HOLY SPIRIT
Regional Catholic School

2026 – 2027
FAMILY HANDBOOK

619 Airport Road, Huntsville, Alabama 35802

(256) 881-4852 / www.hstigers.org

ALABAMA PURPLE STAR SCHOOLS
Supporting Military Families

HANDBOOK DISCLAIMER

This policy handbook is limited in content. Emphasis has been placed on those things which are deemed most pertinent to the students, parents, and Holy Spirit Regional Catholic School at the present time.

It would be impossible to anticipate all problems which may arise in the future. Yet, each year, a few distracting trends and circumstances show up on our school grounds. Anything that detracts from or disrupts the spirit, education, philosophy, or dignity of Holy Spirit Regional Catholic School will be held to be unacceptable, even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.

In the absence of a policy in this handbook, the administration (in accordance with diocesan policy) reserves the right to determine policy should the need arise. In the event of inadvertent conflict, the diocesan policies supersede. The administration reserves the right to amend this handbook at any time.

July, 2026

Dear Parents and Students,

Welcome to Holy Spirit Regional Catholic School! In choosing Holy Spirit, you have demonstrated a commitment to the values and philosophy of a Catholic education. First and foremost our first priority as a school is to help form your children into holy disciples of Christ and eventually saints in Heaven. Our Lord created each one of your children to be saints, and at Holy Spirit we will strive to cultivate the amazing gifts He has given to each and everyone of your children.

The Parent/Student Handbook reflects the policies of Holy Spirit Regional Catholic School for the 2026-2027 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Spirit Catholic School during the 2026-2027 school year.

The faculty and staff of our school look forward to partnering with you to promote the academic excellence and spiritual development of the students who have been entrusted to our care. We are glad to partner with you this year. We promise our prayers and support and ask for yours as well.

May God bless us as we journey together to bring the best to our children.

Sincerely,
Mr. Josh Saibini
Principal

INTRODUCTION/PURPOSE

The purpose of the Family Handbook is to set forth the policies and procedures of Holy Spirit Regional Catholic School. Please read this handbook in its entirety and retain it for future reference. Students, parents, teachers, staff and administration working together is key to academic success.

MISSION AND VISION OF CATHOLIC SCHOOLS

The mission of the Diocese of Birmingham Catholic Schools is to educate our students to seek God in Truth and for loving service by teaching the message of the Gospel, forming a Community of faith, providing the whole child with a Catholic and Christ-centered environment, and inspiring all to reach their full academic and spiritual potential.
The Catholic Schools of the Diocese of Birmingham in Alabama provide an excellent educational experience in the Catholic tradition enabling all students to develop their God-given talents.

1. *We lead students to recognize the wonder of God in all things and to inspire them to live the Gospel of Jesus Christ with joy.*
2. *We send them into the world to actively share their faith with others.*
3. *We develop disciples with substantial knowledge and skills, a genuine thirst for the truth, and a sincere desire to love and serve the Lord and others.*

MISSION OF HOLY SPIRIT REGIONAL CATHOLIC SCHOOL

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 OF HOLY SPIRIT REGIONAL CATHOLIC SCHOOL

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.

LEADERSHIP OF CATHOLIC SCHOOLS IN THE DIOCESE OF BIRMINGHAM.

The Bishop of the Diocese of Birmingham in Alabama exercises vigilance over all Catholic schools pertaining to the Diocese of Birmingham. The Bishop is also the ultimate authority and teacher of Catholic faith in the diocese. The Diocese of Birmingham Catholic schools and their personnel are responsible to the Bishop and his delegates in all matters concerning the Catholic faith.

The Superintendent is appointed by the Bishop of Birmingham in Alabama and executes the Bishop's vision for Catholic education in the Diocese of Birmingham. The Superintendent serves as the primary administrator of the Diocese of Birmingham Catholic Schools and supervises the Principal of Holy Spirit.

A. PASTOR

The designated Priest-Administrator, which is the Pastor of Holy Spirit Parish, is the spiritual and canonical leader of the school. The ultimate responsibility for decisions rests with the Pastor according to Canon Law and Diocesan Policy. He has the overall responsibility for the spiritual and administrative leadership of the school/early learning center.

