



FAMILY HANDBOOK

2023-2024

Holy Spirit Regional Catholic School

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Huntsville, AL 35802

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www.hstigers.org

The mission of Holy Spirit Regional Catholic School is to provide an education strongly rooted in Catholic values, reflecting each student's unique qualities, and promoting excellence in the whole person.

August 28, 2023

Dear Faculty, Staff, Stakeholders, Parents, and Students,

On behalf of Fr. Michael Mac Mahon, Pastor, Fr. Daniel Sessions, Associate Pastor, Fr. Jose Raphy Ambooken, Associate Pastor, and Fr. Timothy Pfander, Pastor-Good Shepherd Catholic Church, and the entire Holy Spirit Faculty and Staff, greetings to each of you as we begin the 2023-2024 school year. Led by the Holy Spirit, we work together to build a thriving Catholic school community, rooted in Word and Sacrament, to provide our students with a nurturing environment that is safe, healthy, and positive!

We thank you for trusting us with your children. We are partners with you in fostering the spiritual well-being and academic growth of your students. You have chosen to embrace the mission, vision, and philosophy of our school at a time when our society needs the love of Christ, now more than ever.

The 2023 - 2024 Family Handbook, is grounded in the school vision to challenge our teachers, staff, parents, and students to be faith-filled individuals in Christ's service to others. Together with the help of the great advocate, the Holy Spirit, we will continue to work through the challenges of our times to help our children develop all the gifts that God has given them.

We pray for all of our students, parents, volunteers, faculty, and staff as the school year begins. We look forward to a year of learning and growing as a community of faith. May the Lord bless all of us at Holy Spirit Regional Catholic School and may the 2023-2024 school year be one of grace for us all!

God Bless you,

A handwritten signature in cursive script that reads "Vincent S. Aquila".

Vincent Aquila
Principal

HOLY SPIRIT REGIONAL CATHOLIC SCHOOL

Holy Spirit Regional Catholic School, located on the campus of Holy Spirit Church in Huntsville, Alabama, is a PreK 4-yr-old through 8th grade Catholic elementary and middle school, and is under the guidance of the Diocese of Birmingham in Alabama Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels he/she is loved and respected by his/her peers as well as their teachers. Our Religion curriculum is in compliance with the Catholic Diocese of Birmingham in Alabama standards for religious education. At Holy Spirit Regional Catholic School, we strive to teach as Jesus did.

Our curriculum guidelines are consistent with the State of Alabama Course of Study, for the teaching of all secular subject areas. The curriculum also complies with diocesan benchmarks that have been set by the office of the Superintendent of Schools for the Diocese of Birmingham. Our curriculum reflects current curriculum content and best teaching practices. We offer a program that makes use of a wide array of reading materials, audio-visual and technological tools, and includes a multi-text approach to content areas.

Holy Spirit Regional Catholic School opened in September 1960, under the leadership of Reverend John A. McGonegle, and was originally staffed by the Sisters of Mercy. Through the years, additions were made to the original four-classroom school building. A kindergarten was added in 1978. On November 15, 1989, a devastating tornado struck at 4:37 PM, destroying Holy Spirit Church and School. Holy Spirit Regional Catholic School was rebuilt and opened for the 1990-91 school year. Since that time, there have been two major additions to the school building, and the addition of the Fr. Michael Mac Mahon STREAMLab in 2020, and renovation of the Science Lab in 2023. Holy Spirit Regional Catholic School instructs students from PreK through 8th grade and continues to provide a quality Catholic education for our families.

ACCREDITATION

Holy Spirit Regional Catholic School is accredited by Cognia® as a member of the Catholic School System of the Diocese of Birmingham. Holy Spirit Regional Catholic School was awarded the 2013 National Blue Ribbon Award by the U.S. Department of Education.

MISSION

The mission of Holy Spirit Regional Catholic School is to provide an education strongly rooted in Catholic values, reflecting each student's unique qualities, and promoting excellence in the whole person.

VISION

Our vision is to challenge students to be faith-filled individuals as they discover and utilize their gifts and talents through academic success and service to others.

PURPOSE OF HANDBOOK

The policies contained in this handbook are written in the interest of the parents, children, teachers, staff, and administration of our school. We hope you find this handbook a useful tool, as well as a reference guide during the coming year. As other pertinent policies and programs are formulated and finalized, additional material will be shared on our school website. Please keep this handbook for future reference.

Holy Spirit Regional Catholic School reserves the right to interpret this handbook as individual situations arise. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at the Principal's discretion.

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FACULTY AND STAFF EMAIL

<i>Position</i>	<i>Name</i>	<i>Email Address</i>
Principal	Vincent Aquila	vaquila@hstigers.org
Vice Principal	Susan Fletcher	sfletcher@hstigers.org
Vice Principal/Director of Resource	Therese Wesley	twesley@hstigers.org
Event Coordinator/Advancement	Susan Page	spage@hstigers.org
Front Office Assistant	Christina Castro	officeadmin@hstigers.org
Bookkeeper	Jill Sneed	finance@hstigers.org
Nurse	Kristen Behel	hsclinic@hstigers.org
Nurse Assistant	Angie Gilchrist	hsclinic@hstigers.org
IT Administrator	Jocelyn Moreno	jmoreno@hstigers.org
Guidance Counselor	Catherine Doran	cdoran@hstigers.org
Guidance Counselor	April Crisp	acrisp@hstigers.org
Enrollment Manager	Amy Guettler	aguettler@hstigers.org
Administration	Kathy Bjelke	kbjelke@hstigers.org
HR Manager/Advancement	Cathy Jodon	cjodon@hstigers.org
School Resource Officer	Philip Duffy	sro@hstigers.org
Resource	Julie Baldwin	jbaldwin@hstigers.org
Title I Interventionist	Taylor Harer	tharer@hstigers.org
Librarian/Digital Learning Teacher	Karen Lico	klico@hstigers.org
Band Teacher	Amanda Merring	amerring@hstigers.org
Music Teacher/Spirit Fuel/Guitar Ensemble	John Onder	jonder@hstigers.org
Music – Middle School	Anne Vasile	avasile@hstigers.org
Spanish Teacher	Marilyn Alonso	malonso@hstigers.org
Stream Lab Facilitator	Joe Rist	jrist@hstigers.org
Art Teacher	Aynslee Smithee	asmithee@hstigers.org
Art Aide	Erin Richard	erichard@hstigers.org
PE Teacher	Candace Jacobs	cjacobs@hstigers.org

PE Teacher	Tavion Fleming	tfleming@hstigers.org
Pre-K Teacher	Melissa Shuman	mshuman@hstigers.org
Pre-K Teacher	Kim Knight	kknight@hstigers.org
Pre-K Teacher Aide	Jennifer Mahler	jmahler@hstigers.org
Pre-K Teacher Aide	Maria Guzman	mguzman@hstigers.org
Kindergarten Teacher	Alex McNichol	amcnichol@hstigers.org
Kindergarten Teacher	Rebecca Conrad	rconrad@hstigers.org
Kindergarten Teacher	Anna Galucki	agalucki@hstigers.org
Kindergarten Teacher Aide	Hope McQueen	hmcqueen@hstigers.org
Kindergarten Teacher Aide	Sonia Nelson	snelson@hstigers.org
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First Grade Teacher	Maggie Robinson	mrobinson@hstigers.org
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First Grade Teacher	Sarah Cuel	scuel@hstigers.org
First Grade Teacher Aide	Amanda Westrich	awestrich@hstigers.org
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Second Grade Teacher Aide	Vicki Komara	vkomara@hstigers.org
Third Grade Teacher	Laura Stout	lstout@hstigers.org
Third Grade Teacher	Jenna Dow	jdow@hstigers.org
Fourth Grade Teacher	Zoe Williams	zwilliams@hstigers.org
Fourth Grade Teacher	Audrey Cain	acain@hstigers.org
Fifth Grade Teacher	Courtney Van Hoven	cvanhoven@hstigers.org
Fifth Grade Teacher	Ellen Dunn	edunn@hstigers.org
Fifth Grade Religion Teacher	Tracy Finke	tfinke@holyspirithsv.com
Middle School Religion	Tiffany Noel	tnoel@hstigers.org
Middle Social Studies	Margaret Derda	mderda@hstigers.org
Math Teacher	Michelle Wall	mwall@hstigers.org
Math Teacher	Katie Thompson	ktompson@hstigers.org
Math Teacher	Rebecca Krefft	rkrefft@hstigers.org

Middle School Science	Lynn McQueen	lmcqueen@hstigers.org
Middle School ELA	Julie Isbell	jisbell@hstigers.org
Middle School Literature	Kelly Backer	kbacker@hstigers.org
Cafeteria Manager	Ava Joly	ajoly@hstigers.org
Cafeteria Assistant	Susan Shepard	sshepard@hstigers.org
Cafeteria Assistant	Maggie Anderson	manderson@hstigers.org
After Care Staff	Michelle Williams	
After Care Staff	Kathy Bjelke	kbjelke@hsigers.org
After Care Staff	Amanda Westrich	awestrich@hstigers.org
After Care Staff	Hope McQueen	hmcqueen@hstigers.org
After Care Staff	Maggie Anderson	manderson@hstigers.org
After Care Staff	Courtney Fields	cfields@hstigers.org
After Care Staff	Abby Shuman	ashuman@hstigers.org
After Care Staff	Nathan Lawson	aftercare@hstigers.org

July 2023						
S	M	T	W	T	F	S
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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24	25	26	27	28	29	30
31						

As of 7/6/23

2023-2024 Holy Spirit Regional Catholic School Calendar

July	26-31	Teacher In-Service Days
Aug	1	Teacher In-Service Days
	2	1 st Day of School, 1:00pm Dismissal
	3	1:00pm Dismissal
	25	1:00pm Dismissal Faculty Development
Sept	4	No School-Labor Day Holiday
	15	Teacher In-Service/Student Holiday
	28	1:00pm Dismissal Faculty Development
Oct	2-6	No School-Fall Break
	11-12	1:00pm Dismissal
		Parent/Teacher Conference
	31	1:00pm Dismissal Faculty Development
Nov	10	1:00pm Dismissal -Veteran's Day
	20-24	No School-Thanksgiving Holidays
	28	Giving Tuesday
	29	1:00pm Dismissal Faculty Development
Dec	15	Noon Dismissal
Dec	18-29, Jan 1	No School-Christmas Holidays
Jan	2	Teacher In-Service/Student Holiday
	3	1:00pm Dismissal -Students return
	15	No School-Dr. Martin Luther King Jr.
Feb	14	Ash Wednesday
	16	Teacher In-Service/Student Holiday
	19	No School-President's Day
	28	1:00pm Dismissal Faculty Development
Mar	11-15	No School-Spring Break
	28	1:00pm Dismissal-Holy Thursday
	29	No School-Good Friday
	31	Easter Sunday
Apr	1	E-Learning Day for students
	12	1:00pm Dismissal Faculty Development
May	22	8 th Grade Graduation
	24	Noon Dismissal-Last School Day
	27	No School-Memorial Day
	28-31	Teacher In-Service Day
Special Dates:		
January	27	Holy Spirit Annual BASH
	29-31	National Catholic Schools Week (CSW)
February	1-2	National Catholic Schools Week
November	28	Giving Tuesday Appeal

Color Key:

- 1st Day of School / Start of 2nd Semester/Student Days
- No School
- Important Dates / Activities
- Early Dismissal
- Teacher Work Days / In-Service Days (12)

**Calendar may be adjusted throughout the year due to inclement weather, other circumstances as needed to meet state requirements.

