPIRIT SCHOOL FACULTY AND STAFF**

**Holy Spirit School Faculty**

Andrea Berndt..... Teacher  
 Kristen Mersino ..... Teacher  
 Lisa Kalahar ..... Teacher  
 Laura Stroh ..... Teacher  
 Kathleen Houdek ..... Teacher  
 Kelly France ..... Teacher  
 Nicole Kastner..... Teacher  
 Lizzie Duffy.....Teacher  
 Tanya Kooistra..... Teacher  
 Maricolleen Covington..... Teacher  
 Elizabeth West .....Teacher  
 Lisa Carlstrom..... Teacher  
 Lisa DiGiovanna..... Teacher  
 Michelle Null.....Teacher  
 Tom Wisniewski ..... Teacher  
 Sue Gignac ..... Teacher  
 Kelly Clancy.....Teacher  
 Melissa Swider.....Teacher/Reading Spec.  
 Darren LaPrise ..... Band  
 Emily Andersen..... School Social Worker  
 Barb Dennis .....Preschool Aide  
 Anna Russo .....Preschool Aide  
 Melanie Francis... . Child Dev. Center Dir.  
 Beth Bott.....SCRIP  
 Laura Russo..... Secretary  
 Terri Kelly .....Administrative Assistant  
 Paula Ryan ..... Assistant Principal  
 Patrick Kalahar..... Principal

**Holy Spirit School Board of Directors**

Bill Clancy- President  
 Todd Beaudoin – Vice President  
 Matt Murphy – Secretary  
 Al Bober  
 Vonnie Bouwkamp  
 Kay Groszkiewicz  
 Jane McAlary  
 Jane Mead  
 Jim Mead  
 Scott Russo

**Holy Spirit Parent-Teacher Association**

Kristin Adams- President  
 Joylynn Kelly - Vice-President  
 Andrea Dewicki - Secretary  
 Angela Dusseau - Treasurer



# SCHEDULES

## CALENDAR

A monthly calendar is prepared by the school office and is available on our school website [www.HolySpiritSchoolGR.org](http://www.HolySpiritSchoolGR.org) under "Calendar". Parents should please consult the calendar for daily events.

A calendar for the entire school year is provided to parents at the beginning of the school year. Every effort is made to coordinate Holy Spirit's days of instruction with the calendar of the Grand Rapids Catholic Secondary Schools.

## DAILY SCHEDULE

Volunteer Adult Safeties direct vehicular traffic during student "drop off" times. "Pick up" times will be supervised by staff members.

Students who walk or ride bikes to school and who cross Lake Michigan Drive **must use the sidewalks and cross Lake Michigan Drive using the traffic signal at either Covell or Oakleigh.**

Children should not arrive nor be dropped at school before 8:05, unless they ride an early bus, as that is the time that morning supervision begins. Students who arrive prior to 8:05 should make arrangements to be in our Extended Care or Latchkey programs. The school is not liable for students who arrive at school before 8:05 a.m.

8:15 a.m.	Call to Assemble: Y5's-Grade 8	12:15 p.m.	PM Kindergarten Begins
8:20 a.m.	Tardy Bell - Classes Begin	12:30 p.m.	PM Preschool Begins
8:25 a.m.	Announcements/Prayer	3:00 p.m.	PM Preschool Dismissal
8:30 a.m.	AM Preschool Begins	3:12 p.m.	Dismissal Begins: Kdg-Grade 8
11:00 a.m.	AM Preschool Dismissal		
11:15 a.m.	Y5's/AM Kindergarten Dismissal		

Lunch (each grade has a 40 minute lunch/recess period between 11:30 and 12:35)

## DISMISSALS

If your child is going home in a different manner than he/she normally does (e.g.; going home with another student or relative), the parents/guardians must send written permission to school with the child on that day. Typically, due to the number of students on the bus, only students registered and paying the transportation fee may ride the bus. If a non-bus rider is going home with a bus rider, please make sure alternate transportation is provided for the non-bus rider.

Please understand that last minute calls to the school office to change dismissal arrangements are disruptive and endanger the safe dismissal of children. Emergency changes in dismissal procedures should be made before 2:00pm by a phone call to the school office.

In the event of confusion as to how a child is to be dismissed, or should, upon occasion, their car-ride be running late, the school office will err on the side of keeping children safe and supervised until a parent/guardian can be notified and students will be brought to the school office.

## PROFESSIONAL DEVELOPMENT DAYS

To encourage professional growth and development, faculty professional development days will be held and listed on the school calendar. Designated in-service opportunities are planned by both Holy Spirit School and the Grand Rapids Diocesan Schools' Office.

# FAITH FORMATION AND ACADEMICS

## FAITH FORMATION

The curriculum of Holy Spirit School fulfills the dual purpose of a Catholic school: that of providing religious education and spiritual development and that of equipping our students to be responsible citizens in our society.

In fulfillment of our mission statement, our curriculum provides an education rooted in our Catholic Faith. Instruction in Catholic Doctrine, Service and Catholic Christian Values are a daily part of our curriculum. This is accomplished through formal religion classes, weekly masses, prayer services, praise celebrations, school wide service projects, song and daily prayer.

Catholic beliefs and values are embedded in all core curriculum areas and are modeled by the staff and students of Holy Spirit School.

## LITURGICAL CELEBRATIONS

All-School Masses take place weekly and are planned by the faculty and students. Student Masses are typically celebrated on Wednesday's at 8:45 a.m. Parents, family members and parishioners are invited and encouraged to attend these Masses.

Students also have an opportunity to experience other prayer forms through our celebration of prayer services and praise celebrations. All-School Praise Celebrations will be held once each semester. Students, faculty and parents participate in Scripture readings and reflections as well as Contemporary Christian Music as part of the celebration.

When Holy Days of Obligation occur on a school day, all Holy Spirit School students will attend Mass together.

## RELIGIOUS EDUCATION

The Religious Education Director and school personnel work together to coordinate the total religious education program for all students. Textbooks have been adopted (according to Diocesan recommendations) to provide a consistent religious education program. Parents/guardians should encourage their children to bring home Religion textbooks/materials and discuss their faith with their children.

## ADMISSION, ENROLLMENT GUIDELINES AND REGISTRATION

A new family registering at Holy Spirit School must meet with a school administrator. The mission, philosophy, and curriculum are discussed with the parents/guardians.

**For admission to Young Fives or Kindergarten**, the child must be age five before September 1<sup>st</sup> of the current year. Parents or legal guardians must present the following to the school:

- \* the child's birth certificate or some legal verification of the child's birth date;
- \* a completed Kent County Health Appraisal form.

**For admission to grades one through eight**, the following is needed:

- \* a consent form completed by the parents for the release of academic records from the school previously attended;
- \* a completed Kent County Health Appraisal form.

### **Policy for admission of children Into Holy Spirit School, Grades K-8**

1. Formal registration of a family into Holy Spirit School is dependent upon their date of registration in the parish. Registration is lived out by participation in parish worship, by involvement in other parish-school related activities, and by earnest endeavor at weekly financial support.
2. Strong consideration will be given to families who already have children attending Holy Spirit School.
3. New families registering their children for a given school year who have an older child/ren placed in an upper grade opening do not receive priority placement in kindergarten.
4. Class size is of prime consideration. Classes ordinarily should not exceed 30 students. Exception is given to families with a long-standing enrollment status with the school.
5. Families interested in registering students at Holy Spirit School must make annual written application.

6. Children who otherwise would have received placement in kindergarten at Holy Spirit School in a prior year but were held back for reasons of readiness due to age, maturity, etc., will receive strong consideration in placement for the following year.