The Pastor:

1. *Develops the faith community of the school and the School Advisory Council.*
2. *Approves the selection of the Principal.*
3. *Provides liturgical and sacramental opportunities and ensures that the teachings of the Roman Catholic Church are clearly and accurately presented in the school.*
4. *Establishes the School Advisory Council to assist in the governance of the school and serves as an ex-officio member of the Council.*
5. *Approves School Advisory Council recommendations, including policies.*
6. *Approves the school budget and monitors the financial affairs of the school, ensuring consultation with both the School Advisory Council Finance Committee and the Parish Finance Council.*
7. *Approves the selection and termination of faculty and staff. Signs contracts.*
8. *Evaluates the Principal's performance on an annual basis.*

C. PRINCIPAL

Under the supervision of the Pastor and the Superintendent, the principal is responsible for the day-to-day administration of the school.

The Principal:

1. *Executes the day-to-day functions as the spiritual and administrative leader of the school.*
2. *Develops the instructional and operational programming of the school within the policies of the Policy Manual for Catholic Schools in the Diocese of Birmingham, the state (as applicable), and the accrediting body.*
3. *Hires faculty and staff with the appropriate credentials in alignment with the faith and mission of the school.*
4. *Develops the curriculum and oversees instruction.*
5. *Supervises staff performance.*
6. *Prepares and manages the school budget with the School Advisory Council finance committee and in consultation with the Parish Council.*
7. *Ensures compliance with all policies and regulations.*
8. *Engages in ongoing assessment and advancement of the mission of the school.*
9. *Keeps the School Pastor or President adequately and timely informed about the operation of the school.*

Holy Spirit Regional Catholic School is a regional school which means it is sponsored by multiple parishes that are geographically contiguous. A regional school is governed by a designated Priest-Administrator. The designated Priest-Administrator is typically the Pastor of the parish geographically nearest to the school.

HSRCS is sponsored by the Diocese of Birmingham in Alabama and is part of the Diocesan Catholic Schools Office and subject to the Policy Manual for Catholic Schools.

ACCREDITATIONS/DESIGNATIONS

Holy Spirit Regional Catholic School is accredited by Cognia® as a member of the Catholic School System of the Diocese of Birmingham, and in 2013 was recognized as a National Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership, high quality teaching, and relevant curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

We are honored that, in 2024, Holy Spirit Regional Catholic School received the designation as an Alabama Purple Star School. The Purple Star Schools Program is a collaborative initiative developed to recognize the efforts of K-12 schools in the states that are committed to and supportive of military students, and their families, as they transition to their new homes and schools. Holy Spirit Regional Catholic School is the only non-public, and only Catholic school in the State of Alabama to receive this designation.

STATE LAWS

Catholic Schools shall adhere to the laws of the State of Alabama and the regulations of the state Department of Education as they pertain to church or non-public schools.

FAMILY HANDBOOK

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. Holy Spirit will evaluate its policies and procedures annually with the School Advisory Council and proposed changes will be reviewed by the Superintendent of Schools prior to implementation.

SCHOOL ADVISORY COUNCILS

Holy Spirit has a School Advisory Council that follows policies, procedures, and best practices as determined by the Catholic Schools Office for operating Catholic school advisory councils. The purpose of the School Advisory Council is to advise and support the Pastor/President and the Principal.

HOLY SPIRIT VOLUNTEER ORGANIZATIONS

Parent-Teacher Organization

The HSRCS Parent Teacher Organization (PTO) helps parents, students, staff, and faculty build an exciting and challenging learning environment through three pillars:

- Foster Community: We organize and facilitate events for the students, families, faculty and staff.
- Support a Dynamic Learning Environment: We provide classroom supplies, learning materials, and classroom parties.
- Appreciate Faculty and Staff: We sponsor quarterly faculty and staff appreciation events and other activities to show gratitude towards Holy Spirit's hardworking faculty and staff.

All HSRCS families are automatically members of the PTO and pay annual membership dues per family and per student. All faculty and staff are also members of the PTO and are exempt from dues. The PTO general membership elects Executive Board members in May for the following academic year. The Executive Board plans and implements activities to fulfill the mission according to the PTO budget.

PROTECTION OF REPUTATION

It is vitally important that the good name and reputation of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham in Alabama as an institution of the Catholic Church be protected.