School Days
86 days – 1st Semester
94 days – 2nd Semester

January 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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February 2024						
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March 2024						
S	M	T	W	T	F	S
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April 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
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June 2024						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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ADMISSION AND TRANSFER

Catholic schools in the Diocese of Birmingham of Alabama, including Holy Spirit Regional Catholic School, in accordance with Title IX, admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the schools. We do not discriminate on the basis of sex, color, race, national or ethnic origin in administration of educational and administrative policies, scholarship and loan programs, athletic or other school administered programs.

Holy Spirit Regional Catholic School complies with Alabama State Laws regarding PreK, Kindergarten and First Grade entrance requirements.

- Students entering PreK must be four years old on or before September 1st of the current school year.
- Students entering Kindergarten must be five years old on or before September 1st of the current school year.
- Students entering First Grade must be six years old on or before September 1st of the current school year.

The exact date of birth will be determined from an official and valid birth certificate, which can be uploaded or copied immediately following submission of application.

Alabama State Law also requires that all children be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and varicella (chicken pox). The school must have a copy of these immunization records on file, along with an official Alabama Immunization Card, a Health Emergency Release Form and a birth certificate, as well as a copy of their most recent report card, if applicable. A student must be in good standing and must have no disciplinary action pending against them by the school they are leaving in order to be eligible to enroll in Holy Spirit Regional Catholic School.

Students transferring to Holy Spirit Regional Catholic School from other schools are required to fill out an application for admission and meet with a school representative before entering into the registration process. Once a student has been accepted, families must supply paperwork including grade reports, health forms, and documentation of exceptionalities, if needed. Registration and enrollment fees are processed through FACTS. Once all paperwork is completed, families will be entered into the FACTS system for tuition payments, etc. If a student enrolls after the school year has begun, the tuition for that month will be prorated accordingly.

Students transferring out of Holy Spirit Regional Catholic School must complete a withdrawal form. There is a withdrawal fee of \$200. If tuition has been prepaid, a refund assessment will be made. In order to complete a request from the new school for records, all tuition, fees and the withdrawal fee must be paid, and all books and materials loaned to the student must be returned. No fees accrued through the last month of enrollment will be refunded.

ATTENDANCE AND TARDINESS

The school day officially begins at 7:55 a.m. Students should be in the classroom on time and ready to learn by 7:55 a.m. Any student arriving late must report directly to the front office and be signed in by the parent/guardian. The tardy will be considered excused from 7:56 a.m. - 8:05 a.m. An unexcused tardy becomes official at 8:06 a.m. Once signed in, the student will go directly to his/her classroom. Habitual tardiness will result in a scheduled conference between the student, parent/guardian and a school administrator to discuss the situation and potential disciplinary consequences.

The school day ends at 3:05 p.m. During the school day, parents may check students out until 2:45 p.m. From 2:45 - 3:05 p.m., students will remain in the classroom and will be sent to the office at dismissal.

Any student absent from school for more than ½ day may not participate in school sponsored events that afternoon and evening. A student is counted absent the entire day if missing more than three and a half hours (3 hours and 30 minutes).

Absences are considered either excused or unexcused. Excused absences include:

- Illness that endanger the health of the student or others
- Students that are deemed ill by the school nurse during the school day and are sent home
- Death in immediate family
- Legal quarantine
- Health treatment
- Prior permission from Principal for the absence
- Inclement weather

Students that are absent for excused reasons will be allowed to make-up classwork and homework.

Unexcused absences include, but are not limited to:

- Oversleeping or a faulty alarm clock
- Staying home to study or complete a project
- Traffic delay
- Non-essential appointments (photography, shopping, etc.)
- Out-of-school suspensions

Maximum absences allowed are ten (10) days per semester and a total of twenty (20) for the school year. Excessive absences can result in a student being academically held-back or dismissed from the school. Any academic retention or dismissal will be decided by the Principal.

Any scheduled/planned absences must be pre-approved by the Principal. In order for a requested, planned absence to be excused, please submit/email a note to the Principal with a parent signature giving the reason and the date(s) the student will be absent. It is the student/parent responsibility to secure missed assignments. Excessive abuse of this procedure can result in a student being denied the opportunity to make up missed work. Once the absence is approved by the Principal, the parent may reach out to the teacher about the work that will be missed in class. In the event of an emergency, the teacher may provide work to the student during his/her absences.

Students participating in school sponsored, school related, or authorized activities (including the Falcon Middle School Athletic Program) during the school day will not be counted absent from school. Students are expected to make up work missed while attending the activities, and should be given the same opportunities as those afforded to students with excused absences.

RETURN TO SCHOOL *(see clinic policy for more information)*

Parents must submit a written note on the day that the student returns to school with the following information:

- Homeroom teacher's name and grade
- Student name
- Date(s) of absence
- Reason for absence
- Valid signature of a parent or legal guardian
- A school excuse from the physician, if required

When a student is sick, the parent must contact the homeroom teacher and the front office receptionist by email or phone the day of the illness. Per Diocesan requirements, any student who has had a contagious illness/disease is required to be twenty-four **(24) hours fever-free** without the aid of fever-reducing medications, and has shown significant improvement in symptoms, without the use of medications, before the student can return to school.

Students absent for five (5) or more consecutive school days are required to submit a physician's excuse before being readmitted to school. Any student who has had a contagious disease (except for minor colds and viruses) is required to submit a physician's excuse before being readmitted to school.

Parents should make every effort to schedule doctor/dental, etc. appointments after school hours. If not possible, then every effort should be made to have the child miss a minimum amount of instructional time. Parents must come into the office to sign out a student for an appointment before 2:45 pm. Upon returning to school, the parent must escort the student into the office to sign him/her back into school and provide a school excuse from the physician. The student/parent is responsible for checking with the teacher(s) about missed work.

MAKE-UP WORK

When a student is absent for two or more days due to an excused absence, parents may contact the homeroom teacher via email by 8:30 a.m. to arrange for missed assignments. These assignments may **ONLY** be picked up in the school office between 3:05 p.m. – 3:30 p.m. Students have one (1) day for each excused day missed to complete make-up assignments. If extenuating circumstances apply, it is the responsibility of the parent/student to request additional consideration from the teacher. **Please do not request homework for a one-day absence on the day of the absence.** Students may complete work upon their return the next day. If work is not completed within the allotted period of time, a zero grade may result. Any tests missed due to an excused absence will be completed as agreed upon with the teacher. Students will be given a reasonable time period to complete their test.

Students who will be absent (excused) for several days can find homework assignments on Google Classroom (Grades 3-8) or SeeSaw (PreK-Grade 2). Work packets can be sent home with siblings or picked up in the front office after 3:05 p.m. Please note that teachers are instructing during the day, so it is not always feasible to prepare a packet before the end of the school day.

Middle school students (Grades 6 - 8) should check Google Classroom and approach their teachers to arrange for completion dates of homework, tests, classwork, and project work. Notes taken in class should be obtained through the teacher via Google Classroom and the student will be responsible for the material on homework, quizzes, and tests. Absent work not turned in when expected, based on written policy or teacher extensions, will be considered incomplete and will receive a zero grade.

The Principal will determine if students will be allowed to make up homework, tests, or activities, etc. missed due to suspension.

AVAILABILITY OF SCHOOL RECORDS

Parents/legal guardians have a right to inspect and review all official records, files, and data directly relating to their own children. Anyone desiring access to student records is required to sign a written form which is kept in the student's permanent file prior to reviewing the file.

Consistent with the provisions of the Buckley Amendment of 1975, such records are confidential and may not be released or made available to persons other than parents, legal guardians, and students over 18, without the consent of legal guardians. Requests to review student records are to be made directly to the Principal in writing. Records must be reviewed in the school office in the presence of a school representative. Non-custodial parents may not review the educational records of a child unless the divorce decree on file in the school office states otherwise.

DROP OFF/PICK UP PROTOCOLS

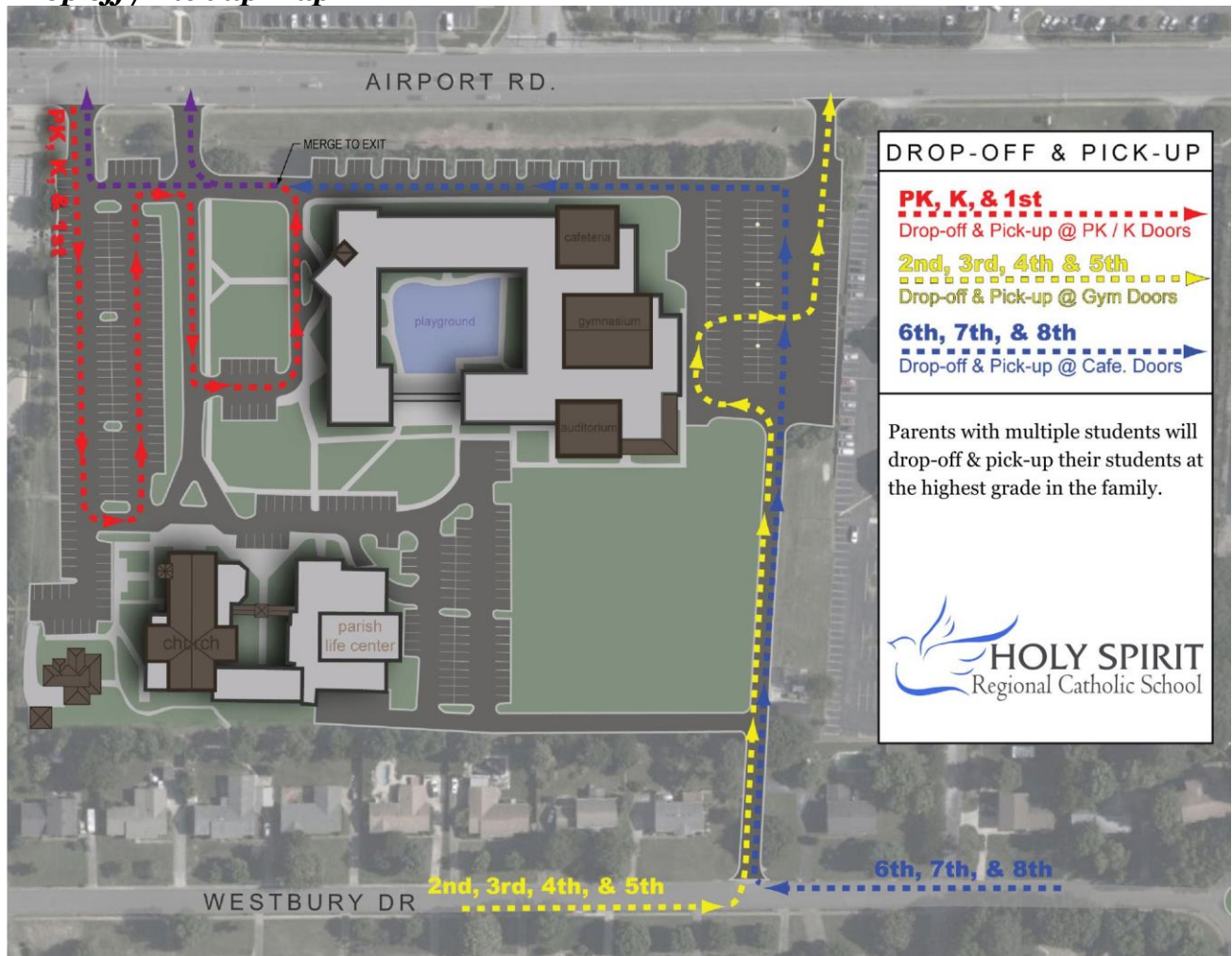
The faculty and staff at Holy Spirit Regional Catholic School facilitate morning drop off and afternoon pick up at three locations:

1. Entrance to the First Grade/Kindergarten Hallway: PreK-Grade 1
2. Entrance at the Gym: Grades 2-5
3. Entrance on Tiger Drive at the Cafeteria: Grades 6-8

Parents with multiple students will drop off/pick up their students in the carline with the sibling of the highest grade level in the family. See map on page 9 for carpool directions and drop off/pick-up locations. Students not picked up by the end of the afternoon carline (3:15 p.m.) will be placed in After School Care.

