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August 10, 2023

Dear Parents,

**WELCOME TO THE 2023-2024 SCHOOL YEAR!** We hope this summer has been a relaxing and enjoyable one for you and your family. Some changes and highlights as we begin this year together:

- We welcome our new teachers!
  - Miss Maddie Olsen is our new fourth grade teacher. She completed her degree in Elementary Education at Grand Valley, worked at our Child Development Center, and is looking forward to getting to know the fourth graders.
  - Mrs. Sue Harbottle will be doing the maternity leave for Mrs. Lizzie Duffy. She just retired from Grandville Public Schools and is looking forward to being here during the first quarter.
- We welcome three new babies!
  - Allison Aardema, a lead care giver in our CDC, welcomed Eleanor born in June.
  - Anna Scalici, our aide in preschool, welcomed Gianna in July.
  - Lizzie Duffy will be welcoming her baby later in August.
- The new playground is scheduled to be completed by the first day of school.
- Our custodial staff has spent this summer renovating our school office, sanitizing the building, and cleaning classrooms.

### **WE LOOK FORWARD TO MEETING YOU!**

On Monday, August 21<sup>st</sup>, from 6:00-7:30, we will be hosting our **Meet & Greet** for Preschool-8<sup>th</sup> Grade Parents and Students. This event is optional, and all are welcome to visit the school and classrooms.

- 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.
- We will collect the forms that need to be dropped off, have calculators (\$5 for Gr. 1-3 and \$18 for Gr. 4-8) and assignment notebooks for \$5 available, and have informational booths in the Library Hallway.

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.

**New Family Welcome Night** will be held on Monday, August 21<sup>st</sup>, from 5:30-6:00pm starting in the cafeteria. Parent Ambassadors will be available to give tours and answer questions.

**FAITH FORMATION:** This will be the third year of our three-year **Love One Another (John 15:12)** school theme. As part of the activities centered around our theme, students may wear our *Love One Another* T-Shirt on designated days. Our first *Love One Another* T-Shirt Day is scheduled for Friday, September 22<sup>nd</sup>. To order a new shirt or a replacement shirt, please use the online T-Shirt order form. We look forward to living our school theme this year and for many years to come!

*Our mission at Holy Spirit School is to learn, live, and share the message and teachings of Jesus Christ.*

**PARENT PARTICIPATION PROGRAM INTEREST SURVEY:** A list of various parent participation opportunities is attached. Please identify which areas you would like to participate in and return the completed form to the office by August 23<sup>rd</sup>. This information will be shared with the organizations and committees. Each family with 1<sup>st</sup>-8<sup>th</sup> graders is asked to give a minimum of 30 service hours each school year. Single parent families and families with only a Young Five or Kindergarten student are asked to give a minimum of 15 hours service. Thank you for your willingness to share your time and talents!

**WALKING WITH THE SPIRIT:** The Holy Spirit Parent Teacher Association (PTA) is excited to announce the 16<sup>th</sup> Annual *Walking With The Spirit* fundraising campaign.

- ✓ Please access the ***Walking With The Spirit* T-Shirt Online Order Form** by using the QR code or on our website under **Forms on the Parent Information tab**. The order will be placed on **August 25<sup>th</sup>**.



- ✓ Watch for more information and volunteer sign-ups in the coming weeks.
- ✓ This walk-a-thon style event will be held on Friday, September 15<sup>th</sup>, and is open to the entire Holy Spirit Community including students, families (strollers are welcome), parishioners, and our Holy Spirit neighborhood.
- ✓ MWF Preschool, Young 5's and Kindergartners will attend in the PM **only** on September 15<sup>th</sup>.
- ✓ Participants are asked to collect pledges, lace up their shoes, and come walk with us! Online pledge website ... [bit.ly/hswwts](http://bit.ly/hswwts)
- ✓ 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 envelopes will be sent home with students. Pledge turn-in dates are on Tuesday 8/29, Wednesday 9/6, Tuesday 9/12 and Friday 9/15.