In order to protect students, school employees, the school and the diocesan education institution as a whole, all students enrolled in a Diocese of Birmingham Catholic School are 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 our schools. Public defamation of any student, employee, or Catholic school by a student or parent/guardian is a serious matter and will not be tolerated. This includes whether defamation is done orally, in writing, via email, or social media and covers whether it occurs on or off campus, on personal time or on personal devices. 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.

GRIEVANCES

Any serious grievance regarding a Diocese of Birmingham Catholic school or its personnel that cannot be solved through an informal process using the local chain of authority (teacher, school administrator/principal, pastor/president) shall be resolved through Administrative Recourse.

Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse Procedures (2402P).

2402P Grievances: Administrative Recourse Procedure

DEFINITION A grievance is a formal complaint about any serious issue regarding a diocesan, parochial, or regional Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

PURPOSE The primary purpose of Administrative Recourse shall be to secure, at the most proximate administrative level possible, equitable solutions to problems which may from time-to-time arise affecting the welfare or working conditions of persons associated with the school.

BASIC PRINCIPLES Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential. There shall be no retaliation against any party or participant in Administrative Recourse. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend. Records of formal proceedings at every level shall be kept and made available to all parties involved.

PROCEDURE

Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor/president) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor/president may ask a third party to attend and assist the discussion.

Formal Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. Complaints to be resolved through these procedures, the following guidelines shall apply:

For complaints relating to a school administrator/principal, the grievant will begin with LEVEL TWO

For complaints relating to a pastor or president, the grievant will begin with LEVEL THREE.

All other complaints will begin at Level One.

LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall submit the complaint in writing to the school administrator/principal within 1o business days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/ principal will hold a meeting within seven business days following receipt of the written statement of grievance. The school administrator/ principal, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO — PASTOR/PRESIDENT

If the grievant is dissatisfied with the school administrator/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor/president. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor/president within 10 business days following the occurrence of the event. The pastor/president will hold a meeting within seven business days following receipt of the written statement of grievance or the appeal, as applicable. The pastor/president, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the pastor/president shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE — CATHOLIC SCHOOLS OFFICE

If the grievant is dissatisfied with the pastor's/president's written decision, the grievant may appeal the decision in writing within five business days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 10 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will review all evidence and may choose to hold a meeting within 10 days following receipt of the

appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 business days of the evidence review and a copy of the decision shall be delivered to the grievant, the pastor/president and the school administrator/principal.

LEVEL FOUR — OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five business days to the Bishop. The Bishop or his designee will review the entire record relating to the grievance and may choose to hold a meeting which shall not be later than 15 business days after receipt of the written appeal. The grievant is entitled to attend the meeting, should one be held. The Bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the Bishop shall be final and binding.

INSTRUCTION

SCHOOL CALENDAR

Each school shall provide a school term of at least 180 full instructional days, or the hourly equivalent of no less than 1080 instructional hours. Faculty and staff will have a minimum of 12 in-service days. Please refer to the school calendar on the school website.

INSTRUCTIONAL TIME

The schedule of each Diocese of Birmingham Catholic school typically provides six hours of instruction per day. In determining hours of academic instruction, the general assessment for a 5-day week is 6 hours per full-day and 4 hours per half-day.

If the school day must be modified because of inclement weather or another emergency issue after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day. The Principal, in consultation with the Superintendent, can implement e-learning days, instead of losing instructional time due to inclement weather, widespread illness, etc.

SCHOOL DAY

The school day officially begins at 7:55 a.m. and ends at 3:05 p.m. Students are permitted to enter the school building at 7:30 a.m. Before School Care is offered to students beginning at 6:45 a.m**.** Students arriving after the school day begins are considered tardy and must report to the front office and be signed in by their parent/guardian.

Students are expected to be in the classroom on time and ready to learn by 7:55 a.m. Students are expected to have eaten their breakfast prior to entering the school. No outside food or beverages will be permitted in the classroom.

E-LEARNING DAYS

Occasionally, HSRCS will close unexpectedly due to weather or an unforeseen event. In order to continue the students' academic studies, E-Learning days may be implemented as determined by the Principal in consultation with the Superintendent. Students are not to come to school on E-Learning days, but rather will work from home.