When a student's carpool pick-up driver is changed for special events or necessary circumstances, that students' parents or guardians must submit written and signed notification to the office before noon of that day, so that teachers may be notified.

Drop off / Pick up Map



BEFORE AND AFTER SCHOOL CARE PROGRAMS

Our Before and After School Care programs provide supervised care for our students. It is run by qualified child care staff under the supervision of the school Principal, and is intended to ensure the safety and security of those students who must be on school property before and after normal school hours. All Holy Spirit Regional Catholic School students are eligible to use these programs.

Before School Care is offered from 6:45 a.m. – 7:30 a.m. every day that school is in sessions (unless otherwise notified). Student drop off is through the cafeteria entrance until 7:20 a.m. Please note that breakfast is not served.

After School Care operates every day school is in session from 3:15 p.m. - 5:45 p.m. (unless otherwise notified). After School Care students must report directly to the program (located in the school cafeteria) and may not sit in carpool lines or go to other parts of the school campus. Students involved in after school activities are to go to After School Care if the teacher or coach is not present at dismissal. Adults should not enter the building to pick up students from After Care until the carpools are completed. Students may only leave the school if accompanied by a parent or someone designated by the parent, and must be picked up through the cafeteria entrance no later than 5:45 p.m. Failure to pick up your student(s) by closing time could result in the loss of

use of services. Your student will be released only to those authorized on your FACTS account and medical release information. Athletes may not go to the gym until checked out by a coach to maintain supervision.

While in Before/After School Care, students are allowed to complete homework assignments, read, play games and puzzles, etc. All discipline policies of the school apply during both programs. If the school is closed due to inclement weather, the Before/After School Care programs will not offer services.

Student information concerning allergies and/or health restrictions must be on file along with a physician's name and telephone number. If a student should become ill or injured while in the Before/After School Care program, the student's parent/guardian will be called. In any situation deemed a medical emergency, responsible adults will call 911.

Before/After School Care services are charged by the minutes used and are invoiced through FACTS monthly. The cost is \$0.20 per minute (\$12.00 per hour). Families that fail to pick up their child by 5:45 p.m. will be charged an additional fee of \$15.00 after the first ten minutes past closing and \$0.20 per minute after that. We understand that there may be unforeseen circumstances, families will be afforded one missed closing time before charges will be added.

BICYCLES/WALKING

If a student rides a bicycle or walks to school, parents must first submit a written and signed note to the office stating that the child has permission to ride his/her bicycle or walk from home to school and vice versa without adult supervision. In inclement weather, students who bicycle or walk should be picked up in the carpool line. Inclement weather includes heavy thunderstorms and extreme temperatures.

BULLYING POLICY

Holy Spirit Regional Catholic School and the Diocese of Birmingham are committed to providing a safe and respectful environment in our school. Bullying, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. This includes cyber-bullying which is defined as destroying or smearing a person's reputation through the use of internet-connected devices. Any and all witnessed or reported incidents will be addressed. Students involved in bullying or harassment shall be subject to disciplinary action as outlined in this handbook and at the discretion of the Principal.

CAFETERIA POLICY

We have a stringent cafeteria policy in order to maintain a high quality of food service and to keep the cost to parents at a minimum. All school lunches are pre-ordered and prepaid by the month. A monthly statement will be emailed from FACTS to each family and paid online on a monthly basis.

Lunch menus and ordering will be available no later than the 15th of the month through FACTS and are to be completed by the date set by the Cafeteria Manager. *No late lunch orders will be accepted.* Lunches are based on pre-ordering, therefore, no extra lunches are available.

Carbonated beverages and beverages in glass containers are not allowed. Fast food lunches with carbonated beverages and energy drinks may not be consumed at lunch time.

If your child brings lunch from home, please pack disposable utensils, straws, napkins, and condiments when needed. The cafeteria does not provide these items for children who bring their lunch. Do not send lunch items that require heating. If a student fails to bring a lunch or order lunch, he or she will be given cereal and one milk. A student may receive a cereal lunch up to three times during the school year without being charged. After the third time, a \$1.00 fee will be charged to the student's family FACTS account for each additional cereal lunch the student receives.

CELL PHONE POLICY

Students are allowed to bring cell phones to school, however, they are to stay in the OFF position and remain in the student's backpack during the school day and during Before/After School Care. If a member of the school faculty or staff observes a student using a cell phone, hears a cell phone ringing, or gets a report of a student using a cell phone during the school day or Before/After School Care, the cell phone will be confiscated. The cell phone must be picked up by a parent, together with the student, from the school office of the Vice-Principal/Principal after the 3:05 p.m. dismissal on the day relevant to the offense (see below).

- First Offense – The cell phone may be picked up after 24 hours (excludes weekends) by the parent and student.
- Second Offense – The cell phone may be picked up after 3 days (excludes weekends) by the parent and student.
- Third Offense - The cell phone may be picked up after 5 school days (excludes weekends) by the parent and student.
- Fourth Offense – The cell phone may be picked up after 5 school days (excludes weekends) by the parent and student, and disciplinary action will be taken by the Principal.

CHILD ABUSE LAWS

Holy Spirit Regional Catholic School abides by the Child Abuse laws of the State of Alabama. These laws mandate that all cases of suspected abuse and/or neglect be reported to Madison County Department of Human Resources (DHR). Faculty and staff are mandated reporters. Beyond state law, all faculty, staff, and volunteers are required by the Diocese of Birmingham to have a current youth protection certificate from the Virtus program. In addition, background screenings are mandated in order to serve the school community.

CLINIC

Holy Spirit Regional Catholic School operates a school clinic that is staffed by a nurse and clinic aide. The clinic exists to provide temporary care for students with mild injuries/illnesses. Students who are too sick to remain at school (fever 100.0 or above, nausea, vomiting, diarrhea, etc.) will be sent home. Students who are sent home or are already home sick cannot return to school until they met the return to school criteria listed below.

Medical Guidelines	Return to School
Oral temperature of 100.0° or above	Fever free for 24 hours (without fever reducing medication)
Vomiting, nausea or diarrhea	Symptom free for 24 hours

Marked drowsiness or lethargy	Symptom free for 24 hours
Sore throat, acute cold or persistent cough	Symptom free for 24 hours
Strep throat	24 hours of appropriate treatment and fever-free without fever reducing medications
Inflammatory eye conditions (e.g. pink eye)	24 hours after start of treatment or note from physician indicating treatment is not necessary
Swollen glands around jaws, ears or neck	Written doctor's release
Skin rashes or eruptions	Written doctor's release
Scabies or impetigo	Written doctor's release
Hand, foot, and mouth disease	Written doctor's release

Over the counter (OTC) medications can be administered via the clinic with prior permission. Any medication brought into the school building must be hand delivered by the parent or guardian to the clinic. Medications require a note from the parent/guardian stating: history of illness, medication, dosage, administration time and duration. Prescription medications need to remain in the original container (unexpired). All controlled substances (e.g. ADHD medication) must be counted and logged into the clinic by the school nurse or clinic aide, along with the medication drop off form signed by a parent/guardian. All prescription medication dosage changes require a note from the physician advising the school nurse of the changes to the medication dosage.

All medications are dispensed through the clinic only.

Students are not permitted to carry medications on their persons at school at any time, unless it is deemed medically necessary by a physician. If necessary, a carry permit from the physician is required and a copy of it on file in the clinic.

All health records must be up-to-date and completed as soon as possible. Medical records such as immunization cards must be on file on the first day of school. The Student Health and Emergency Form and the Form for Dispensing OTC Medications must be completed with valid contact information. FACTS must also be current with all necessary and valid contact information in case of a medical emergency.

LICE POLICY

Lice infestations can spread rapidly and it is imperative that the spread of lice is quickly controlled. If a student, while at school, is found to be infected with lice, that student's parent/guardian will be asked to pick up their student immediately from school. If a student, outside of school, is found to have lice, parents/guardians are asked to keep their student home and are requested to immediately contact the school clinic. The school nurse and/or clinic aide will then screen the infected student's entire grade for lice (other grades may also be screened if the infected student has siblings or has been in contacted with students in other grades). Any additional students found to be infected with lice will also be sent home.

The school nurse or clinic aide will provide parents/guardians instructions on how to treat lice. Once the student has been treated at home for lice, the student may return to school. However, the student and their parent/guardian must first report directly to the school clinic. The nurse or clinic aide will re-screen the student. If the student is free of live lice and nits, then he/she will be allowed to return to school. If the student still has active lice, he/she will be sent home with the parent/guardian for retreatment.

Students, faculty and staff can reach out to the clinic at any time to request a screening for lice. Parents and guardians may also reach out if they would like their child to be screened in the clinic.

COMMUNICATION (student)

After the morning bell has rung at 7:55 a.m., all contact with the students should be done through the school office. Parents/guardians may not go to the classroom unless invited by the teacher or directed to do so by the administrative staff. Messages for the students and/or dropped off items (e.g. books, projects, Chromebook, or other school materials) will be delivered to the students by a staff member without any interruption to teacher instruction and/or learning.

If a parent/guardian needs to speak with his/her child's teacher, parents will communicate with the teacher via email. The teacher will then contact the parent/guardian to set up a time to meet or conference. In accord with the Family Educational Rights and Privacy Act (FERPA), teachers cannot, and will not, discuss anything about any child other than that of the parent/guardian.

COMMUNICATION (school-wide)

Holy Spirit Regional Catholic School uses several different avenues to disseminate information throughout the entire school community. The school website (www.hstigers.org) has tabs to link to several important informational pages, online forms, and general school news and information. Additionally, *Tiger Talk*, our school e-newsletter, will provide regular updates on current school events and upcoming activities. Individual notices are sent home frequently, including flyers for picture days, special notices for class events, and other school activities. The FACTS system for email and parent alerts is also utilized.

In case of inclement weather, Holy Spirit Regional Catholic School will align with Huntsville City Schools in regards to school closings, late openings or early dismissals. The school will send out an automated phone call, text message, and/or email to families via the FACTS Parent Alert System with pertinent information. The FACTS Parent Alert System will also be used to send out notifications should it be necessary for the school to close, delay opening or dismiss early for other reasons, or on a different schedule than Huntsville City Schools.

When school is closed for the day or closes early due to inclement weather, all extracurricular activities, interscholastic contests, team practices, field trips, after school supervision, and non-school activities in the school building will be canceled. When school opening is delayed, extracurricular activities will take place unless otherwise announced.

CORRESPONDENCE

All notes or letters, sent to parents pertaining to the school, classroom activities, money collecting, field trips, parties, etc., that are sent home by parent volunteers, are to be **APPROVED** by the school

Principal prior to copying and sending. No personal correspondence, such as birthday invitations, will be distributed at school to students.

CURRICULUM

Holy Spirit Regional Catholic School follows the curriculum recommended by the Catholic Schools Office of the Diocese of Birmingham in Alabama, as well as, the State of Alabama Department of Education.

It includes:

Religion	Mathematics	Spanish
English Language Arts	Social Studies	Physical Education
Science	Handwriting	Language Arts
Digital Literacy	Art	Guidance
StreamLab	Music	Resource

Religion

At Holy Spirit Regional Catholic School, the teaching of Religion is central to student faith formation. The goal of the entire religious education program is to help all students grow in living with God the Father, God the Son, and God the Holy Spirit through prayer and the celebration of the mystery of life during Holy Mass. The teachings of the Catholic Church are learned through academics, prayer, sacraments, scripture, and shared through service.