## **REGISTRATION**

Registration for the following school year begins in early spring. Returning students are asked to submit all registration materials by the due date stated in the accompanying registration letter. A non-refundable registration fee per family must accompany the registration materials. Until the fee is paid, enrollment cannot be guaranteed for the following year.

## **ACADEMIC INTEGRITY**

Holy Spirit School considers plagiarism/academic dishonesty/inappropriate conduct during any academic exercise to be serious violations of school rules. Following are examples, although not all-inclusive, of the aforementioned transgressions:

- Using someone else's words and/or ideas without citing the source and/or using quotation marks around the material.
- Receiving or providing information during a test/quiz or for a test/quiz given in an earlier period.
- Using material or aids during a test/quiz/assignment when the teacher has not given permission to do so. This includes looking at another student's work during a test/quiz/assignment.
- Using or copying another student's assignment to turn in as your own work.
- Allowing other students to use your work on assignments/tests/quizzes without the teacher's permission.
- Using a cell phone or any other electronic device during a test/quiz without permission from the teacher.
- Communicating in any form with other students during a test/quiz without permission from the teacher.
- Falsifying work or scores on a self-corrected test/quiz/assignment.

### **1<sup>st</sup> Offense Consequences:**

- Parent notification; referral to the Principal
- A grade reduction of 50% on the assignment/test/quiz.
- One day of Responsible Thinking Room.

### **2<sup>nd</sup> Offense Consequences:**

- Parent and student meeting with the Principal.
- A grade of "zero credit" for the assignment/test/quiz.
- Three days of Responsible Thinking Room.

### **3<sup>rd</sup> and Subsequent Offenses:**

- At the discretion of the Principal.

**\*\*Consequences are cumulative per academic school year.**

## **ACCREDITATION**

Holy Spirit School is fully accredited through the Michigan Association of Non-Public Schools Accrediting Agency. The administration, staff, and the Board of Directors meet throughout the year to select and direct ongoing improvement activities.

## **AUXILIARY SERVICES**

Auxiliary services are provided by the Kent Intermediate School District and by the Grand Rapids Public School System. These services are offered at Holy Spirit School or at a public school site. They include the following:

Homebound Services	School Psychologist
Resource Room	Speech Service
School Consultant Services	Vision, Hearing and Scoliosis Screening
Occupational/Physical Therapy	Non-core subject area teaching

## **BAND**

Holy Spirit students in grades five through eight may choose to participate in the West Side Catholic Schools Middle School Band Program. Students who enroll will participate two to three times per week, as well as play in the school band. Students must pay a Band Fee to participate in band.

## **CLASSROOM INTERRUPTIONS**

Classrooms may not be interrupted without permission from the school office. This includes picking up or dropping off children, communications, and deliveries to teachers and children during the school day. Important messages, books, lunches, birthday treats, etc., will be conveyed by the secretary to the teacher or student.

Whenever possible, to ensure you have your child's teacher's undivided attention, we encourage you to make an appointment with your child's teacher so she/he may fully engage in a conversation with you. Appointments also allow the teacher to plan his/her work around your appointment. Please feel free to contact any faculty member through the school office - or by accessing her/his direct email.

## **CURRICULUM**

Our curriculum is the vehicle with which we carry out our mission. It includes: formal and informal learning; Catholic Christian value lessons that are modeled, observed and experienced; research, discovery and guided exploration; cooperative projects; direct instruction; and technology infused instruction. The goal of the curriculum is to empower students to take responsibility for their academic endeavors.

At Holy Spirit School, we take pride in our strong reputation and our ability to assist our students to grow and thrive in their faith formation and academic growth. Holy Spirit School fosters an environment that is committed to surpassing this goal through innovative and tailored programs along with a nurturing atmosphere that meets each child in their comfort zone and helps them move forward to achieve their fullest potential.

Students today are dubbed as 21<sup>st</sup> century learners, and it is our job as educators to begin to prepare them with collaboration, communication, and critical thinking skills. Through our recent acquisition of iPads, our Preschool through Grade 8 teachers are learning and implementing new instructional strategies, and are exploring the world of educational applications (apps) available for PreK-Grade 8 instruction.

Working with the Diocesan Office of Catholic Schools, we strive to provide a curriculum befitting our mission that is appropriately challenging, individualized and current. Our curriculum meets and exceeds Michigan's Content Standards, as well as the National Common Core State Standards. The curriculum at Holy Spirit School offers a broad range of activities for all students at every grade level. The school takes into consideration the individual student's needs, abilities, interests, and self-image when planning programs. Our curriculum offers a variety of learning experiences beyond the requirements of the core curriculum to enhance and reinforce the learning experience.

Our Holy Spirit School Curriculum includes Religion, Language Arts, Mathematics, Science, Social Studies, Christian Family Living, Computer Education, Physical Education, Art, Music and Spanish. A complete listing of curriculum goals and objectives, by grade level and by subject area, may be reviewed at the school office.



## **HOMEWORK**

Homework is assigned to reinforce concepts that have been introduced and is an important part of the learning process. Assignments are made at the discretion of the teacher(s) and are expected to be completed by the due date. Coordination of assignment and test schedules will be done whenever possible for those students who have more than one teacher so that these responsibilities do not become excessive for students.

Parents can facilitate successful academic progress by: providing an environment conducive to homework; helping students plan homework time; assisting and monitoring homework completion (not do the assignment); encouraging neatness and quality of work; regarding homework as a learning aid and not a punishment; communicating with the teacher regarding homework assignments if questions arise.

The use of an assignment notebook is encouraged to help students organize their responsibilities. Assignment notebooks may be purchased at the school office or at stores selling school supplies.

The following serves as an approximate guideline for the average student's evening homework time:

Young 5's and Kindergarten:	10 - 20 minutes/day ( <i>Reading with your child/baggie books</i> )
1 <sup>st</sup> and 2 <sup>nd</sup> Grade:	15 - 30 minutes/ day
3 <sup>rd</sup> and 4 <sup>th</sup> Grade:	30 - 45 minutes/day
5 <sup>th</sup> through 8 <sup>th</sup> Grade:	50 - 60 minutes/day

**Neatness:** Students are expected to write in their personal best handwriting for each assignment, as well as following their grade level's Quality Work Standards. If a paper is turned in that is not the student's personal best, the paper should be returned to the student to rewrite the assignment.

### **Late, Missing or Incomplete Work:**

**Young 5's through Second Grade:** Teachers will develop their own methods within their classrooms to address late, missing or incomplete work.

**Grade Three Homework Slips:** Students are expected to finish any assigned homework and daily work at home that they were not able to complete during the school day (unless otherwise instructed). Homework slips will be sent home when work is incomplete. The slip should be signed by a parent or guardian and returned to school the following day along with the completed work. Three homework slips in one quarter will result in a school work session (30 minutes in length) during which your child will develop a plan for more success in completing work in the future.

**Grades Four and Five Homework Slips:** Homework Slips will be given to students for any late, missing, or incomplete assignments.

- The assignment will be completed at home and returned by the next scheduled class period. If the assignment is not completed at home and returned by the next scheduled class period, then the student will receive another Homework Slip.
- Assignments that are left in the homeroom during switch classes are considered missing and will result in a Homework Slip.
- A mandatory academic study hall is required after the fourth and any subsequent Homework Slip in a quarter. The student will be required to stay before or after school a ½ hour the following day with his/her homeroom teacher. During this time, the student will complete any missed or unacceptable work. If deemed necessary, teachers and administrators reserve the right to formulate a self-improvement plan for the student.