Families will be notified of any e-learning days via an email from the Principal, a text message from the school, and a post on Holy Spirit's social media.

Teachers will provide class-specific instructions to the students. The students will be responsible for completing all assigned work. All e-Learning assignments are mandatory work and should be turned in or submitted to the teacher in a timely manner.

CODE OF HONOR

At Holy Spirit Regional Catholic school, our mission is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Honor. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Students have a right to learn. No student will stop another student from learning.
- Teachers have the right to teach. No student will stop the teacher from teaching.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students will pledge to uphold the Holy Spirit Code of Honor.

"On my honor, as a Child of God and as a student of the Holy Spirit Regional Catholic School Community, I will respect myself and others. I will not lie, cheat, steal, deceive, disrespect, act with violence, nor aid another in these actions. So help me God. Amen."

ADMISSIONS

Catholic schools in the Diocese of Birmingham, 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 (HSRCS) complies with Alabama State Laws, *without exception,* regarding PreK, Kindergarten, and First Grade entrance requirements:

I. **PreK – Children must be four (4) years of age by September 1st.**
II. **Kindergarten – Children must be five (5) years of age by September 1st.**
III. **First Grade – Children must be six (6) years of age by September 1st.**

Catholic students will receive priority admission followed by the siblings of currently enrolled students. Where the facilities and space permits, students of other faiths may be admitted according to regular admission procedures. Non-Catholics shall be required to participate in all religious programs. They are not to receive the Sacraments of Reconciliation or Holy Eucharist.

HSRCS shall admit only students whose needs can be served by the school program. HSRCS does not discriminate on the basis of any gender, color, race, disability, national or ethnic origin.

It is the Diocese of Birmingham's policy that all schools be open to integration. The Catholic schools shall not be a refuge for anyone trying to avoid integration in the public schools. Pastors and principals must refuse admittance to anyone who, in their opinion, is attempting to circumvent the laws of court orders affecting integration in public schools.

All students are required by Alabama State Law to be immunized against polio, diphtheria, tetanus, pertussis, measles, rubella, and varicella (chicken pox). HSRCS 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 in order to be eligible to enroll in HSRCS.

Additionally, to be eligible to enroll in HSRCS, students who are applying for admission and are transferring from a different school, must also present a copy of their most recent report card, a letter of recommendation from their most recent teacher(s), be in good standing, and have no pending disciplinary actions against them by the school they are leaving. Administration may interview the student and/or the parents/legal guardians. Final admission for enrollment may be granted upon receipt of official transcripts.

The assignment of students to a homeroom class is made by the teachers and finalized by the Principal based on academics, behavior and boy/girl ratios. Parents may request a specific teacher for their student, however the homeroom assignment is not guaranteed. Siblings **will not** be placed in the same homeroom.

ADMISSION OF STUDENTS WITH EXCEPTIONALITIES GUIDELINES

HSRCS' team-based approach to students with exceptionalities is grounded in support and accommodations provided by the parents at home, the teacher and the C.A.R.E Team in the classroom. Families will send HSRCS official documentation related to testing, diagnosis from a doctor, testing results and/or other supporting documents as part of the admission application process. HSRCS will review and evaluate the documents to determine the school's ability to meet the student's needs. If HSRCS and the family mutually decide that HSRCS is a good fit for the student and the school, then the C.A.R.E. Team will lead the development of an Individualized Student Plan, which details the accommodations and support the teacher can provide in the classroom, the support the C.A.R.E. Team can provide in the classroom, and the support the parents will provide at home. HSRCS is not obligated to honor 504 plans or

Individualized Education Plans (IEPs). HSRCS also does not offer Occupational Therapy, Physical Therapy, or Speech Therapy.

WITHDRAWING STUDENTS

Students transferring out of HSRCS must complete a withdrawal form and pay a $500 withdrawal fee (per student). Tuition and accrued fees for the last month of enrollment will neither be refunded nor pro-rated. Prepaid tuition for subsequent months will be refunded. No records will be sent to new schools until all tuition and fees, including withdrawal fees, have been paid and all books and materials loaned to the student have been returned.

PARENTS/GUARDIANS INFORMATION

PARENTS/GUARDIANS-SCHOOL RELATIONS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education. Enrollment at HSRCS is an agreement by the parents/guardians 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 HSRCS and the parents/guardians is essential for the overall education of a student and is maintained through constructive dialogue.