Sacramental preparation for Reconciliation and Eucharist are presented during the 2nd grade year. “The Church earnestly desires that Christ’s faithful, when present at the mystery of faith, should not be there as strangers or silent spectators. On the contrary, through a proper appreciation of the rites and prayers, they should participate knowingly, devoutly, and actively” (Vatican II). In accordance with this teaching, all who have received the Sacrament of Eucharist, and are in good standing, may receive communion. Others are welcome to come to the altar in supplication with arms crossed and receive a blessing. We encourage parents/guardians to attend any of our school Mass celebrations. Parents/guardians may sit with their student(s). Full, active, and conscious participation in the Holy Mass of the Church is central to the faith formation of the entire community.

The Holy Spirit Church Director of Religious Education conducts the sacramental program for Confirmation at Holy Spirit Regional Catholic School. Parents/guardians are expected to attend meetings and participate in preparatory programs. Confirmation is celebrated at the end of the eighth grade year (or older) with the Bishop of the Diocese of Birmingham in Alabama presiding. Preparation includes regular attendance in the school’s religion classes. In addition, the candidates of the parish meet together on a weekly to bi-weekly basis, attend one weekend retreat, and perform service projects. Two parent/guardian group meetings are held to outline catechesis for the sacrament and plans for the retreat.

All-School Masses are usually celebrated on Fridays at 9:00 a.m., unless otherwise noted by the school administration. Parents/guardians are encouraged to celebrate Mass with us.

English Language Arts

English Language Arts (ELA) include, but is not limited to reading, grammar, mechanics and usage, speech, spelling, vocabulary, writing in multiple formats, and development of literary skills. Handwriting instruction begins in Grade 2. Students in Grades 4 through 8 are expected to submit all handwritten work (homework, essays, or tests) in legible cursive handwriting.

Science

Science is taught at each grade level according to state course of study standards and diocesan benchmarks. Students experience science in a true laboratory setting in grades 6-8.

Digital Literacy

Digital Literacy standards at Holy Spirit Regional Catholic School are based on the Alabama Course of Study for Digital Literacy and Computer Science, International Society for Technology in Education (ISTE) standards, and are firmly aligned with our Catholic identity. Students are taught to use available and emerging technologies for problem solving, communication, analysis, research for a deeper understanding and support of their academic subjects in union with our Catholic values, ethical principles and moral digital citizenship decisions. It is intended that these standards will be integrated into all curriculum areas. Students will have the opportunity to locate, process, and use information in order to enhance their abilities to learn, communicate and reason. Through our Digital Literacy curriculum, students will develop the skills needed to meet the ethical and technological challenges of living and working with 21st century technology. Currently our students are learning computer science, coding, elementary robotics, and digital citizenship.

Our 6th, 7th and 8th grade middle school students are assigned their own Chromebooks. Elementary students use classroom iPads and/or laptops every day. Google classroom and apps for word processing, presentations, and spreadsheet applications are utilized to support classroom instruction. Our school endeavors to provide our students with a rigorous, authentic and up-to-date curriculum in digital literacy that will continue to allow each student to achieve academically, grow spiritually, and use their gifts to serve effectively as Christian leaders.

STREAMLab

In January of 2020, Holy Spirit Regional Catholic School christened its Fr. Mac Mahon STREAMLab, a fully-integrated hi-tech learning environment that supports hands-on, minds-on learning. The SmartLab® programs emphasize STEAM, (Science, Technology, Engineering, Art & Math) exploration and media arts or a blend of both. The “R” in STREAM has been added; R for religion, the unique Catholic faith component we live every day in our classrooms, will be infused in all STREAMLab activities. In the school’s STREAMLab, students in grades 3-8 work in teams to develop projects in the areas of scientific data and analysis, circuitry, computer graphics, digital communications, mechanics and structures, alternative and renewable energy, software engineering, and robotics and control technology. Students in the STREAMLab have the opportunity to explore their own project ideas under the supervision of a special kind of teacher called a “facilitator.” Instead of taking exams, students create e-portfolios to document their learning. In addition to working with leading edge technology, students develop critical skills such as problem-solving, collaboration, project management and communications.

Mathematics

Math classes in Grades K-8th include Big Ideas Math, Pre-Algebra, and Algebra I. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 4-8 are placed into math groups. Above-Grade Level Mathematics is an option beginning in the 4th grade. Those students that meet the requirements are taught a math curriculum that is one year ahead of their present grade level.

Once a student has been placed in above-grade math, they will be required to maintain at least a B average every quarter. If a student makes a C one quarter, a parent conference will be scheduled and a plan of action discussed. The student must raise their grade to an A or B the very next quarter. If they do not, then the student will automatically be placed in the next lower level math class.

The goal of Holy Spirit Regional Catholic School is to have students in a math class that best fits their mathematical level and ability. We want students to have math competency and self-confidence with the goal that once they leave Holy Spirit Regional Catholic School, they will be successful. For those students entering an honor's math class in high school, our goal is to prepare them for the rigor of advanced placement classes.

Social Studies

Taught in Grades K-8th, Social Studies encourages students to examine their role in our communities, our country, and our world with the understanding that we are global citizens. Some of the content taught is home, family, and community, as well as, World History, Civics, Geography, Economics, Alabama History, and Current Events.

Art

Art instruction is taught through all grades level. Advanced art and art experience classes for 7th and 8th grade are offered as electives.

Music

Music is offered for grades PreK – 8th. Extracurricular activities in music are: Band (Grades 5th – 8th) Spirit Fuel (Grades 2nd – 8th) and Guitar Ensemble (Grades 2nd – 8th)

Spanish

Introductory Spanish is taught to students at every level. Lessons include vocabulary, common expressions, grammar, conversation, and culture.

Physical Education

Physical Education (P.E.) provides a program based on active play that can lead a student to desire to pursue a lifelong activity as a way to promote the importance of staying physically fit throughout one's life. The best grades do not necessarily go to the most athletic person, but rather to students who try, work hard, and develop their skills to the best of their ability. Conduct and attitude are also part of the P.E. grade. Any misconduct, disrespect, or failure to follow directions may affect the conduct grade. Each student can be excused two times per quarter for not dressing out. However, five points will be deducted from the student's final quarter grade for every time he or she fails to dress out over the two times allowed. Of course, special cases will be recognized, such as severe injuries or illness, etc. with a written note from the doctor.

Library

The mission of the Holy Spirit Regional Catholic School Library Media Center is to be an integral part of providing a superior quality education to each of our students, to encourage a lifelong love of reading, and to provide the skills necessary to navigate safely and effectively in the 21st century digital world in which they live. The Library Media Center provides an environment in which students learn to access, evaluate, and apply information using both print and digital sources. The library supports the school's Catholic mission and curriculum; to achieve academically, grow spiritually, and use their gifts effectively to serve as Christian leaders.

Circulation: Students are permitted to check out two books simultaneously, except kindergarten and first grade who are permitted one. Overdue notices will be sent home periodically. There are no fines for overdue books. Once a book has been overdue for sixty days, it is marked as lost and the parent's FACTS account will be charged the amount of the replacement. Books that are returned damaged will be charged to the student's FACTS account for replacement. If a student believes that they have returned a book that is being shown as checked out and/or overdue, it is

the student's responsibility to speak with the librarian to resolve the issue and find the book. All library information is available on the school's web page under Academics. This is where you will find a link to the Library's Catalog.

Collection Development Policy: The Collection Development Policy for the school library of Holy Spirit Regional Catholic School is established in accordance with the mission of the school. Materials are collected with the needs and wants of the school community in mind while maintaining a higher education standard and expectation. Materials for all ages are acquired and sought, however there still must be a mindfulness that this is a Catholic school in which the library is shared by many age groups. Once an item is donated, it is the property of Holy Spirit Regional Catholic School Library and is left to the librarian's discretion on whether, and in which ways, the donation(s) will be implemented.

Donations and Gifts: The procedures for donations to the Holy Spirit Regional Catholic School Library are specified through the Collection Development Policy. Once an item is donated, it is the property of Holy Spirit Regional Catholic School Library and is to be left to the librarian's discretion on whether and in which ways the donations will be implemented.

Material Culling: Books and resources are culled out of the library collection based on several standards, including: multiple copies, inappropriate material, damage, a lack of interest in circulation, and/or curriculum or copyright date.

Lost or Damaged Books: It is the responsibility of the students and subsequently their parents to replace and/or pay for any lost or damaged books. In the instance that a book needs to be replaced, the parents will be charged through FACTS or they may purchase the book themselves and send it in as a replacement prior to being charged. The replacement book must be hardback.

Guidance

Holy Spirit Regional Catholic School has school counselors who work to help your child learn more effectively by offering instruction in guidance, working with individuals and small groups, providing resources and assistance to parents, teachers, and administration, coordinating testing for services, while making herself available for students in crisis and maintaining confidentiality.

Resource

The school's resource teacher is qualified to serve students with exceptionalities, and works closely with the teachers and parents to help students succeed academically. The teacher conducts student observations in the classroom as needed, works closely with classroom teachers, identifies students whose academic needs are not being met, while working closely with teachers and parents to develop a plan for individual students. In addition, the teacher works with local departments of education regarding assessment for needs, as well as, other administrative duties, as deemed necessary.

E-Learning Days

Occasionally Holy Spirit Regional Catholic School will close unexpectedly due to weather or an unforeseen event. In order to continue the students' academic studies, E-Learning days will be implemented. Students are not to come to school on E-Learning days, but rather will work from home. Teachers will provide class-specific instructions to the students in regards to the school work the students will be responsible for completing.

FIELD TRIPS

Educational field trips are supplemental enrichments to classroom learning and are privileges afforded to students. Students do not have an absolute right to participate in a field trip, and the teacher and/or Principal may deny this privilege to students who fail to meet academic or behavioral requirements. Parents will be notified if this privilege is denied. Parents also have the right to refuse to allow their child to participate. Students must submit the proper permission form signed by the parent or guardian. Telephone calls will not be accepted in lieu of the proper form. All students must also have a properly filled out Permission and Indemnity form on file in the school office. All chaperones must have completed Youth Protection I or *Virtus* training and complete a background check. All forms and information must be submitted at least 14 days in advance of the field trip.

Chaperones must comply with teacher requests and follow teacher instructions at all times, and may not change the field trip schedule in any manner. Chaperones are to supervise and account for all students assigned to them and in their care while on the field trip. Drivers should drive directly to the destination and directly back to school. All drivers must have a completed driver release form on file in the school office. No one under the age of 21 years old is allowed to drive students. Drivers and chaperones may not offer, nor are students allowed to have, food, drink, or gum en route to/from the field trip. Important safety precautions should be followed by drivers on field trips; drivers should never exceed the speed limit, and students must wear a seatbelt at all times. If there is an issue, the driver must safely pull over and contact the teacher or the school immediately.

FACTS

Parents may access their students' academic records, order lunches and see fee charges via FACTS. Demographics must be updated to ensure all communication is received from the school. Instructions for set up will be provided to you upon request.

DELIVERIES

Holy Spirit Regional Catholic School does not accept deliveries (flowers, balloons, cookie bouquets, etc.) for students.

DISCIPLINE PROCEDURES

Holy Spirit Regional Catholic School reserves the right to interpret disciplinary procedures set forth in this handbook as individual situations arise. The administration reserves the right to waive and/or deviate from any and all disciplinary policies for just cause at the Principal's discretion.