**Grades Six, Seven and Eight Missing Assignment Policy:** A missing assignment will result in parental notification *via* email. A student may submit the assignment by the next scheduled class period after the due date with a 30% reduction taken off prior to the assignment being graded. Assignments may not be submitted for credit more than one class day after the due date.

# ATTENDANCE

## ABSENCES/TARDINESS

It is important that your child be in school every day that he/she is physically able. Continuity in the learning process is seriously disrupted by excessive absences or tardies. Absences due to a student's illness, family emergencies or death in the family are valid reasons for missing school.

It is the parent's responsibility to call the school office each day a student will be tardy (due to an appointment) or absent from school. As a convenience to parents, an answering machine will record all calls made before the school office opens. All absences must be reported to the school office (453-5923 ext. 998) by the parent/guardian by the following times:

- by 8:20 a.m. for morning and/or all day absences;
- by 12:20 p.m. for afternoon absences only.

Parents should report all cases of contagious diseases to the school immediately, as this information must be reported to the Health Department.

When the student returns to school after an unplanned absence, he/she must have a written excuse for the teacher with the date, the reason for the absence, and a signature from the parent/guardian.

Students are responsible for making up the work they miss during any absence. The number of days allowed for this will be equal to the number of days a student is absent due to illness. For planned absences and vacations, please see the "Vacations" section of this handbook. Our teachers make every effort to send assignments home the day of a student's absence, but it remains the student's responsibility to talk directly with the teacher whose class was missed upon their return to school.

A student will be marked tardy if he/she is not in the classroom by the tardy bell. Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. When a student is late for class, he/she misses important instructional time and interrupts the teacher and other students. The goal of this policy is to inspire daily punctuality, instilling a valuable life skill for our children.

There are times when being tardy cannot be avoided. Parent(s)/guardian must notify the school office either in person, written note or by phone when they know their child is going to be tardy. In order for a tardy to be excused, the reason for the tardiness needs to fall into one of the following categories:

- Emergency
- Student illness or health condition
- School bus arriving late
- Traffic Concerns

Unexcused tardies each quarter will be handled in the following manner:

- 1<sup>st</sup> tardy           Unexcused
- 2<sup>nd</sup> tardy           Unexcused
- 3<sup>rd</sup> tardy           One Responsible Thinking Room session
- 4<sup>th</sup> tardy           Two Responsible Thinking Room sessions
- 5<sup>th</sup> tardy           The parent(s)/guardian must set a conference with the administration before their child is allowed to return to class. (Holy Spirit School Education Commission Policy #5015)

## APPOINTMENTS

Whenever possible, please make every attempt to schedule appointments before/after school hours to avoid missing instructional time. If it is necessary for a student to be excused from school during class time in order to keep a dental appointment, etc., the school office must receive a written request, sign it, and return it to the respective teacher. To ensure the child's safety and minimize disruption of classes, children must be signed in and out and picked-up and returned to the school office. The school will release children to parents/guardians only, unless we have instructions to do otherwise.

# CHILD CARE

## CHILD CARE

The Holy Spirit Child Care Program serves Holy Spirit School Families who need a fun, safe, structured, enriching environment for their children before school, during the school day, after school and/or in the summer. Our child care program is available for children enrolled at Holy Spirit in Preschool through grade 6.

Child care is available (at a very modest fee) from 7:00 a.m. until 6:00 p.m. Our child care providers plan a variety of special activities for the children entrusted into their care.

These activities include:

- \* Stories
- \* Snack/Lunch
- \* Homework Help
- \* Art Activities
- \* Outdoor Play
- \* Games
- \* Group and Individual Play Time
- \* Quiet/Rest Time

We offer:

- \* a fully licensed child care center with a low child/adult ratio.
- \* a loving, secure, Christian environment for children in the absence of their parents.
- \* programs that provide a variety of experiences and opportunities for the child's growth spiritually, physically, socially, emotionally and intellectually.
- \* a developmentally appropriate curriculum, combining both structured and unstructured activities; active and quiet play.
- \* opportunities for children to learn to share and accept responsibility, and develop decision making skills and self-direction by choosing activities to participate in.

The Holy Spirit Child Development Center is fully licensed by the Michigan Department of Human Services. Our staff includes individuals who have Early Childhood Certification and are trained in CPR and First Aid, as well as on-going professional development throughout the year. A State of Michigan screening process is required by all staff members. In addition, each staff member has been carefully screened for their love of children and their ability to positively interact with children on a daily basis.

## SUMMER CARE

We are proud to offer year-round child care at our Child Development Center with our Summer Care Program! Currently, Summer Care is offered to Holy Spirit School Families, as well as other area Catholic school families for 3 year old preschoolers through 8<sup>th</sup> graders. The Summer Care Program offers the same extensive variety of activities listed above – as well as a number of field trips for Students entering 1<sup>st</sup>-8<sup>th</sup> grade in the fall.

# DISCIPLINE

## CODE OF CONDUCT

One of our goals at Holy Spirit is to have students instilled with Christian self-discipline which they will use for their entire life. In order to build the foundational decision making skills that are necessary to achieve that goal, we have implemented a simple framework to guide our students in their conduct.

## **A B C 'S OF LEARNING.....ATTITUDE BEHAVIOR COURTESY**

### **Respect the rights of others.**

- A. Use appropriate voice and language at all times.
- B. Listen, pay attention, and maintain eye contact with the speaker.
- C. Respect the right of others to have differing opinions.

*Whatever you do for the least one of these you do for Me. Matthew 25:40*

### **Respect authority: priests, principals, teachers, coaches, lunch and recess volunteers, all adults**

- A. Listen to authority and follow school rules.
- B. Follow directions promptly and without argument.
- C. Accept consequences for your actions.

*Pay attention and you will have understanding. What I am telling you is good, so remember it. Proverbs 4:2*

### **Respect property.**

- A. Respect personal and school property.
- B. Use materials and equipment appropriately.
- C. Keep things clean.

*Every good gift and every perfect present comes from God. Matthew 25:40*

### **Display appropriate behavior.**

- A. Display positive Christian character and behavior.
- B. Follow Christ's example by helping and caring for others.
- C. Accept responsibility for your own behavior.

*Each one as a good manager of God's different gifts must use, for the good of others, the special gifts he/she has received from God. 1 Peter 4:10*

### **Display appropriate social skills.**

- A. Treat others with respect and courtesy.
- B. Interact with others appropriately and inclusively.
- C. Use manners at all times.

*Love your neighbor as yourself. Matthew 22:39*

### **Display a concern for learning.**

- A. Try your best
- B. Stay on task and allow others to stay on task.
- C. Come to school/class on time with necessary materials and assignments.

*If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. Sirach 1:26*

## **DISCIPLINE CODE**

The Discipline Code maintains a safe environment that will be conducive for learning, help the students grow in self-discipline, and provide the students with duties and responsibilities as part of the education process. A copy of the Holy Spirit School Discipline Code can be found on our website.

## **STUDENT DIGNITY**

Holy Spirit Catholic School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, and others. Discriminating against or harassing anyone, including harassment based on sex, race or other legally protected status, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Right Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school, it is against the policy of this school for any student, teacher, or volunteer, male or female, to sexually harass another person.

Sexual harassment includes:

- Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any student's association with Holy Spirit School.
- Making submission to, or rejection of, such conduct the basis for decisions affecting any person with the school.
- Creating an intimidating, hostile or offensive classroom environment through such conduct.

Racial harassment includes:

- Making negative references to a person's cultural or racial background.
- Creating a hostile or offensive classroom environment through such conduct.