If parents/guardians refuse to abide by the rules and regulations of HSRCS, by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under the school or diocesan policies, the Principal may require the parents/guardians to withdraw their student(s) from the school. Additionally, parents/guardians will be held to the same standards of respect as students in regards to their interactions with administrators, faculty, 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 (guardian)/student/teacher 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/guardians, teachers and students to discuss together the best learning options for the student. Teachers will send a conference letter home with a date and time. If there is a scheduling conflict, parents/guardians should contact the teacher to arrange an alternate time for the conference. Parents/guardians may request additional conferences during the school year by emailing the student's teacher directly.

GRIEVANCES

Where there is a misunderstanding or disagreement with any member of the school administration, faculty, or staff, the matter is to be taken up with the party involved on an individual basis. If sufficient satisfaction for the complaint is not received from the individual concerned, the matter then may be taken up with school administration. 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 breach of school policies and may result in administrative action.

FINANCIAL OBLIGATIONS

Tuition, fees, and incidentals are paid for through FACTS. Tuition is based on Parishioner and Non-Parishioner status. A Parishioner is a registered and supporting member of Holy Spirit Church or Good Shepherd Church. In order to receive Parishioner tuition rates, a Parishioner Verification form must be signed and submitted to the HSRCS Business Office for church verification and approval prior to the start of the school year.

NOTE: The use of Auto-Pay for the payments of tuition, fees and incidentals through FACTS is required. A reminder will be emailed at least 10 days prior to funds being drafted from family accounts.

TUITION

Tuition is paid through FACTS Tuition Management with Auto-Pay. Tuition payment plan options are: annually, semi-annually, 10 or 11 monthly installments. All payment plans start in July. Tuition rates and fees are posted on the school website.

FINANCIAL ASSISTANCE

Parishioners who have one or more children attending (or are about to attend in the coming school year) may apply for financial tuition assistance. All requests for assistance must be made through FACTS Grant and Aid, and submitted by April 15th of each year. Financial assistance is awarded to qualifying parishioners of Holy Spirit Church and Good Shepherd Church first. Non-parishioner and non-Catholic families are welcome to apply for assistance, and will be considered for an award if there are funds remaining from the parish distribution.

LATE PAYMENTS

All school accounts must be paid up to date. Registration for the following school year may not be accepted from families with delinquent accounts. A student will not be eligible to graduate and/or official student records will not be transferred until all school financial accounts have

been settled. Parents/guardians who are experiencing payment difficulties should contact the Principal or Finance Manager. Parents/guardians with payments 2 months in arrears will be requested to meet with the Principal and Finance Manager to discuss a payment plan. If no payment plan has been formed the student will not be allowed to attend school until a plan is in place.

ACADEMICS

The HSRCS curriculum stresses academic achievement within a Christian community where the student feels loved and respected by peers and teachers. Our Religion curriculum complies with the guidelines set forth by the Catholic Diocese of Birmingham, and our academic curriculum complies with the guidelines of the State of Alabama Course of Study.

RELIGION

The goal of the entire religious education program at HSRCS 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 Holy Mass. The teachings of the Catholic Church are learned through academics, prayer, scripture, the sacraments and service.

Sacramental preparation for Reconciliation and First Communion are presented to our 2nd grade students during their religious education class. Sacramental preparation for Confirmation for our 8th grade students is a cooperative effort between the HSRCS Religion teacher and Holy Spirit Catholic Church.

Students in grades PK-8 attend weekly Mass together, where liturgies are planned by specific classes. The school Masses are usually celebrated on Fridays at 9:00 a.m., unless otherwise noted by school administration. Parents/guardians are encouraged to attend our school Mass celebration and sit with their student(s).

MATHEMATICS

HSRCS strives to provide all students with a solid foundation in basic mathematical skills. We place students in classes that best fit their mathematical level and ability in order to help them attain math competency and confidence.

Math class differentiation begins in the 4th grade. All students are evaluated at the end of their 3rd grade year for placement in on-grade level or above-grade level* math curriculum. Math class placement is based on a combination of classroom performance, standardized test scores, timed facts tests, a comprehensive placement test, and current teacher recommendation. On-grade level classes are differentiated further into a more supported and a more independent learning structure.