Student Code of Conduct

One of the most important lessons Catholic education teaches is self-discipline. School rules and regulations are the foundations of basic courtesy, good manners, and the creation of a Christian community where learning can take place. Appropriate discipline and positive reinforcement is used whenever possible. Appropriate student behavior is expected at all times while in school, and at all activities of the school (on and off campus) including all athletic contests and public performances, field trips, and other school-sponsored events. *Handbook policies for discipline are applicable at all times. Students and parents are responsible for knowing, complying and supporting all rules, regulations, and procedures set forth by Holy Spirit Regional Catholic School.* **Courteous and calm discussions are appropriate at all times between teachers, students, parents, and administration and will yield positive results.**

School-Wide Discipline Plan of Action

Discipline will be handled by the classroom teachers. Pre-K through fifth grade teachers will communicate with the parents/guardians when the need arises. Sixth through eighth grade teachers will communicate with the parents/guardians according to the following policies. All disciplinary actions will be enacted on a quarterly basis. It will be determined on a case by case basis if the student’s activities and National Junior Honor Society (NJHS) honors should be suspended or limited.

DEMERITS

Demerits are issued for minor behavioral infractions and serve as a warning that such behavior needs to be corrected. Students who accumulate three (3) demerits in a quarter will receive weekday detention; students who accumulate six (6) in a quarter will be placed in suspension. Administrative discretion will be used for more than six (6) demerits in one quarter.

Detentions

Detentions are the result of breaches of conduct that are detrimental to the Holy Spirit Regional Catholic School learning environment. Infractions will be documented and signed by the student, teacher, administrator, and parent/guardian. Detentions are served on Wednesday afternoons. The only acceptable reason for not being present for detention is if the student is absent from school; thereby, the detention will be served the following Wednesday. Students will check into the After School Care program where the supervising teacher will pick up the student. *Parents will be charged \$12.00 for one hour of aftercare.* Students will be walked to the cafeteria when detention is completed at 4:15 p.m. If necessary, Saturday Detention will be assigned to the student. Saturday Detention is scheduled by the Principal and is from 9:00 a.m. – 11:00 a.m.

Level I and II Infractions

Level I and II infractions earn the student one (1) or more demerits and/or detention. Repeated violations beyond the 3rd infraction will result in additional disciplinary actions. Any of the offenses listed below may be classified as Level III or IV depending on the severity of the infraction.

Level I and II Infractions	1st Warning	2nd Warning	3rd Warning
Disrespect/ Insubordination Any action or comment degrading the dignity of a person (<i>Teacher Discretion</i>)	1 Demerit	1 Demerit	1 Demerit/ Weekday Detention
Dress Code Violations	1 Demerit	1 Demerit	1 Demerit/ Weekday Detention
Inappropriate Language/ Profanity Taking the Lord’s name in vain, swearing, etc.	1 Demerit	1 Demerit	1 Demerit/ Weekday Detention
Late to class	1 Demerit	1 Demerit	1 Demerit/ Weekday

Unexcused/No Note			Detention
Littering Dropping or scattering trash on school property	1 Demerit	1 Demerit	1 Demerit / Weekday Detention
Lying	1 Demerit	1 Demerit	1 Demerit / Weekday Detention
Gum and Eating	1 Demerit	1 Demerit	1 Demerit / Weekday Detention
Minor Classroom Disruption Talking, note passing, etc.	1 Demerit	1 Demerit	1 Demerit / Weekday Detention
Public Display of Affection	1 Demerit	1 Demerit	1 Demerit / Weekday Detention
Plagiarism	1 Demerit / 50% credit / Required rewritten assignment / Parent/guardian notified	1 Demerit / Weekday Detention / Zero on assignment / Parent/guardian notified *	1 Demerit / Weekday Detention / Zero on assignment / Suspension / Parent/guardian Notified
Chromebook**	1 Demerit	1 Demerit/ Weekday Detention	1 Demerit / Weekday Detention
Damage to School or Church Property	1 Demerit / Parent/guardian will be requested to compensate for deliberate damage	1 Demerit / Weekday Detention/ Parent/guardian will be requested to compensate for deliberate damage	1 Demerit / Weekday Detention/ Parent/guardian will be requested to compensate for deliberate damage / Out-of-school suspension

* A student's second infraction of blatant plagiarism, even if it spans academic years, will be referred to the Administration and require an ensuing parent conference.

** Students should have their Chromebook charged and ready for class. They may not borrow any Chromebooks from the IT department.

The Principal has discretion to address other offenses besides the ones that are listed above.

Level III and IV Infractions

Level III and IV infractions are of a serious nature, and such behavior will not be tolerated. These infractions result in demerits and disciplinary action including out-of-school suspension,

disciplinary probation, restitution, and expulsion depending on the nature of the infraction. Level III and IV infractions include:

- **Fighting or Posturing to Fight**
- **Use of Drugs and/or Alcohol**
- **Theft** (taking and/or possession of another's property)
- **Vandalism** (grounds for civil involvement)
- **Setting off the Fire Alarm** (grounds for civil involvement)
- **Obscenity/Sexual Harassment** (including verbal, written, picture, or via electronic device, offensive gestures or touching could also be grounds for civil involvement)
- **Use of Tobacco Products** (including lighters, vapes, cigarette types, e- vapes, etc.)
- **Harassment, Intimidation, or Bullying** (verbal, written, physical, and/or transmitted electronically)
- **Threatening or Violent Statements** (verbal, written, and/or transmitted electronically)

The Principal has the final decision as to the consequence that is administered for any serious discipline infractions, including but not limited to, smoking, alcohol consumption, harassment, bullying, and/or social media/technology violations.

*NOTE: Local law enforcement **WILL** be contacted if an illegal act has been committed on school grounds or at a school function.*

Disciplinary Actions

Disciplinary actions include:

1. **Parent/Guardian Conferences** - When disciplinary measures are required, a meeting will be scheduled to discuss the situation and potential solution. Attendance at the meeting is mandatory for the parent/guardian, teacher, and Principal or Assistant Principal. The student may or may not be requested to attend.
2. **Out-of-School Suspension** - When it becomes necessary to suspend a student from school, the parent/guardian will be notified in writing and by telephone. An immediate parent/guardian conference will take place within 24 hours of the incident. Suspensions may be appealed. The appeal must be made by the student's parent/guardian in writing to the Principal within three (3) school days following the parent/guardian conference. The final decision of student suspension will be determined by the Principal.
3. **Expulsion** - For serious disciplinary reasons and/or violations of major school regulations, a student may be expelled from school after the Principal has met with the student and parent/guardian. If the Principal decides that an expulsion is warranted, a written notice of expulsion will be given to the parent/guardian no later than three (3) school days after the meeting. Expulsions may be appealed to the Principal in writing by the student's parent/guardian no later than five (5) school days after the disciplinary meeting with the student and parent/guardian (or one week if school is not in session).

Weapons Policy

It is strictly forbidden for any student to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. For the purpose of this policy, a "dangerous weapon" is an instrument or device designed primarily for use in inflicting

death or injury upon a human being, and which is capable of inflicting death upon a human being when used in the manner for which it was designed.

Additionally, any instrument or device of any sort which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being is a dangerous weapon. Dangerous weapons include, but are not limited to, any pistol, revolver or other firearm, dagger, razor, stiletto, switchblade knife, butterfly knife, or knife having blade exceeding five inches in length, clubs, nunchakus, brass-knuckles, stun-guns, billy-clubs. Facsimiles of dangerous weapons used in a threatening fashion are subject to this policy.

Students found possessing dangerous weapons will be subject to expulsion or suspension for a period of no less than one calendar year, according to the Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process. The Principal of the school may modify this expulsion, or suspension for a period of no less than one calendar year requirement, on a case by case basis with the permission of the Superintendent of Schools. The Principal will immediately notify the Superintendent of Catholic Schools of any violation of this policy.

Alcohol, Tobacco, and Drugs

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco, and drugs on school premises, in a school owned vehicle, or during any school sponsored trip or activity. This includes but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person's prescription. Students found using or possessing alcohol, tobacco or drugs in their personal effects shall be subject to disciplinary action as outlined by the school's disciplinary policy

DRESS/UNIFORM CODE

Holy Spirit Regional Catholic School requires all students to wear school approved uniforms. Adherence to the uniform dress code serves two purposes: students appear neat and well-groomed, and distractions from school work and activities are minimized. On special occasions, students are not required to wear the uniform; these days will be announced, and students are required to follow the Out of Uniform Policies. Untidy or unkempt clothes are never permitted, nor are clothes with inappropriate logos. Boy Scout and American Heritage Girl uniforms may be worn on meeting days. Students in Grades 5th-8th are also required to dress-out in approved Physical Education (P.E.) uniforms during their P.E. classes. All uniform regulations and guidelines are subject to the discretion of the Principal.

****All uniform components MUST be purchased through Dennis Uniform**
(excluding shoes and socks)**

Dennis Uniform is located at:

3058 Leeman Ferry Rd. SW #F
Huntsville, AL 35801
Phone: 256-883-7887
School Code: BAHSHA

Uniforms may also be ordered online at www.dennisuniform.com; use the above school code (BAHSHA) when ordering. Dennis Uniform will also custom order items if they are not found in

the store. Every effort is made to make sure Dennis Uniform is kept up to date on all policy revisions.

All students must be in uniform every day. If there is a time when the school uniform cannot be worn, for some documented reason, a note from the parent/guardian must be written to the Principal. All clothing must be properly sized, clean and free of holes, and shirt tails must be tucked in while on campus.

The following guidelines apply to all boys and girls dress codes:

- **Crew socks** - Crew socks are defined as socks 3 inches or more above the ankle. (*Sport socks, defined as the “no show/ankle” socks are not permitted.*)
- **Jumper/Skirt/Skort/Short Length** - Must be an appropriate length that hits right at or slightly above the knee when standing.
- **Plaid** - All plaid jumper/skirts/skort must be #310 plaid.
- **Shirts** - All shirts must have a logo.
- **Sweaters and Quarter-zip Sweatshirts** - Sweaters and quarter-zip sweatshirts must have a logo.
- **Pants/Shorts** - Pants and shorts must stay at the “natural” waist, no sagging. Pants must be without holes and neat and clean in appearance. At no time may undergarments be visible.
- **Tennis Shoes** – Tennis shoes (no high top/basketball style) **must be predominantly one color either white, black, gray or dark navy**. One **small** accent color on tennis shoes is permitted. Laces must match the dominant shoe color unless the shoe is all one color, then the laces may be white. Shoes must be laced at all times. Shoes with mesh may not have different color material underneath.
- **Dress Shoes** - Oxford style, loafer and top-siders (not two-toned) shoes may be worn and must be either solid black, brown, white or dark navy only. Laces must match the shoe color. Saddle shoes may also be worn and be either blue and white or black and white with white laces. Only non-scuff soles may be worn for P.E. Footwear must be kept securely fastened at all times
- **Watches** - Watches with a beeping device/timer/alarm should be silenced during the school day. Any type of Smart watches such as VTech, XPLORE, Apple Watch, Garmin, Fitbit, etc. are not permitted. Wrist devices that are able to connect to the Internet and send or receive messages are not permitted.