Other harassment of any nature includes any conduct which may reasonably be offensive to others in an educational setting. Such conduct would include bullying, hazing, and initiation procedures that involve physical or psychological abuse.

Holy Spirit School does not condone or allow harassment of others, whether engaged in by fellow students, teachers, administrators, or others having business with Holy Spirit School.

Anyone observing discrimination or harassment should immediately report it to the building principal. If the principal is the one engaging in the behaviors, the report should be made to the parish pastor or the Diocese's Superintendent for Schools.

Complaints may be made through the Holy Spirit School Grievance Policy (Policy #2090).

Any student who believes he/she has been subjected to harassment should report it immediately to his/her teacher, the principal and/or assistant principal. If for some reason you are uncomfortable discussing this with any of these individuals, please discuss this with the school social worker, any other teacher, or administrator. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken. Parents may report harassment on behalf of their child. If a student is accused of harassment, his/her parents will be notified and involved as deemed appropriate by the investigator.

A complete copy of this policy (#2090) as approved by the Holy Spirit School Board of Directors is available in the school office.

# EXTRA-CURRICULAR ACTIVITIES

Holy Spirit School provides students the opportunity to broaden their learning through curriculum related and extra-curricular activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY

Students, with their parent's permission, may choose to participate in extra-curricular activities at Holy Spirit School. In order to participate in any Holy Spirit School Extra-Curricular Activity, a student must maintain satisfactory academic progress and conduct in the classroom as well as at all school-sponsored functions. The following situations will be considered unsatisfactory and a violation of the eligibility code:

### Academic Expectations:

- a) See "Homework" in this Handbook.
- b) Students in grades four through eight receive progress reports via Infinite Campus in the middle of each quarter, as well as report cards at the end of each quarter. A student will be ineligible from extra-curricular activities if he/she receives an F on either of these reports. The student will be ineligible until he/she improves these grades to a C-. Weekly progress reports will be sent home by the homeroom teacher during a student's period of ineligibility. The Administration and Staff reserves the right to review the expectations of each individual student.
- c) At the end of the first week of ineligibility, the teachers and administration will evaluate the student's progress. If the student has made satisfactory improvement, he/she will be reinstated in his/her extra-curricular activity for the following week. Academic progress will be monitored on a weekly basis, thereafter. If improvement has not been noted, the period of ineligibility will be extended another week.
- d) The third time a student is marked ineligible for academic violations within the same quarter; he/she will be permanently removed from his/her extra-curricular activity for the remainder of that activity.
- e) Notices of academic ineligibility sent home during the week will take effect the following day and will normally last one week. Notices of ineligibility sent home on Friday will take effect the following Monday. The student will be ineligible for one week (through and including the following Sunday), regardless of the number of events, games or tournaments scheduled. Longer periods of ineligibility could exist for severe violations. The administration reserves the right to bypass normal procedures in the event of a serious violation.
- f) Students who are ineligible will not be allowed to participate in practices or represent Holy Spirit School in public competitions. Parents, coaches, leaders, and students are expected to adhere to this eligibility code.

### Behavioral Expectations:

- a) Students in violation of the Holy Spirit School Disciplinary Code may become ineligible for extra-curricular activities based upon the consequences outlined in the Disciplinary Code .
- b) A "Warning of Possible Ineligibility" will be indicated by the teacher on the Disciplinary Code Violation Form when a student is in danger of becoming ineligible for an extra-curricular activity. Copies will be given to the parents, school office, and/or the leaders, athletic director, coach/supervisor.
- c) Notices of ineligibility sent home during the week will take effect the following day and will last for a period of time as indicated in the Holy Spirit School Disciplinary Code. Notices of ineligibility sent home on Friday will take effect the following Monday. The student will be ineligible for a period of time as indicated in the Holy Spirit School Disciplinary Code, regardless of the number of events, games or tournaments scheduled. Longer periods of ineligibility could exist for severe violations. The administration reserves the right to bypass normal procedures in the event of a serious violation.
- d)

Students who are ineligible will not be allowed to participate in practices or represent Holy Spirit School in public competitions. Parents, coaches/supervisors, leaders, and students are expected to adhere to this eligibility code.

## **SPORTS PROGRAM**

The Holy Spirit Sports Program is under the jurisdiction of the Board of Directors, with policy being implemented and enforced by the Athletic Director. All students who have the desire to participate should be encouraged to take part in our athletic program. The purpose of the athletic program is to complement the home, church, and school in the development of the whole person. Activities of the program are for the benefit of the students, suited to their age and physical growth.

The goals of the sports program are to:

1. Recognize the need of physical fitness for the wholesome growth of the individual.
2. Develop a healthy interest in sports by participation.
3. Provide enjoyable recreational activity, which develops Christian attitudes of sportsmanship and fair play.
4. Help students learn the importance of working in a team environment.
5. Promote a balance between competitiveness and the joy of playing a game.

Each family with a student athlete must read the *Holy Spirit School Athletic Handbook*, available on our website, which outlines specific information about the sports program.

## **STUDENT COUNCIL**

A duly elected Student Council represents student concerns and orchestrates various student activities throughout the year. Elections are held yearly. Representatives are selected from grades 4 through 8. Officers consist of President, Vice-President, Secretary and Treasurer.

# **GENERAL SCHOOL GUIDELINES**

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS**

Students may ride their bikes, skateboards, rollerblades and scooters to and from school. Bicycle racks are available on school grounds. If a student rides a bicycle to school, it must be LOCKED in the provided rack. For the safety of others during the school day bikes, scooters and skateboards may not be ridden on the school grounds, and rollerblades need to be removed as soon as the student comes on the school campus. The school will not be responsible for damaged or lost bikes, skateboards, rollerblades, and/or scooters.

## **BIRTHDAY SNACKS AND CELEBRATIONS**

Holy Spirit is happy to celebrate each student's birthday at school and share in his/her excitement. Parents may send an appropriate, healthy snack for their child's class to enjoy on their special day. Nutritious and simple snacks are encouraged and preferred. In accordance with our Holy Spirit School Wellness Policy, we discourage candy, gum, high sugar treats and pop as birthday snacks. Please provide enough for each child in the class.

We ask that birthday snacks be one small item to be served in his/her classroom. Visits by entertainers, balloons, florists and elaborate celebrations are not permitted. Children may dress up or have a "color day" on their birthday. It is encouraged that children with a summer birthday celebrate at the six-month mark or toward the end of the school year. If an "out of school" birthday celebration is planned for your child/ren, please do not pass out the invitations at school, unless all students in that class will be invited.

## **Bus**

Holy Spirit uses the services of the Grand Rapids Area Catholic Schools' Transportation (GRACST) Department. Transportation may be available for a fee to Young 5's-8<sup>th</sup> grade students who live near existing routes. Parents can contact the GRACST Office (246-6470) for information regarding routes, schedules and fees.

Schedules are sent in the mail before school opens in the fall. Without a written note or phone call from you prior to dismissal, your child/ren will be instructed to get on the bus as usual.

Students who ride the buses are asked to observe appropriate behavior as listed by the Grand Rapids Police Department and the GRACST. Repeated serious misconduct will result in permanent suspension from riding the bus. A record is kept in the office. Parents will be notified every time a serious offense is recorded. One serious offense is sufficient to suspend a student from riding the bus for one day. Three serious offenses are sufficient for permanent suspension from the bus.

Students should remember the bus ride is an extension of the classroom and the driver has the same authority as the teacher. GRACST is committed to providing a safe ride for our children and need the cooperation of parents in working with children to resolve any problems.