If, at any time in grades 4th-8th, it becomes apparent to the student's teacher that he or she is not placed in the most appropriate math class for his or her mathematics development, placement will be reevaluated. This will take place in collaboration with the teacher, administration, parent/ guardian, and student.

On-grade curriculum students are evaluated again at the end of 6th grade for possible placement in an Accelerated track** for 7th and 8th grades. Placement at this time is based on classroom performance, a comprehensive placement test, and current teacher recommendation.

*Above-Grade Level Mathematics is offered to students in grades 4th-8th. Students that meet the requirements set forth by the Math Department will be taught a math curriculum that is one year ahead of their present grade level. They will be required to maintain at least a B average every quarter of the school year. A student whose grade falls below a B will have to raise his or her grade to an A or B the next quarter. If they do not, then the student will automatically be placed in the next lower math class.

**Accelerated Mathematics is offered to 7th and 8th graders who have met the requirements set forth by the Math Department at the end of their 6th grade year. Students in Accelerated Mathematics will be taught a math curriculum that provides a combination of their current grade level and a portion of the next grade level.

SCIENCE

Science is taught at each grade level in accordance with Alabama Course of Study standards and Diocesan benchmarks. Students experience science in a true laboratory setting in grades 6th–8th.

DIGITAL LITERACY

Digital literacy standards at HSRCS are based on the Alabama Course of Study for Digital Literacy and Computer Science, and on the standards set forth by the International Society for Technology in Education (ISTE). Students are taught to use available and emerging technologies for problem solving, communication, analysis, and research.

Students in the 6th-8th grades are assigned their own Chromebooks, and PreK-5th grade students use classroom iPads and/or Chromebooks. These devices remain at school and do not go home with students. Google Classroom and applications for word processing, presentations, and spreadsheets are utilized to support classroom instruction.

STREAMLab

The HSRCS STREAMLab (Science, Technology, Religion, Engineering, Art and Math) is a fully-integrated, hi-tech learning environment that supports hands-on, minds-on learning. Students in grades 3rd-8th 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.

Grades K- 5th will be scheduled to work in the STREAM Lab with their teachers on a weekly basis.

ENGLISH LANGUAGE ARTS

English Language Arts (ELA) is taught in all grade levels and includes reading, grammar, spelling, vocabulary, speech, writing, and development of literary skills. Formal handwriting instruction and practice occurs in grades K-5th. Cursive instruction begins in 3rd grade, and students in grades 4th-8th are expected to submit all handwritten work (homework, essays, tests, etc.) in legible, cursive handwriting.

SOCIAL STUDIES

Students in grades K-8th are taught Social Studies and are encouraged to examine their roles in our communities, our country, and our world. Huntsville History, Alabama History, United States History, World History, Civics, Geography, Economics, and Current Events are part of the curriculum content.

ART

Art instruction is offered to all grade levels.

MUSIC

Music is offered for all grade levels. 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 grade level. Lessons include vocabulary, common expressions, grammar, conversation, and culture.

PHYSICAL EDUCATION

All students participate in the HSRCS Physical Education (P.E.). The P.E. program is based on active play that promotes the importance of staying physically fit throughout one's life.

LIBRARY

In addition to encouraging a lifelong love of reading, the HSRCS Library provides an environment in which students learn to access, evaluate, and apply information using both print and digital resources.

GUIDANCE

The American School Counseling Association guides the HSRCS Counseling department. Counselors deliver school counseling programs that enhance student growth in three domain areas: academic, career, and social/emotional development.

CARE TEAM (Collaborate, Accommodate, Respond, Evaluate)

We are committed to nurturing the unique potential of every student within the framework of our Catholic mission. We strive to provide a supportive and inclusive learning environment to meet the diverse needs of our learners. Qualified resource teachers are a part of the CARE Team staff and work closely with the teachers and parents to help academically support students with exceptionalities. If a student is identified through a Local Educational Agency (LEA) or private testing agency, the CARE Team works with the student's classroom teachers and parents to develop an Individual Student Plan (ISP). While we make every reasonable effort to support students with exceptionalities by creating ISP's, we may not be able to accommodate all educational or behavioral needs. We encourage families to contact the CARE Team to discuss any concerns and determine if Holy Spirit Regional Catholic School is the best fit for their child's individual needs.