Boys Uniform

- **Pants/Shorts:**
 - PreK may wear navy or khaki color pants or shorts with a belt. (*Note: The current school year, 2023-2024, is the LAST year khaki pants or shorts may be worn by PreK.*)
 - PreK and Kindergarten are permitted to wear navy pull-on pants and shorts without a belt.
 - Kindergarten - 4th Grade must wear navy color pants or shorts with a belt.
 - 5th – 8th Grade may wear pants or shorts that are either navy or khaki color with a belt.
- **Belts:**

- Belts are mandatory and must be worn with pants and shorts by students in all grades (*exception: PreK and Kindergarten students that wear pull-on pants and shorts*). Belts must be either the stretch belt with a magnetic closure or leather. Stretch belts must be black or navy. Leather belts must be solid black, brown or dark navy. Suspenders are not allowed.
- **Shirts:**
 - PreK-8th Grade must wear red or white knit shirts (long or short sleeve) with collars, or white long-sleeve, button down oxford shirts. All shirts must have school logos.
- **Wednesday Spirit Wear:**
 - In addition to the regular uniform, students have the option to wear school sponsored t-shirts and/or sweatshirts (spirit wear) with regular uniform bottoms on Wednesdays only. This is an option to the regular dress code; there is no requirement to purchase or wear these shirts. The following items are allowed as spirit wear: either long or short sleeves and either gray, royal blue or navy athletic STREAM t-shirts, Tiger t-shirts, band t-shirts, Spirit Fuel t-shirts, Falcon Middle School Athletics t-shirts, and School Earth Day t-shirts. Students may also wear navy or gray crewneck or hoodie spirit-wear sweatshirts.
- **Mass Uniform:**
 - 7th and 8th Grade students are required to wear a Mass uniform on school Mass days. School Masses are typically on Fridays, however the day could change during a given week due to Holy Days, conflict with the church schedule, etc. 7th and 8th Grade boys will wear a white, long sleeve, button down oxford shirt with school logo, a long, navy necktie (no bow ties) and khaki pants (no shorts). The oxford button down shirt is to be worn all day, but sleeves may be rolled up AFTER Mass. Ties may be removed AFTER Mass. Shirts should be ironed and neat.
- **Sweaters:**
 - All students may wear navy cardigans or sweater vests with the school logo.
- **Quarter-Zip Sweatshirts:**
 - All students may wear gray or navy quarter-zip sweatshirts with the school logo. Sweatshirts must be worn over a collared shirt.
- **Jackets:**
 - All students may wear fleece jackets with logo, and zip-front microfleece jackets with logo. These are the only jackets allowed to be worn in the classroom.
- **Socks:**
 - Socks are mandatory for all students and must be solid white, navy or black in crew length only, without emblems or brand names. Sport socks (ankle socks or no-show) are not permitted.
- **Grooming:**
 - Haircuts should be neat, above the eyebrows, trimmed around the ears, not distracting and may not touch the shirt collar. No coloring, tint, tails, spikes, high front lifts, Mohawks, fade cuts or other styles such as these are permitted. There may not be more than an inch difference in hair length. Boys are not permitted to have facial hair and therefore, if applicable, must be clean shaven.
- **Jewelry:**
 - Earrings are not allowed.

Girls Uniform

- **Polo Dresses:**
 - PreK and Kindergarten may wear navy pique (knit) polo dresses with a logo. Students should wear shorts under dresses as well.
- **Ruffle Ankle Socks:**
 - PreK and K may wear Hamilton plaid, ruffle ankle socks purchased from Dennis Uniform.
- **Shifts:**
 - PreK – 4th Grade may wear #310 plaid shifts (jumpers) with white blouses. Round collar (Peter Pan) blouses are preferred to be worn under the shifts. The appropriate length for shifts should hit right at or slightly above the knee when standing. Students should wear shorts under shifts as well.
- **Skorts:**
 - PreK and 5th-8th Grade may wear #310 plaid or khaki skorts. (*Note: The current school year, 2023-2024, is the LAST year khaki skorts may be worn by PreK.*) The appropriate length of skorts hit right at or slightly above the knee when standing.
 - Kindergarten – 4th Grade may wear #310 plaid skorts. The appropriate length of skorts hit right at or slightly above the knee when standing.
- **Skirts:**
 - Skirts may only be worn in 5th-8th Grade. Skirts may be either khaki or #310 plaid. The appropriate length of skirts hit right at or slightly above the knee when standing.
- **Pants/Shorts:**
 - PreK may wear navy or khaki color pants or shorts with a belt. (*Note: The current school year, 2023-2024, is the LAST year khaki pants or shorts may be worn by PreK.*)
 - PreK and Kindergarten are permitted to wear navy pull-on pants and shorts without a belt.
 - Kindergarten – 4th Grade must wear navy color pants or shorts with a belt.
 - 5th – 8th Grade may wear pants or shorts that are either navy or khaki color with a belt.
- **Belts:**
 - Belts are mandatory and must be worn with pants and shorts by students in all grades (exception: PreK and Kindergarten students that wear pull-on pants and shorts do not wear belts). Belts must be either the stretch belt with a magnetic closure or leather. Stretch belts must be black, khaki or navy. Leather belts must be solid black, brown or dark navy. Suspenders are not allowed.
- **Shirts:**
 - PreK-8th Grade must wear red or white knit shirts (long or short sleeve) with collars, white long-sleeve oxford blouse, or white blouses with round (Peter Pan) collars. All shirts must have school logos.
- **Wednesday Spirit Wear:**
 - In addition to the regular uniform, students have the option to wear school sponsored t-shirts and/or sweatshirts (spirit wear) with regular uniform bottoms on Wednesdays only. This is an option to the regular dress code; there is no requirement to purchase or wear these shirts. The following items are allowed as spirit wear: either long or short sleeves and either gray, royal blue or navy athletic STREAM t-shirts, Tiger t-shirts, band t-shirts, Spirit Fuel t-shirts, Falcon Middle School Athletics t-shirts, and School Earth Day t-

shirts. Students may also wear navy or gray crewneck or hoodie spirit-wear sweatshirts.

- **Mass Uniform:**
 - 7th and 8th Grade students are required to wear a Mass uniform on school Mass days. School Masses are typically on Fridays, however the day could change during a given week due to Holy Days, conflict with the church schedule, etc. 7th and 8th grade girls will wear a white, long sleeve, button down oxford shirt with school logo, a long, #310 plaid necktie (no bow ties) and #310 plaid or khaki skirts or skorts, or khaki pants (no shorts). The oxford button down shirt is to be worn all day, but sleeves may be rolled up AFTER Mass. Ties may be removed AFTER Mass. Shirts should be ironed and neat.
- **Sweaters:**
 - All students may wear navy cardigans or sweater vests with the school logo.
- **Quarter-Zip Sweatshirts:**
 - All students may wear gray or navy quarter-zip sweatshirts with the school logo. Sweatshirts must be worn over a collared shirt.
- **Jackets:**
 - All students may wear fleece jackets with logo, and zip-front microfleece jackets with logo. These are the only jackets allowed to be worn in the classroom.
- **Socks:**
 - Socks are mandatory for all students and must be solid white, navy or black without emblems or brand names. Crew length, knee-high socks and tights (white, navy or black) are permitted. Sport socks (ankle socks or no-show) are not permitted. Only PreK and Kindergarten girls may wear Hamilton ruffle ankle socks.
- **Grooming:**
 - Hair must be neat. Hair with coloring, tint, tails, spikes, high front lifts, Mohawks, fade cuts or styles such as these are not permitted. Hair accessories are permitted but must not be distracting.
- **Makeup/Jewelry:**
 - Make-up of any kind is not allowed in grades PreK-7th. A modest amount of makeup is permitted for 8th grade (foundation and powder only). Nail polish, if worn, may only be clear.
 - Only stud earrings are allowed; no double piercing. Minimal and modest jewelry is permitted.

Additional Uniform Information

Exceptions or substitutions to the school Dress Code must be approved, in advance, by the Principal. The very purpose of our school uniform policy is to achieve quality and consistency among our students in their style of dress. It takes the combined effort of students, parents and school personnel to see to it that every child comes to school in proper uniform.

Please print your child's name on all articles of clothing worn to school and regularly check the lost and found shelving located in the cafeteria for missing articles. Articles not claimed are periodically given to those in need.

School athletes in the 7th and 8th grade may wear their sports jersey (no sleeveless tops) on game days. Sport jerseys are not allowed on Mass days.

Physical Education (P.E.) Uniform (Grades 5-8)

Boys and girls in 5th – 8th are required to dress-out in a school approved P.E. uniform. Because students are required to change their clothing, it is recommended that girls wear skirts with appropriate approved P.E. shorts underneath. Names are to be written inside P.E. uniform shirts and shorts. Students can lose P.E. grade points for not having their names inside their clothing (see Physical Education Grading).

- **Boys and Girls, 5th – 8th Grade**

- **Shirts:** Students must wear gray performance t-shirt with logo.
- **Shorts:** Navy jersey gym shorts or micro-mesh gym shorts. The length of shorts must be fingertip length or longer and fit appropriately.
- **Shoes:** Refer to Shoes under Uniform Dress Code.
- **Socks:** Refer to Shoes under Uniform Dress Code.
- **Other:** Sweat suits are allowed on cold temperature days when P.E. is held outside. Sunglasses may be worn when P.E. is conducted outside and must be plastic.

Out of Uniform Dress Code

A good rule to follow: if you think you shouldn't wear it, you shouldn't.

- **Boys**

- **Shirts:** Shirts must have sleeves. T-shirts may be plain or have positive messages.
- **Pants:** Pant length, style and condition must be consistent with regular uniform policy. Jeans must fit properly. Over-sized or baggy jeans are not permitted.
- **Shorts:** Shorts must be middle fingertip length or longer. This is defined as when a child stands up straight, with hands extended downward by their side and material must touch the middle finger tip or below. Athletic shorts (such as Nike running/tempo shorts) are permitted with compression-style shorts underneath, and must meet the fingertip length requirement. At no time may undergarments be visible.
- **Shoes:** Sandals, flip-flops, boots and open back shoes are not allowed. If a student chooses not to wear tennis shoes on out-of-uniform days, it is their responsibility to bring appropriate tennis shoes for P.E. Tennis (no high top/basketball style) shoes ***must be predominantly one color either white, black, gray or dark navy***. One **small** accent color on tennis shoes is permitted. Laces must match the dominant shoe color unless the shoe is all one color, then the laces may be white. Shoes must be laced at all times. Shoes with mesh may not have different color material underneath. Shoes with lights, sounds, characters, beads, wheels, etc. are not allowed.
- **Socks:** Socks must be worn with all shoes.
- **Jewelry:** Earrings are not allowed.

- **Girls**

- **Shirts:** Shirts must have sleeves. No tank tops, halters or mesh “see-through” shirts allowed. No bare midriffs or exposed shoulders are permitted. T-shirts may be plain or have positive messages.
- **Skirts/Dresses:** Skirts/dresses must meet the length requirement of the regular uniform. It is recommended that girls wear shorts under their skirts/dresses even on out-of-uniform days.
- **Shorts:** Shorts must be middle fingertip length or longer. This is defined when a child stands up straight with hands extended downward by their side; material must touch the middle finger tip or below. Athletic shorts (such as Nike running/tempo shorts) are permitted with compression-style shorts underneath, and must meet the fingertip length requirement. At no time may undergarments be visible.
- **Pants:** Pant length, style and condition must be consistent with regular uniform policy. Jeans must be modest in fit. No leggings/jeggings are allowed unless worn under a dress. Leggings are permitted, but students must wear a T-shirt or tunic top that sits mid-thigh.
- **Shoes:** Sandals, flip-flops, boots, open back shoes, ballet slippers etc. are not allowed. Girls in PreK – 6th Grade may not wear a shoe with a heel over 1 inch. 7th and 8th Grade girls may not wear a shoe with a heel over 2 inches. (Heel height is measured from the back exterior of the shoe.) If a student chooses not to wear tennis shoes on out-of-uniform days, it is their responsibility to bring appropriate tennis shoes for P.E. Tennis (no high top/basketball style) shoes **must be predominantly one color either white, black, gray or dark navy**. One **small** accent color on tennis shoes is permitted. Laces must match the dominant shoe color unless the shoe is all one color, then the laces may be white. Shoes must be laced at all times. Shoes with mesh may not have different color material underneath. Shoes with lights, sounds, characters, beads, wheels, etc. are not allowed.
- **Socks:** Socks must be worn with tennis shoes.
- **Grooming:** Hair must be neat. Hair with coloring, tint, tails, spikes, high front lifts, Mohawks, fade cuts or styles such as these are not permitted. Hair accessories are permitted for purchase at Dennis Uniform. Girls may also wear solid colored (red, navy, white or black) hair bows. Thin sport headbands are permitted and must be solid in color (red, navy, black, brown, gray and white). Plain clips and bobby pins are permitted to hold hair back. Hair bows must be of reasonable size. and not distracting.
- **Makeup/Jewelry:** Make-up of any kind is not allowed in grades PreK-7th. A modest amount of makeup is permitted for 8th grade (foundation and powder only). Nail polish, if worn, may only be clear. Only stud earrings are allowed; no double piercing. Minimal and modest jewelry is permitted.