**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 2023-24 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: *Calendar for August and September*  
*Uniform Code Guidelines*  
*Lunch Supervision Letter due 8/23 (for Grades 1-8 families)*  
*Parent Participation Program Interest Survey due 8/23 (for Y5-Grade 8)*  
*Love One Another T-Shirt Order form due 8/23 (for new families)*  
*Hot Lunch Menu and Infinite Campus Food Service Account Deposit Instructions*  
*Free/Reduced Lunch Application due 8/23*

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### **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.
- **Absences:** Students **must** stay home when they are sick or display any COVID symptoms.
- **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.
- **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 23<sup>rd</sup>. Unless notified, your contact information will be published within the directory.
- **Dress Code:** School uniforms begin with the start of school on August 23<sup>rd</sup> 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 (including physical education class), so please factor this in to plan for growth and appropriate length in the spring. You may access the *Holy Spirit Uniform Code* online under "Parent Forms."
- **Drop-off/pick-up procedures** are available for you online under "Parent Forms" and in the Handbook. 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 (pm Kdg- 8<sup>th</sup> Grade) must be picked up in the back parking lot of school. Please see the procedures in our handbook. We appreciate your cooperation and support with this as we strive to create the safest environment for your children.
- **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 income chart on the Household Information Report typically used to determine if your child/children qualify for free or reduced priced lunches/milk. Completion of this report is directly related to the State and Federal funding Holy Spirit receives for supplemental programs for your students.
- **Hot Lunch and Milk Orders:** Hot lunch is available for \$2.85 per day. Students may purchase extra entrees for \$1.50 and extra milk for \$0.60. Payments will only be accepted online using your Infinite Campus Food Service Account. These programs will begin on Wednesday, August 23<sup>rd</sup>.
- **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 recess supervision.
- **Masses:** All-school Masses will be on Fridays at 8:30 for Grades 1-8 with Young Five's and Kindergarten attending every other week.
- **Medications:** Parents who have **children who will be on medications** this year may bring the medications into the school office. A Medication Administration Release Form is required and available online for you to complete and leave on file in the school office.

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- **Parent Volunteers:** The Diocese of Grand Rapids has implemented a program to assist in ensuring the safety of children and young people when they are in our care. As part of that program, all school volunteers must complete the online Virtus Training entitled Protecting God’s Children, complete a Background Check Authorization and a Standards of Ministerial Behavior in Dealing with Children and Young People. You will be prompted as you register for the online training session to complete these required documents. You will be asked if you have ever lived outside of the state of Michigan since age 18. Clicking on “yes” will generate a request for the additional information required for a national background check. Anyone being paid by the school or parish is considered an employee for these purposes and must attend a live training.
- **Schedules:** The daily schedule for this year is as follows:
 

8:15	Start of Day for Young 5’s - 8 <sup>th</sup> Grade
8:20	Classes Begin
8:25	Announcements
8:30-11:00	AM Preschool
11:15	Young 5’s and AM Kdg. Dismissal
11:20-12:05	Recess/Lunch for Gr. 1-2
11:45-12:25	Recess/Lunch for Gr. 3-5
12:05-12:45	Recess/Lunch for Gr. 6-8
12:15	PM Kdg. Begins
12:30-3:00	PM Preschool
3:10	Dismissal ~ Bus riders
3:12	Dismissal for PM Kdg. - 8 <sup>th</sup> Grade ~ Car riders, walkers
- **Supply List:** You may access your child’s supply list on the website under “Forms” on the school website.
- **Text Messages:** The Diocese is now offering Infinite Campus Text Messaging for communicating emergency information from individual schools. Extra fees may apply. You must notify the school office if you would like to opt out of receiving these messages.
- **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.
- **Website:** All of our school newsletters and parent forms are available on-line at [www.holyspiritschoolgr.org](http://www.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 616-453-2772 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.