ATTENDANCE AND TARDINESS

TARDINESS

Late arrival to school is disruptive to the classroom and costs students' academic time. The school day starts promptly at 7:55 a.m. with morning announcements and prayer followed by classroom instruction beginning immediately afterwards. Entrance doors located by the cafeteria and gymnasium will close at 7:55 a.m. and all late arrivals must enter through the front doors. Tardy students may enter through the front doors between 7:55 – 8:00 a.m. without their parents/ guardians. The front school doors will close at 8:00 a.m. Parents/guardians will need to escort their student(s) into the school through the front doors and sign them in at the front desk. Late arrivals are considered unexcused tardy. Late arrivals due to a doctor or dentist appointment will be excused with the submittal of a doctor's note. Tardies due to extreme weather conditions or verified traffic accidents will be excused.

If a parent chooses to not follow the tardy policy of properly checking in their student, the following will happen:

- First Offense: The parent/guardian will receive an email reminder of the tardy policy from the Principal.
- Second Offense: The Principal will call or schedule a meeting with the parent/guardian.

Middle School students are allotted 3 minutes between classes to move to other classrooms. Students that are tardy to class will be issued a Silent Lunch reprimand for the following day.

ABSENCES

Absences are considered either excused or unexcused. Excused absences include: illness, death in the family, health treatment, prior approval from the Principal, and inclement weather.

Additionally, in order for the absence to be excused, the parents/guardians must send an email, handwritten note, or doctor's excuse explaining the reason for the absence. Emails regarding absences are to be sent to the student's homeroom teacher and the front office at officeadmin@hstigers.org. Phone calls and text messages are not sufficient. Students missing school for excused reasons will be allowed to make-up missed classwork and homework.

Students have one day for each excused day missed to complete the make-up assignments.

Maximum absences allowed (excused and unexcused combined) are ten days per semester. Excessive absences can result in a student being academically held-back or dismissed from the school. Any academic retention or dismissal shall be decided by the Principal.

Students participating in school sponsored, school related, or authorized activities (including the St. John Paul II 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. Due dates will apply.

A student is considered absent for the entire day if more than 3 ½ hours of the school day is missed. Any student who is absent from school for more than ½ day may not participate in school sponsored events including athletics that afternoon or evening.

Any scheduled/planned absences must be pre-approved by the Principal. In order for a planned absence to be excused, a note/email with the parent's/guardian's signature must be submitted to the Principal giving the reason and date(s) the student will be absent. Once the absence is approved, it is the responsibility of the student/parent to reach out to the teacher(s) to secure any assignments that may be missed. Missed assignments will be due and missed tests will be taken on the day of return to school.

Absences Due to Illness

When a student is sick, the parent must contact the homeroom teacher and the front office via email the day of the illness. Per Diocesan requirements, any student who has had a contagious illness/disease is required to be 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 or more consecutive school days are required to submit a physician's excuse before being readmitted to the 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.

STUDENT CHECK-OUT

Parents/guardians, and those approved by the parents/guardians in FACTS to pick up the student, may check students out at any time during the school day up until 2:30 p.m. After 2:30p.m.

students will remain in the classroom and will be dismissed from the classroom to the front desk at 2:55 p.m. Every effort should be made to have students miss a minimum amount of instructional time.

Parents/guardians must come into the office to sign the student out for appointments. Upon return to school, the parent/guardian must escort the student into the office to sign him/her back into school and provide a school excuse from the physician.

During Mass and Stations of the Cross

Students arriving at school after Mass or Stations of the Cross have begun must be signed in at the school's front desk. The student will then wait in the front office for their class to return from church. The student will be required to sit quietly and read or do school work while they wait. Every effort should be made to schedule routine appointments at times that do no conflict with Mass and/or Stations. If a conflict is unavoidable, the parents/guardians must notify the teacher in advance. The most important event at school each week is Mass.

MAKE-UP WORK

When a student is absent for two or more days due to an excused absence, parents/guardians may contact the homeroom teacher no later than 9:00 a.m. via email to arrange for missed assignments. These assignments may only be picked up at the front desk between 3:05 p.m. – 3:30 p.m. Students have one day for each excused day missed to complete the 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. It is the responsibility of the student to request missed assignments when absent.