Birthday Dress Code

Students in Grades Pre-K through 8th Grade may come to school dressed out-of-uniform on their birthday. School out of uniform dress code must be followed. If a birthday falls on the weekend or Mass Day, the following school day will be substituted. Mass Days require uniforms.

Field Day Attire

All out-of-uniform guidelines apply. The following exceptions are only permitted on Field Day.

- **PreK - 4th Grade:** Girls may wear swimsuits under t-shirts and shorts. We encourage girls to wear one piece suits. For those wearing 2 piece swimsuits they are required to keep their t-shirts on. Boys may wear a t-shirt and swim trunks. No tank tops, halters, mesh “see-through” shirts, bare midriffs or exposed shoulders are permitted. Tennis shoes are required.
- **5th-8th Grade:** Girls may wear swimsuits under their clothes; they are not permitted to take their shirts or shorts off. Girls’ shirts need to be darker in color and must wear their P.E. gym shorts. Boys may wear t-shirts and swim trunks. Boys are not permitted to take their t-shirts off. No tank tops, halters, mesh “see-through” shirts, bare midriffs or exposed shoulders are permitted. Tennis shoes are required.

8th Grade Graduation Attire

The 8th Grade graduation ceremony occurs at the end of the school year with a special Mass. The graduation Mass dress code is:

- **Boys:** Dress slacks, dress shirt and dress shoes are the minimum requirement. Suits/sport jackets and ties are encouraged.
- **Girls:** Dresses and skirts are highly encouraged. They must be an appropriate length of no more than 1 inch above the knee while standing. No sleeveless or spaghetti strap tops/dresses are permitted without a sweater on at all times in the church. A modest amount of makeup is permitted.

This dress code also applies to the class photo taken after a designated Friday school Mass prior to the graduation ceremony. Students will change into their school uniform after the picture and must comply with all uniform policies.

EMERGENCY PROCEDURES

At the sound of the fire alarm or tornado alarm, students are to leave the classroom silently in a single-file line, and are to move quickly (without running) to the designated areas, accompanied by their teachers. In case of a lock down, students will be advised by their teacher to follow the protocol established at the school. Students should know the escape route from all rooms including their classroom, the library, gymnasium, cafeteria, clinic, and church etc. Everyone will remain in the designated areas until the all clear signal is given. Teachers will call roll when their students are assembled. Visitors are to follow a teacher’s or staff member’s instructions.

During a true emergency, parents are discouraged from calling the school and tying up necessary communication lines, to come to the school to pick up children, or to try to enter the school building. This is for the safety of all children. All of these actions will impair the ability of Holy Spirit Regional Catholic School’s administration, faculty and staff to ensure the safety and well-being of your child. Please refrain from broadcasting any information on social media. The school will alert parents as soon as safely possible. No parent will be admitted in any emergency situation. Regular and necessary drills will take place multiple times throughout the school year.

GRADING

Grading is an assessment of student progress and is based on the philosophy that students, and not the subject, are being taught. Each child is different and our teachers take great care when evaluating each student. Grades include, but are not limited to daily work and participation in

class, homework assignments, tests, etc. Neatness and promptness of work will have an impact on grades.

PreK and Kindergarten

Students do not receive letter grades. They are graded on readiness and mastery of skills taught throughout the year. Students are assessed as to whether they meet standards (MS), are approaching standards (AS), needs support (NS) or are not assessed (NA). Students are assessed in the 2nd and 4th quarters only.

First Grade

Grades are given for Reading, Math, Spelling and English.

2nd – 8th Grade

Seventy percent (70%) of the class quarter grade will consist of tests, quizzes, research papers, essays, projects, and book reports. Thirty percent (30%) of the class quarter grade will be divided at the teacher's discretion between homework, class work, and labs. Grades, cumulative absences, current grade averages and teacher comments comprise the information provided to parents.

In 7th and 8th Grade, each quarter grade equals 20%, and the semester exams equals 10% of the semester grade for a 100% total year end grade. Semester examinations are only given in 7th and 8th grades.

All students in 3rd – 8th Grade receive a midterm progress report generated through FACTS. Parents are always welcome to request conferences with teachers about ways to best address concerns. For a 7th and 8th Grade students, it is important to keep in mind that student's report cards may determine what subjects they will be allowed to take in high school. Listed below is the basic grading system:

100 - 93	equals	A
92 - 84	equals	B
83 - 74	equals	C
73 - 64	equals	D
63 or below	equals	F

Physical Education Grading

Physical Education students begin each grading period with 100 points. Deductions of points from the final quarter grade may be made for the following reasons:

- Deduct 5 points for: Not Dressed Out (ND)
- Deduct 3 points for: Wrong Shoes, Not Tied (WS), and Locker Room Conduct (LC)
- Deduct 1 point for: Gum (G), Out of Row (OR), Manners (M), and No Name (NN)

P.E. clothes will be checked periodically for names. Points will be deducted for no names.

Students who must be excused from Physical Education class on a daily basis must submit an excuse dated and signed by a physician. Students who must be excused from P.E. for an extended period of time due to injury or illness may be required to submit a written report of one page or more according to the length of excuse.

Students participating in the middle school athletic program of St. John Paul II Catholic High School may substitute P.E. class with a study hall. This substitution may only be made during the season of the sport of which the student participates.

Honor Roll Criteria

Honor Roll can be a powerful motivator to encourage students to achieve. If we expect students to hold the Honor Roll in high regard as worthy of extra effort, we must emphasize what students consider to be valuable traits. These traits should likewise be respected by teachers, parents, and the whole community. These traits should include thoroughness, cooperation, ability to listen, patience in deciding group goals, willingness to do one's part, etc. Our faculty is committed to notice what ought to be encouraged in every student: improvement. We have three types of Honor Rolls: A Honor Roll, A/B Honor Roll, and Improvement Honor Roll.

- **A Honor Roll:** Students must have all A's in graded subjects and an S (satisfactory) in non-graded subjects.
- **A/B Honor Roll:** Students must have A/B in graded subjects and an S or above in non-graded subjects.
- **Improvement Honor Roll:** To earn a place on the Improvement Honor Roll, a student's grades must exceed the grades of the previous quarter in two or more subjects, go down in no subjects, and be better than D in all subjects.

Honor Roll students must make an S in conduct and an S in effort in all subjects.

Promotion and Retention Policy

Retention or promotion is based on the all-around adjustment of the child. The decision for retention is reached cooperatively among the teachers, Principal, and parents. Final decisions are the responsibility of the Principal. A student is retained in a grade if he/she has a yearly average of F in two or more of the following areas: Reading, English, Math, Science and Social Studies. Students may be allowed to take summer school courses at the discretion of the Principal. Eighth grade students who do not meet the requirements for promotion will not receive a diploma and may not participate in the various activities at the end of the school year, such as dances, graduation ceremony, etc. Students who are retained in the eighth grade may not return to Holy Spirit Regional Catholic School to repeat their eighth grade year as per diocesan policy.

GRIEVANCE PROCEDURE

Where there is a misunderstanding or disagreement with any member of the faculty, staff, or school administration, the matter is to be taken up with the party involved on an individual basis, on the level that the grievance occurs. If you should not receive sufficient satisfaction for your complaint from the individual concerned, you may then take the matter to the person's supervisor. *All grievances and discussions should take place with mutual respect and concern for all. Any inappropriate behavior such as yelling or threatening will not be tolerated. Gossip and discussion throughout the community can be destructive to all concerned. Use of social media to discuss issues, vent, or express opinions is a serious breach.*

HOMEWORK

Holy Spirit Regional Catholic School requires daily homework; however, it might not always be a written assignment. Study habits are a crucial part of becoming a successful student. Parents should check the homework habits of their children and provide them with a reasonable, comfortable and quiet place in which to study. Teachers may request students to submit homework through Google Classroom or SeeSaw platform. Instructions on how to login into these accounts will be provided to the student. As the child progresses through school, homework and

study require more after school time. Ordinarily, the following homework and study time limits are suggested:

- **PreK – 2nd Grade:** 20 to 30 minutes
- **3rd – 5th Grade:** 45 minutes to 1 hour
- **6th – 8th Grade:** 1 1/2 hours to 2 hours

If your child takes either an unusually long or short amount of time at a homework task, please review your child's homework for completion and content. Incomplete homework in any subject can be reflected in the effort grade for that subject area on the student's report card. If your child is in the situation of having multiple zero grades posted, a conference may be requested. If a problem is chronic and is cause for academic concern, the Principal, Vice-Principal, School Counselor, and/or the Resource teacher and classroom teacher may meet with the parents and student to address those concerns.

While written homework is an essential part of the process, students in middle school grades should also develop study habits. This means that students should take time to review notes, textbooks, online teacher information, and paperwork, including but not limited to worksheets, study guides, and homework help. Through written work and daily review of subject areas, students develop stronger learning habits and a deeper understanding of the subjects being taught. The rule of three for study habits is read-write-recite. Reading over material silently, reciting aloud, and writing down notes and questions help to ensure retention of the subject matter.

INTERNET ACCESS AND ELECTRONIC DEVICES

The good name, reputation, and personal safety of each student, faculty, and staff member, as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important.

Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parent's responsibility to take action.

In order to protect each and every student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in Holy Spirit Regional Catholic School. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web, and whether it is done on a school computer or not and on school time or not. Therefore, any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

Technological activities are restricted to teacher approved apps and websites. Computers are only to be used for educational enhancement. As technology evolves, school administration reserves the right to change, redefine, or modify these policies and procedures regarding technology.

Students may not wear any type of smart watch such as VTech, XPLOA, Apple Watch®, Garmin, Fitbit, etc. on the school campus. No student may have access to the internet through a phone, watch, or other device(s) except school issued devices. Students and parents must sign and agree to the technology agreement policy for the school.

1. Social Media: Engagement in online social media such as, but not limited to, Twitter®, Google+®, Facebook®, Snapchat®, Instagram®, TikTok®, etc. may result in disciplinary actions if the content of the student's or parent's comments are defamatory toward the school, the faculty, other students, or the parish.
2. Sexting: Engagement in apps such as, but not limited to, Snapchat®, Instagram®, TikTok®, etc. is prohibited. Students involved in possession or transmission of inappropriate photos or words on their cell phones or other electronic devices face disciplinary action.
3. Texting: Students should at no time be involved in texting/instant messaging during the course of the school day. Students involved in this activity at school face disciplinary action.
4. Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.seconddlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children. Students whose avatars depict other students, school faculty or staff members, or parish staff in a defamatory nature may face disciplinary action.

**Policy adopted April 18, 2006 by the Diocesan Catholic School Board*

Catholic Schools in the Diocese of Birmingham in Alabama make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should only be present as requested by instructional staff. Any electronic device present during the school day will be used only for directed educational purposes within the acceptable use policies. If any are used, seen or heard during school hours, for other purposes then consequences will be decided by the Principal.

LOST AND FOUND

Students should report loss of property to the school office. Should a student find a lost item, it should be turned into the school office. These lost articles may be claimed upon proper identification. All lost articles left unclaimed at the end of the school year will be donated to charity. Unclaimed items will be placed in the lost and found shelves in the cafeteria.