## **CARE OF BOOKS AND PROPERTY**

Textbooks and computers are on loan to each student for the academic year and are inspected by the teacher prior to distribution. Each student is expected to handle them with care and to have them covered at all times. Waterproof bags should be used to transport textbooks and computers to and from school. At the end of the school year, teachers will evaluate the condition of the students' assigned books and computers. Students will be assessed for lost books/computers and for any damages beyond what is expected in normal use for one year. Final report cards will be withheld until the fine has been paid to the office.

Each student is responsible for the respect and proper care of the belongings of others and/or of the school. Restitution for defacement, breakage or damage done through carelessness, foolishness and/or not complying with school rules or directives must be paid for by the student, or his/her parent or guardian.

Holy Spirit School does not assume responsibility for personal property brought to school.

## **CONTACT INFORMATION**

Parents should notify the school office of any change of address, phone numbers, emails or other pertinent information required for school records as soon as the change occurs.

## **COURT DOCUMENTS: CUSTODIAL/NON-CUSTODIAL RIGHTS**

Holy Spirit School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the 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 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 regarding custody, visitation rights, etc. Any updates or changes in court papers must also be provided to the school. These papers will be kept in a student file and accessed by school personnel as needed to ascertain information about the child involved.

## **ELECTRONIC DEVICES IN SCHOOL**

At Holy Spirit School, we are committed to providing an atmosphere and environment that is conducive to learning. We fully recognize the advantages technology provides but also understand that certain forms of technology can prove disruptive to quality instructional time. Accordingly, we have established guidelines for usage of personal electronic devices at school. These guidelines may be found on our school website.

The following are general guidelines in regards to electronic devices at school:



- \* Student use of any and all personal electronic or battery powered devices are prohibited during the instructional day from 8:05 am ~ 3:15 pm. Such devices include (but are not limited to): cell-phones, pagers, beepers, headphones, mp3 players, i-pods, video games, radios.
- \* If it is absolutely essential that an electronic device be brought to school (i.e. - long bus ride, late sports practice, or a medical concern) then the device must be turned off and kept in the student's backpack/book bag during the instructional day. If a student needs to use the device for an emergency, the student must come to the office to do so.
- \* During the instructional day, if a personal electronic device is outside of the student's backpack/book bag or has the power on, then such device will be confiscated for at least the duration of that school day. The personal electronic device will be returned only to the parents. The student shall also serve an appropriate consequence for the improper use of a personal electronic device.

## **FIELD TRIPS**

Educational field trips and community service projects that enhance the learning experiences of students are encouraged. Such trips can, and do, add real experiences to learning and are considered extremely valuable in the education of the students. Parental permission is necessary before a student is permitted to attend class trips.

Grand Rapids Area Catholic Schools' Transportation is usually used for field trips. The Parent Teacher Association generously assists in the cost of the field trips.

## **FILM POLICY**

All films viewed by children in the classroom must be rated "G" by the Motion Picture Association. Certain "PG" films may occasionally be approved by the administration prior to showing the film to the class. The classroom teacher must complete the appropriate form indicating how this film will enhance the curriculum. Films that are used for entertainment purposes are reserved for special occasions, are not shown on a regular basis, and must be approved by the administration.

## **GRIEVANCE PROCEDURES**

A grievance is not a routine matter, but rather a circumstance thought to be unjust or injurious. A grievance can arise from a situation that is impeding a student's academic progress or social development. No matter what the situation, the school is always concerned.

Many problems can be resolved through open communication. Parents are asked to first contact a teacher when such a situation occurs. If after consulting the teacher(s) there is still a concern, parents should contact the principal or assistant principal. The principal and/or assistant principal, in conjunction with the pastor, will assist the concerned parties in resolving the conflict. (Reference: Holy Spirit School Policy #2090.)

## **INTERNET USE**

Computer systems at Holy Spirit School are connected to the Internet. Prior to student use, the *Diocesan Electronic Information and Acceptable Use Policy* must be completed and on file in the School Office. This form is available in the school office, and is also linked to the school web-site at [www.HolySpiritSchoolGR.org](http://www.HolySpiritSchoolGR.org)

## **LIBRARY**

Every student has an opportunity to visit the school library one day each week with his/her class. The library volunteers are coordinated by the library committee. In order to teach a sense of responsibility, a fine of five cents per school day will be charged for returning books late throughout all grades. No book will be issued to a student who has an overdue book.

Our school library sponsors a Birthday Book Club. Children may make a book donation to the library on their birthday. If needed, the library aide has a list of appropriate books that you may consult for ideas. Recognition is given to children who make a donation.

## **LOCKERS**

Lockers are the property of the school and are assigned for student convenience and temporary use. Use of lockers is a privilege and all students are expected to honor the following guidelines:

1. Locks are not permitted at any time.
2. Students using the lockers are expected to keep them in good repair and neat. For aesthetic reasons, as well as fire safety, all lockers must be shut when not in use.
3. Student lockers are subject to inspection and search at any time for any reason by the staff of Holy Spirit School.
4. Students are not permitted to put anything or take anything out of a classmate's locker with or without permission of the student to whom the locker is assigned. Students should not give permission for another student to go through his or her locker, except in the case of gathering books for a student who is absent and only when directed by a staff member and under his/her supervision. Students who use a classmate's locker with or without permission will lose their locker privileges for a period of time as determined by the school principal.

Random or necessary searches have a positive impact on deterring violations of school rules and regulations and provide greater safety and security for students and personnel. When a locker search is conducted, the administrator and staff may seize any illegal or unauthorized items reasonably determined to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances, intoxicants, contraband, poisons, stolen property and unchristian material. Law enforcement will be notified immediately upon seizure of illegal or dangerous items.

## **LUNCH/RECESS**

Hot Lunch, which meets all state and federal hot lunch program nutrition guidelines, is available daily to students. It is served at a nominal cost and is optional. Hot lunch menus can be found on the school website. Orders and payments need to be returned by the posted due date listed on the menu. Checks should be made payable to Holy Spirit Hot Lunch.

All students are to be outside during the recess period. Students should always be prepared to go outside for recess. Only those students who are hurt or injured will have permission granted to stay in during this period. Teachers may occasionally require a student (or students) to stay in during recess under the teacher's supervision. Students will not go outside when the temperature or wind chill is 0° or below.

The lunch room and recess areas are supervised by parents and administrators. Lunchroom and recess procedures are reviewed throughout the year in each classroom to help ensure a positive lunch and recess experience for our students.

Trained student conflict managers (People of Peace) are available during the lunch recess to assist students in settling their disputes in an appropriate manner.

## **NEWSLETTERS**

Occasionally, important announcements will be in the weekly parish bulletin. Regular school communication is handled through the school newsletter. This newsletter is available through the school website with notifications of new editions coming via e-mail. E-mail addresses that are submitted so as to receive electronic newsletters will be used for the sole purpose of receiving the school newsletter.

Persons wishing to have announcements or postings related to school activities included within the newsletter must have approval of the principal. These items must be submitted electronically no later than five days prior to publication of the newsletter to ensure that the principal has the opportunity to review the announcement or posting.

## **PROTECTING GOD'S CHILDREN: TEACHING TOUCHING SAFETY PROGRAM**

Our school participates in the Protecting God's Children: Teaching Touching Safety Program as directed by the Diocese of Grand Rapids. Two age-appropriate lessons are taught to Y5-Gr. 8 students during the school year. This program is part of an on-going effort by the U.S. Catholic Conference of Bishops to help create and maintain a safe environment for children and to protect all children from abuse. The program covers the topics of: private body parts and personal boundaries, how to identify safe friends and safe

adults, the difference between safe and unsafe touches, and what to do if they are touched in an unsafe manner. You may access more information by visiting the VIRTUS online website at [www.virtus.org](http://www.virtus.org). If you would like to view the lessons, please contact your child's teacher.