NATIONAL JUNIOR HONOR SOCIETY

Spirit of the Cross Chapter Membership in the National Junior Honor Society (NJHS) is one of the highest honors that can be awarded to a student. Our chapter strives to give practical meaning to the society's goals of scholarship, leadership, service, character, and citizenship. Membership for NJHS is an obligation to demonstrate the society's goals, and the mission and vision of Holy Spirit Regional Catholic School. The criterion for selection for NJHS at Holy Spirit Regional Catholic School is as follows:

- All candidates must have attended Holy Spirit Regional Catholic School for at least one full semester.
- All candidates for membership must have a combined grade point average of 93 or higher in their major subjects.

- Along with academics, candidates will be evaluated in the areas of leadership, service, character, and citizenship. These evaluations are based on information supplied by the candidates and teacher recommendations.
- Candidates for the NJHS will be selected annually. Students meeting all requirements will receive a written invitation to join the society. Induction ceremonies will be held once a year.
- After each semester, members who have not maintained the above qualifications will receive a letter placing them on probation. If the qualifications are not met the next semester, the student will be dropped from membership in NJHS.
- Students that have received a school suspension of any kind 2 years prior to their candidacy, will not be considered for membership.

PARENT-SCHOOL RELATIONS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education. Enrollment at Holy Spirit Regional Catholic School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the faculty and staff of Holy Spirit Regional Catholic School and the parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Holy Spirit Regional Catholic School, by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from Holy Spirit Regional Catholic School. Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students. All conversations will remain productive and respectful. Any meeting that escalates outside of respect will be terminated and rescheduled.

PARENT/TEACHER/STUDENT CONFERENCES

Formal parent/teacher/student conferences are scheduled at the end of the first quarter, and students are encouraged to be present. These conferences occur after report cards have been issued and are an opportunity for parents, teachers, and students to meet and discuss together the best learning options for a student. Teachers will send a conference letter home with a date and time. If a conflict should arise in scheduling, parents should contact the teacher to arrange an alternate time for the conference.

During the year, parent/teacher/student conferences or meetings can be arranged as individual needs arise. Teacher(s) should be emailed directly to schedule a meeting. A list of faculty and staff email addresses can be found on pages 1-3.

PARENT/TEACHER ORGANIZATION (PTO)

The operation of a successful Catholic school very much depends on the participation and support of parents and friends in the community. The Parent/Teacher Organization (PTO) functions to provide service and information to the parents/guardians of students attending Holy Spirit Regional Catholic School. In addition, it provides financial support to the school. All Holy Spirit Regional Catholic School parents/guardians are urged to show support for the school by becoming

a member of the organization. Parents/guardians should make an effort to attend the meetings and support the organization and its efforts.

Parents are expected to be active and interested in the life of the school community: social events, fundraising projects, and spiritual activities. Children learn about service when they observe those they love, especially the adults with whom they live, serving others. If you have time and talents to share, please contact your child's teacher, or the PTO at hspto@hstigers.org.

PARTIES AND BIRTHDAY CELEBRATIONS

Classroom parties will be allowed on the last day of school in December and May. Room parent coordinators will work with the classroom teachers to provide refreshments and snacks for these events. Food allergy protocols will be followed and communicated to the class parents. The school nurse must approve any food brought into the classroom for class parties.

Birthday celebrations are at the teacher's discretion and will be held in the student's classroom (there are no birthday celebrations in the cafeteria). Requests to bring in a treat to share with the student's homeroom class must be made via email to the teacher **and** the school nurse at least 48 hours in advance. If allowed, food allergy protocols will be followed and communicated to the parent. The school nurse **must approve** any food brought into the classroom. Parents may not bring any lunches for a small group of students in the cafeteria for a birthday celebration.

****DOUGHNUTS ARE NOT ALLOWED AT ANY PARTY OR CELEBRATION****
due to the high probability of cross-contamination with allergens

PERSONAL BELONGINGS

Only those items determined by the teacher to be necessary for school are to be brought to school. Unnecessary items (i.e., toys, etc.) can be distracting and can disrupt the learning environment we are trying to create. All students are encouraged to have a book bag or backpack. Students are allowed to bring **non-metal** water bottles. Please be sure that all items that are brought to school are clearly labeled with the child's name, so they can be easily identified.

RECESS AND PLAYGROUND SAFETY

Recess is an important part of each day. Students are expected to go to the playground for recess, weather permitting. For the safety of everyone, students are expected to play in assigned areas only and observe safety rules. Possibly dangerous games are prohibited. All playground equipment is to be used properly. Students with an excuse to sit out of P.E. must also sit out at recess.

SERVICE PROJECTS AND EXTRA-CURRICULAR ACTIVITIES

Throughout the school year our students participate in a number of service projects. The purpose is to provide students with the opportunity to make a difference in our church and our community through various service and support programs. Additionally, there are many extra-curricular options for students. Students are encouraged to participate in any of the following activities:

- Altar Servers during school mass (4th – 8th Grade)
- Band (5th – 8th Grade)
- Basketball – Boys (3rd – 8th Grade)

- Basketball – Girls (3rd – 8th Grade)
- Guitar Ensemble (2nd – 8th Grade)
- Knight’s School Chess Club
- Lego Club (Kindergarten – 4th Grade)
- National Junior Honor Society (7th – 8th Grade)
- Outdoor Classroom (6th – 8th Grade)
- Soccer - Indoor and Outdoor (Kindergarten – 8th Grade)
- Spirit Fuel (2nd – 8th Grade)
- T-Ball (PreK – 1st Grade)
- Theater
- Track (3rd – 8th Grade)
- Volleyball – Girls (3rd – 8th Grade)

Students will not be allowed to participate in any school extra-curricular activity if they have a “D” or “F” in any of their subjects. Administration will begin to check grades at the end of the first quarter and every subsequent progress report and report card period. Parents will be notified of student ineligibility by email.

STUDENT RESPONSIBILITY FOR THE CARE OF PROPERTY

Each student is held responsible for his or her desk and locker. Parents will be requested to compensate for deliberate damage to school or parish property caused by their student.

TELEPHONE

Students are not permitted to use the telephone while at school. In the event of student illness, the school office or school nurse will contact the parent. Emergency messages will be conveyed to your child.

TEXTBOOKS

It is required for all hardcover books used in Grades 1 - 8 to be covered. Each book is numbered and coded for inventory, and students are responsible for the books given to them. Use of contact paper covers and writing in textbooks is not allowed. Parents will be charged the replacement cost for their child’s lost or damaged book(s). If workbooks are lost, students must purchase new ones. Charges for these books will be billed through FACTS. All textbooks are to be turned in at the end of the school year or a replacement charge will be assessed.

TUITION AND FEES

School Tuition and Fees 2023 – 2024

	Parishioner	Non-Parishioner
	Annual Tuition	Annual Tuition
1 Child	\$ 6,310.00	\$ 7,919.00
2 Children	\$ 11,043.00	\$ 15,838.00
3 Children	\$ 15,145.00	\$ 23,757.00
4 Children	\$ 19,058.00	\$ 31,676.00

Pre-Kindergarten	\$ 7,245.00
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Tuition is based on a 10-month school year, and is paid through the FACTS Tuition Management portal. Tuition payment plan options are: annually, semi-annually, 10 or 11 monthly installments. All payment plans start in July. Tuition for the first month of school is non-refundable.

There are no discounts or reduced tuition for a Pre–Kindergarten student.

Middle School tuition (6th, 7th, 8th Grade) is an additional \$100.00 per student.

Student withdrawal fee of \$200 will be assessed and no records will be released until the fee is paid and all accounts are settled.

All fees are charged and paid through the FACTS Tuition Management portal.

FACTS Fees are due 10 days after the FACTS Agreement is finalized. FACTS Fees are based on the Tuition Plan chosen:

1 Tuition Payment		\$ 25.00	
2 Tuition Payments		\$ 25.00	
3 or more Tuition Payments		\$ 55.00	
FACTS Returned Payment Fee		\$ 30.00	
School Late Payment Fee		\$ 15.00	
Nonrefundable Application Fee	(New Student)	\$ 40.00	
Nonrefundable Registration Fee	(New Student)	\$ 150.00	
Nonrefundable Re-Enrollment Fee	(Returning Student)		
Early Re-enrollment		\$ 125.00	Dates to be
determined			
Re-enrollment		\$ 150.00	
Late Re-enrollment		\$ 175.00	

Technology Fee	per student	\$ 75.00	Charged in August
Art Fee	per student	\$ 20.00	Charged in August
Security Fee	per student	\$ 100.00	Charged in
September			

Parent Teacher Organization

PTO Registration Fee	per family	\$ 25.00	Charged in
September			
PTO Activity Fee	per student	\$ 30.00	Charged in
September			

Voluntary School Activity Fees

Guitar Ensemble	(entire year commitment)	\$ 220.00	Charged in August
Spirit Fuel	(entire year commitment)	\$ 290.00	Charged in August
Band	(entire year commitment)	\$ 220.00	Charged in August

Fall Sports:

Volleyball - Girls	3 rd – 8 th	\$ 70.00	Charged in August
Soccer	PreK – 2 nd	\$ 50.00	Charged in September
	3 rd – 6 th	\$ 70.00	
Basketball	3 rd – 4 th	\$ 60.00	Charged in November
	5 th – 6 th	\$ 70.00	

Spring Sports:

Track	4 th – 6 th	\$ 70.00	Charged in March
T-Ball	PreK – 1 st	\$ 45.00	Charged in March

Field Trips:

Dauphin Island Sea Lab	8 th Grade Only	\$ 300-500	Charged in Spring
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Before/After School Care

Per child/per hour	\$ 12.00	or \$.20 per minute
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Parishioner Verification Form

A Parishioner is a registered and supporting member of **Holy Spirit Church** or **Good Shepherd Church**. A Parishioner verification form must be signed and turned into the School Business Office for processing and verification with the churches prior to start of school in order to receive parishioner tuition rates.

FACTS Payment Plans

Payment plans must be set up through FACTS Management. Keep in mind that it will not state how much the tuition will be until the Bookkeeper verifies your information. You will receive an email confirmation from FACTS once your account has been finalized.

appropriate, which must be worn at all times while in the school. Before exiting the school, the visitor/volunteer must sign-out at the front desk and return their badge.

VOLUNTEERS (PARENT AND NON-PARENT)

The Diocese of Birmingham requires that ALL volunteers, including but not limited to cafeteria volunteers, field trip drivers, library helpers, coaches, and room parents, must complete an Application for Service (Form AS-1), have a background clearance, and a current youth protection certificate from the Virtus program prior to volunteering. Forms are available in the school office, and Virtus is an online program.

Events where additional supervision is needed to assist a teacher the following supervisory ratios will be used:

- Ages 5 years old and under – 1 adult for every 5 minors
- Ages 6 to 9 years old – 1 adult for every 7 minors
- Ages 10 to 14 years old – 1 adult for every 8 minors

If both male and female youth are present, then both male and female supervisors are required. Volunteers must be aware that the teacher has supervisory responsibility over them as well as the students, and it is therefore imperative that the volunteer comply with teacher requests in order to remain in compliance.

Holy Spirit
Regional Catholic School
Family Handbook Acknowledgement
2023-2024

My student and I have read Holy Spirit Regional Catholic School's Handbook of rules and policies. We understand the policies and disciplinary actions set forth by Holy Spirit Regional Catholic School. By signing this agreement, my student and I will abide by the policies, rules and expectations as stated in this written document.

*Please complete one form for **each** student.*

Student's Signature

Grade & Teacher

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

(The Family Handbook is available online. Please read the handbook, sign, and return this form to the homeroom teacher by Wednesday, September 6, 2023.)