## **RIGHT TO ACCESS AND PRIVACY OF STUDENT RECORDS**

All parents/guardians of students under 18 years of age have the right pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school (district) directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge will be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the parents/guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents/guardians shall be directed to the principal.

## **SCHOOL SUPPLIES**

Parents will be sent a recommended school supply list before the beginning of each school year. The school will supply the preschool, young fives, kindergarten and first grade students with primary pencils. The kindergarten through third grade students will be provided with handwriting paper, and preschool through eighth grade students with general art supplies. The school office will have assignment notebooks and grade-level appropriate calculators available for school families to purchase at cost.

In addition to properly covering each text book, a waterproof school bag must be used when carrying books to and from school.

Lunch boxes and/or lunch bags, school bags, boots, jackets, etc., should be labeled with the student's name to minimize confusion and avoid loss.

## **SMOKE FREE ENVIRONMENT**

As an educational institution, we are called to promote, preserve, and protect the wellness of those who frequent our facility. In recognition that smoking is harmful to both smokers and those who breathe "secondary smoke", the following is the policy of Holy Spirit Parish: "Smoking by all school personnel, auxiliary staff, volunteers and/or visitors is not permitted within."

## **SPECIAL SERVICES**

"Whenever the board of education of a school district provides any auxiliary services specified...to any of its residents' children in attendance in the elementary and high school grades, it shall provide the same auxiliary services on an equal basis to school children in attendance in the elementary and high school grades at non-public schools." *Michigan School Code 340.622*

Under this law the following auxiliary services are made possible for Holy Spirit School. These services may be held at the public school facility:

Chapter 1 Resources are available to provide high-intensity small group or individual instruction for students who may need additional help with math or reading skills. If a student meets the specified requirements, he/she is selected for the program on the basis of teacher recommendation, test results, and classroom performance.

### **School Social Worker**

The school social worker meets with students/parents on an individual needs basis, with student groups, and with teachers for consultation to help ensure student academic, behavioral and social success.

### **Resource Room/Speech Services**

Students may be screened and evaluated by the Grand Rapids Public School Special Education Team assigned to Holy Spirit School to assess the need for special resource room or speech services. If a

student qualifies for resource room services, they may receive specialized instruction in the following areas: Reading, Math, and Language Arts. These services may be provided at a local public school.

## **STUDENT ASSISTANCE TEAM**

The Student Assistance Team is designed to help students deal with problems that may be interfering with their educational development. The team helps students and their families identify a broad range of problems that may be influencing their particular situation. The program is a vehicle for providing appropriate options for assessment, intervention, and referral related to the student's particular difficulties.

A core team of the principal, assistant principal, school social worker, and teachers are specifically trained to facilitate the program. Parents wishing to learn more about the program should contact the school office.

## **STUDENT RECORDS RELEASE POLICY**

Upon receipt of a records request signed by the child/ren's legal parent/guardian from another school to which a student has applied for admission, or which a former student is attending, all academic records and documented behavioral records by educational personnel will be forwarded to the requesting school. Student records will not be released until all tuition, child-care and bus fees are current. *Grand Rapids Diocesan Policy #2141, Holy Spirit Education Commission Policy #5100*

## **TEACHERS' HOURS AND COMMUNICATING WITH STAFF**

Teachers will arrive at school each day by 7:55 a.m. and after school will be available until at least 3:45 p.m. Appointments are advised due to the teacher's various before and after school responsibilities. Appointments also allow the teacher to plan his/her work around your appointment.

Please feel free to contact any faculty/staff member through the school office or by accessing his/her direct school email. Students may contact faculty/staff using each other's direct school email accounts only. If a parent/guardian does not want a faculty/staff member communicating with their child *via* this route, please inform the principal in writing prior to the first day of school or as soon as it becomes applicable.

## **TELEPHONE USE**

Emergency calls will be handled on the office phone. Teachers or students are not called to the telephone from classes except for emergencies.

## **TUITION AND FEES/SCHOLARSHIPS**

Funding to operate the school is provided through a combination of tuition and fees, parish investment, and fund-raising. Parents are required to complete a Tuition and Parish Support Contract for each school year at registration. Tuition is payable monthly, semi-annually, or annually.

In keeping with the parish emphasis toward the biblical norm of stewardship and tithing, all parish families should contribute 5% of their income in the weekly offering. All parishioners with children attending Catholic schools who have not embraced this stewardship lifestyle are required to contribute the established amount each week in their church envelope as set by the Education Commission.

A scholarship program is available and administered by the parish Business Manager. Families desiring to make use of the scholarship program must complete and submit an application before the deadline. These applications are reviewed by an independent service. The applicant is responsible for the payment of the required fee. If a need arises at any time during the school year, an application for assistance may be made. Assistance will depend upon the funds available.

## **UNIFORMS**

Students' academic performance and behavior are at their peak when they are appropriately dressed for school. Holy Spirit School has adopted a school uniform code to ensure that the social pressures of attire and its implications upon young people will not affect the educational process.

The school uniform code is included on our school website. The code stresses modesty, neatness and cleanliness. Special accommodations may be requested in the event of a medical concern. (The school always reserves the right to make judgment regarding any of these areas during the course of the school year.) Consequences for failing to adhere to the school uniform code are outlined within our Disciplinary Code.

Student uniform clothing may be purchased from any local or online merchant, and from Educational Outfitters and Land's End. Samples of acceptable uniform clothing are available in the school office for you to match colors and/or style.

**PLEASE NOTE:** Color Days occur throughout the year and will be announced. Students do not have to wear uniforms on these days. On a Color Day, casual or dress-up attire is acceptable - but must comply with the guidelines listed within this code.

Occasionally, the Student Council also sponsors Fun Days. On these days, students pay a nominal fee to dress according to a theme (i.e., ~ College Day, etc...). Students are expected to dress modestly, neatly and appropriately on Color Days and Fun Days.

## **VACATIONS**

Parents are encouraged to plan vacations in conjunction with school vacations, as it is impossible for children to make-up what was missed during classroom instruction and presentations. Students who miss extended blocks of school time miss extended amounts of learning as well. Specific work assignments to be covered during a student's absence due to a planned absence will be given to the student prior to their departure. It is the family's responsibility to notify the school of the absence and obtain the assignments/"Extended Absence Form" prior to the trip.

Assignments given prior to an absence must be completed upon return. Assigned work that is not completed upon return will result in a missing assignment.

## **VISITORS**

To help ensure our students' safety, we ask that all visitors/parent/delivery persons enter the school through the office doors only. Parents and Visitors should only be on the school premises for a scheduled appointment or volunteer opportunity. All parents and visitors must sign-in at the school office upon entering the building and are asked to wear a "Visitors" badge (or "Lunch Parent" badge) while on the school premises. This is done for the safety and security of our students.

During the instructional day:

- \* only the office doors will be unlocked; however, for fire safety, all doors open from the inside.
- \* students (and staff) are asked to not open locked doors. Upon registering at the school office, all visitors will be assigned a visitors badge (to be worn in plain sight) until they check out from the school office.

Although these procedures may be a slight inconvenience, we appreciate that you realize this is for the safety of all of our students.

# HEALTH AND WELLNESS

## AMERICANS WITH DISABILITIES ACT - STUDENT ACCOMMODATION AGREEMENTS

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with a Student Accommodation Agreement developed by the school staff in conjunction with our Grand Rapids Public School Special Education Team. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the principal and/or assistant principal.

## EMERGENCIES (INJURY AND MEDICAL)

In case of an accident at school, emergency first-aid will be administered. Every effort will be made to contact the parent(s) or guardian(s). If the school is unable to contact the parent/guardian either at home or at work, the authorized person listed on the child's Emergency Information Card will be contacted. It is important that children be aware of their parents' schedules (i.e., work, classes, meetings, etc.), and that the information on the Emergency Information Card is current. Notifying the school office promptly of any changes in this information assists the school in contacting parents in a timely manner.

## HEALTH

The following are health requirements from the Kent County Health Department:

**New Entrants:** Michigan Law requires that "all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit an updated Immunization Record or a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, and mumps." **As of Jan. 1, 2015, parents/guardians of 7<sup>th</sup> graders, Kindergarteners and New Enrollees to our district who wish to obtain a religious or philosophical waiver for immunizations must schedule a certified waiver appointment at their local health department and submit such certified waiver prior to attending school.** Those who wish to obtain a medical waiver for a true medical contraindication should call their physician's office to obtain a medical contraindication waiver. Vision and hearing tests are also required.

**7<sup>th</sup> Grade Students:** An updated Immunizations' Record is required for all students entering 7<sup>th</sup> grade.

**Communicable Diseases:** Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Any removal will only be for the contagious period as specified by the child's doctor and /or the local and state health department.

Specific communicable diseases include; scarlet fever, strep infections, whooping cough, mumps, measles, rubella, fifth disease, and other conditions indicated by the local and state health departments. A weekly report is sent to the local health department and parents must report all occurrences for inclusion in these reports.

## HEALTH SERVICES

The Kent County Health Department offers the following services at our school each year:

- \* Vision Screening - pre-school, grades one, three, five and seven
- \* Hearing Screening - Preschool, Young 5's, Kindergarten, and Grades Two, Four, and Six

**Public Health Nurse:** A Kent County Public Health Nurse serves as a health consultant to school personnel, students, parents, and community health agencies. These nursing services are also available for special parent/teacher information meetings as requested by the staff.

## HEAD LICE

If you should discover head lice on your child/ren, please keep your child/ren home until proper treatment and precautionary measures have been followed. The Kent County Health Department, or your family physician, will be able to advise you on proper treatment. Your child/ren may return to school **after receiving 24 hours of proper treatment** and precautionary measures have been followed.

## ILLNESS

If a child is ill, he/she should remain at home. The Health Department suggests that a child who is well enough to be in school is well enough to participate in all school activities, including outdoor recess and physical education. If a child is ill and remains at home during the school day, the student may not attend extra-curricular activities on that day (Education Commission Policy #6146.2.)

If a child becomes ill during the school day, a parent, relative, or a person designated on the child's EMERGENCY CARD will be notified to come and get him/her.

What follows is a summary of the Health Department publication entitled, "When to Keep Your Child Home." The school also uses these guidelines to determine if a child should be sent home from school as well.

FEVER	<b>"24 hour clear rule": Do not allow child to return to school until fever-free, <u>unassisted by medicine</u>, for 24 hours.</b>
COLD, COUGH SORE THROAT	Heavy or hacking cough...home in bed even though no fever. Sore throat, but no other symptoms...go to school...BUT check the throat for spots and check for a fever. If either is present, keep the child home and call the doctor.
RASH HEADACHE	Do not send a child with a rash to school until your doctor has said that it is safe to do so. Usually need not be kept home. (If you wish your child to take medication for headache, you will need to bring the medication to the office in a labeled container, with a completed Medication Administration Release Form (located on our school website).
EARACHE TOOTHACHE	Consult your doctor without delay. Consult your dentist.
VOMITING	The "24 hour clear rule" applies... Please keep your child home.

## MEDICAL CONCERNS

It is the responsibility of the parent/guardian to inform the teacher(s) and administration if a student is subject to seizures, is allergic to bees, or has any other physical problem that requires special attention and/or medication while the child is at school. The medical procedures to be followed by school personnel should be put in writing and signed by the parents.

## MEDICINE

If it is necessary for a student to take medication during the school day, parents must complete a Medication Administration Release Form informing the student's teacher and school office of the proper instructions for administering the medicine. A copy of this form is included on the school web-site under "Current Students and Families" – "Forms."

By school policy, all medications (prescription or over-the-counter), including aspirin related products and cough drops, will be dispensed from the school office. Parents/guardians are required to bring the medication into the school office. The medication must be kept in the prescribed container and kept in the school office. The container label should include the name of the student, the name of the doctor (if a prescription,) and medication dosage to be administered. Verbal permission for administration of aspirin, Tylenol, etc. will not be accepted.

**No medication will be given to students by school personnel without written parental permission.**

## WATER/SNACKS

- 1) Students may have water in class to drink during the day. Only water is allowed; no other beverage will be permitted.
- 2) Water is allowed in a clear, transparent bottle only.
- 3) Water bottles cannot be taken to non-homeroom classes: art, computer, gym, music, library, or Spanish.
- 4) Water bottles should be filled before homeroom begins in the morning, and during normally scheduled break times.
- 5) Teachers will make arrangement for students to have a nutritious midmorning snack. At the middle school, this snack will generally be during the designated "travel time" or will be a "working snack".

## **WELLNESS POLICY**

(Holy Spirit Board of Directors Policy #5500)

On June 30, 2004, Congress passed Section 204 of Public Law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 U.S.C.1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.), to establish a local school wellness policy by July 1, 2006.

Holy Spirit School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

### **Nutritional Education**

Every year, all students shall receive nutrition education that is aligned with the Science Curriculum of the Diocese of Grand Rapids. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

### **Physical Education and Physical Activity Opportunities**

Holy Spirit School shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year, all students, Pre-K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long -term benefits of a physically active and healthy lifestyle.

### **Other School-Based Activities Designed to Promote Student Wellness**

Holy Spirit School may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

### **Implementation and Measurement**

The administrator shall implement this policy and measure how well it is being managed and enforced. The administrator shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, board members, school administrators, and the community shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The administrator shall report to the Board of Directors, as requested, on the school's programs and efforts to meet the purpose and intent of this policy.



# PARENTAL LEADERSHIP AND INVOLVEMENT

Parents are expected to volunteer 20 hours every year in order to help the school function as well as maintain a reasonable tuition rate. Parents are asked to complete a Parent Participation Volunteer Form each year which lists all of the opportunities available. Following are just some of the opportunities available to parents in their desire to be involved:

## **BOOSTERS' CLUB**

The Boosters' Club is a service organization whose objective is to sponsor the sports program for the boys and girls of Holy Spirit School. It also maintains the athletic facilities. Membership is open to any family that pays the yearly player participation fee. The Boosters' Club reports to the Board of Directors through the athletic director or an elected officer. The Boosters' Club sponsors, staffs, and maintains a concession stand at sporting events held at Holy Spirit. All members are encouraged to assist in staffing the concession stand at various times throughout the seasons.

## **BOARD OF DIRECTORS**

Our Board of Directors is the Parish "School Board." This is the body that determines policy and works through the issues that arise during the school year. The Board of Directors, appointed in overlapping, three-year terms, is a board of limited jurisdiction to the administration and the pastor.

Most of the work of the Board of Directors occurs in subcommittee. Each board member volunteers to work on committees to research, discuss, develop and bring recommendations to the full commission. Monthly meetings provide a time to gain input from other board members, to consider matters of policy, to be updated on long term projects, and to receive reports from parish administrators explaining relevant topics.

The Board of Directors meetings are usually scheduled for the third Tuesday of the month. (No meetings are scheduled for December, June and July.)

## **PARENT TEACHER ASSOCIATION**

The Parent Teacher Association (PTA) consists of the parents/guardians of Holy Spirit School students. The PTA plans and funds various educational and social activities during the school year, enriching the educational experience at Holy Spirit. In the past, the PTA has funded technology improvements, classroom field trips, the new playground and the music lab. Also, the PTA contributes books, equipment and supplies to the classrooms, the Child Development Center and the library. In addition to providing funding for equipment and services, the PTA contributes to the sense of community within Holy Spirit School by providing hospitality related services throughout the year.

## **SCHOOL SPONSORED ACTIVITIES (WHERE STUDENTS ARE PRESENT)**

In keeping with Holy Spirit School's philosophy and policy #2181, the use of alcohol by adults at school sponsored events where students are present is prohibited. Use of alcohol in these situations is not consistent with our responsibilities as a school community to teach students about the responsible use of alcohol and other drugs.

## **SCRIP PROGRAM**

SCRIP is a free and easy gift certificate program involving many stores in the community. The program has been established to promote the Catholic education of present or future students at Holy Spirit School, Catholic Secondary Schools, and/or Aquinas College. It is also available for Religious Education, the Holy Spirit Educational Foundation and the Holy Spirit Parish General Fund. Participants must sign-up for

SCRIP prior to placing an order. Rebates are earned by families in the program and are used to reduce their tuition costs.

## **VOLUNTEERS**

The Diocese of Grand Rapids has implemented programs to ensure the safety of children and young people when they are in our care. As part of that program, all school volunteers must:

- \* Sign and return the Standards of Ministerial Behavior in Dealing with Children and Young People
- \* Complete and turn in the Background Check for Volunteers and Employees Form
- \* Attend a 3-hour Virtus Training entitled Protecting God's Children.

# **SCHOOL SAFETY**

## **EMERGENCY DRILLS**

According to state regulations, the school has 5 fire drills, 2 tornado drills and 3 lock-down drills each year. A record is kept of the dates of the drills and (if appropriate) the time taken for students to exit the building during the drill. Children are trained on how to respond at the sound of each alarm and where to go. Should parents be in the building at the time the fire alarm bell sounds, they are to leave as quickly as possible through the nearest exit. It is extremely important that no one remains in the building during a fire drill. For the safety of everyone, drills must be done as quietly as possible. Should parents be in the building during a tornado or lock-down drill, they should remain with the class that they are helping - or go to the school office.

## **SCHOOL EMERGENCY GUIDELINES**

In the event of an emergency, the school staff will respond according to established procedure. Our School Emergency Guideline has been designed to minimize danger to anyone occupying our school in the event of an emergency situation. Your child's physical, spiritual and emotional well-being is very important to us. The main objective of this plan is to attend to the health and welfare of your child (ren) in the event of a crisis. (A copy of this plan is available in the school office for your review.)

In most emergencies, students will remain at school and be cared for here. In the rare event of an emergency prohibiting re-entry to the building (such as broken gas or water main, fire, or toxic chemical spill) students will be relocated. If the situation is likely to involve a short wait, students will be isolated in another area of the school/parish campus. If the situation appears to involve a longer period of time, students will be walked to an appropriate relocation area or bussed to St. Anthony's School for pick-up.

Dismissal procedures would depend on the situation, but the goal would be to keep transportation arrangements as close to normal as possible. Details would be announced on local media.

**We ask that you follow this procedure if you hear of any school emergency:**

- **Turn on your radio or television.** We will keep the media informed of any and all emergency information.
- **Please do not call the school.** Our telephone lines must be kept open to respond to the emergency.
- **Please do not come to school unless you are requested to pick up your child/ren.** Congestion in the parking lot could prevent emergency vehicles from being able to get to our building.

In the event of an emergency your child/ren may be seen by a trained Crisis Response Team member.

## **SEVERE WEATHER: SCHOOL DELAYS/CLOSINGS**

Because of unforeseen events such as fog, ice or heavy snowfall, closing or delay of school will be announced through the Grand Rapids Area Information Line (GRAIL) System which includes most radio stations and TV8 and WZZM13. Reopening of school will not be announced on the radio. If school is to be closed additional days, it will again be announced by the local media.

The effectiveness of such measures depends on being able to use the telephone immediately. Therefore, parents/students should not call the school at such times. School may also be delayed for as long as two hours for certain weather conditions. Holy Spirit School will follow local public school decisions regarding delays and closings.

If there is a delay, a one hour delay means that school begins at 9:15 a.m. A two hour delay means that school will begin at 10:15 a.m.

Every effort will be made to make one of the following announcements by 6:00 a.m. or as soon as possible thereafter...	
<i>Situation/Condition</i>	<i>Response/Policy</i>
If the announcement is Holy Spirit School is closed:	Students do not report for school that day. This always includes Preschool and Child Care Programs as well.
If the Public School District you reside in is closed in your area:	No Catholic Schools Transportation in the A.M. or P.M. into the closed Public School District areas.
Catholic Schools have a two-hour delay:	Catholic Schools Transportation will begin transporting two hours after regular time. There will be no AM Preschool or Y5's or AM Kindergarten. Child Care will open at regular time for those enrolled in the program.
If the Public School District you reside in has a two-hour delay and Catholic Schools are on a regular schedule:	No Catholic Schools Transportation into the delayed district for the A.M. ONLY.
<b>If school is closed because of inclement weather, all extra-curricular activities, including athletic events and practices, scheduled for Holy Spirit or for Holy Spirit teams on that day, will be cancelled.</b> (Board of Directors policy #2060.1)	

**Tornado or Other Natural Disaster Procedures:**

A TORNADO WATCH means the POSSIBILITY of a tornado exists. A TORNADO WARNING indicates that a tornado has been sighted, extreme caution should be exercised, and everyone should seek shelter.

School will be closed or delayed whenever a tornado watch or warning is in effect prior to the start of school.

**Students will remain in school during a tornado watch or warning.** Parents may pick up their child/ren at any time during a tornado watch (in the classrooms) or during a warning (in their assigned safe shelter area) but they must be signed out by their parent/guardian or designated person first. If parents wish their children to be released to someone other than themselves, the name of that person MUST be on file with the school office.

ALL after school activities will be CANCELLED whenever tornado watches or warnings are in effect.

If it is necessary to close school early for the day, such closing will be broadcast on local radio and television stations. In this situation, each child should know where to go in case his/her parent is not at home. Parents need to discuss this information with their child (ren) and remind them often.

**TRAFFIC AND SAFETY**

Guidelines have been established to ensure safety for everyone in and around the school. Interested parents can assist by being a vehicular safety or safety supervisor. For more information, please contact the school office.

Traffic procedures have been developed for cars and buses on the parish campus. (A copy of these procedures is included on our school website.) Parents should review and follow these procedures carefully.

Students who walk or ride bikes to school and who cross Lake Michigan Drive must use the sidewalks and cross Lake Michigan Drive using the traffic signal at Oakleigh.

**WEAPONS**

All students are prohibited from bringing weapons or items resembling weapons to school and school sponsored activities, or having weapons in school or at school sponsored activities, on the school premises, on a school bus, or in the immediate vicinity of the school. Any student who brings a "weapon" to school or a school sponsored activity is subject to an expulsion hearing.