ACADEMIC PROCEDURES

HOMEWORK

Good study habits are a crucial part of becoming a successful student. Homework is assigned on a daily basis to reinforce concepts taught in school and to help assess a student's ability to work independently. Ordinarily, the following homework and study time limits are suggested:

- PreK – 2nd Grade: 20 to 30 minutes
- 3rd – 5th Grade: 30 to 45 minutes
- 6th – 8th Grade: 1 hours to 1.5 hours

If a student takes an unusually long or short amount of time to complete homework, it is the responsibility of the parents/guardians to review the student's homework for completion and content, and to contact the teacher for a conference if there is an academic concern.

All students in 4th – 8th grades are required to write in cursive handwriting.

GRADING

Students are graded on, but not limited to, daily work and participation in class, homework assignments, tests, quizzes, etc. Neatness and promptness of work will have an impact on grades.

PreK-1st Grades

Students at these levels 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), approaching standards (AS), needs support (NS) or are not assessed (NA). Students in PreK are assessed in the 2nd and 4th quarters only. Kindergarten and 1st grade students are assessed in all four quarters.

2nd – 8th Grades

Students in grades 2nd-8th are graded on the scale shown below. 2nd -8th grade students are graded in all subjects. 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.

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

- A = 100-92.5
- B = 92.4-83.5
- C = 83.4-73.5
- D = 73.4-64.5
- F = 64.4 or below

Physical Education Grading

Physical Education (P.E.) students begin each grading quarter with 100 points. Deductions of points from the final quarter grade may be taken for each infraction of the following reasons:

- Deduct 5 points for: Not Dressed Out
- Deduct 3 points for: Wrong/ Untied Shoes, Locker Room Conduct
- Deduct 1 point for: Gum, Out of Row, Manners, and No Name*

**P.E. clothes are required to have the student's name written on the inside of the garments.*

Parents/guardians of students who must be excused from P.E. class on a daily basis must submit a signed and dated note or email. A signed and dated excuse from a physician must be submitted

for students who must be excused from P.E. class for an extended period of time. Students will not be excused from P.E. without a note.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued on a quarterly basis. 2nd-5th grade report cards contain only letter grades and numerical grades on exams. Pk-1st grade report cards are based on learning standards. Cumulative absences/tardies, and teacher comments are also noted on the report cards. Numeric averages are noted on midterm progress reports issued to students in grades 2nd-8th. Parents are welcome to request conferences with teachers to address any academic concerns. Starting the 3rd quarter this year all report cards will be distributed digitally through the parent portal.

HONOR ROLL

Honor Roll can be a powerful motivator to encourage students to improve and achieve. Certificates are issued each academic quarter to students in grades 2nd-8th. Honor Roll students are recognized on three different levels:

- A Honor Roll: Students must have all A's in graded subjects, and a Satisfactory in all non-graded subjects.
- A/B Honor Roll: Students must have A's and B's in all graded subjects, and a Satisfactory in all 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 academic quarter in two or more subjects, go down in grade in no subjects, and have grades higher than a D in all subjects.

All Honor Roll students must have a Satisfactory in conduct and effort in all subjects.

EXTRACURRICULARS

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 then at every subsequent progress report and report card period. Parents will be notified of student ineligibility by email.

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, service, character, and citizenship. The criterion for selection for NJHS is as follows:

- Must be in 7th or 8th grade.
- Must have attended Holy Spirit Regional Catholic School for at least one year. Students transferring in to Holy Spirit must have proof of NJHS membership from their previous school in order to be considered for membership at Holy Spirit.
- Must have a combined grade point average of 93 or higher in all major subjects.
- Are evaluated in the areas of leadership, service, character and citizenship based on information supplied by teacher and administration recommendations.

Holy Spirit's Chapter follows the National NJHS overall guidelines, making accommodations as needed to meet Holy Spirits Code of Honor.

ASSESSMENTS

HSRCS uses standardized assessments as a tool to track academic progress. Students in K-5th grade are tested using the Star Reading/Early Literacy/Math assessments once per quarter. Students in Kindergarten and 1st grade take the NWEA MAP – Measures of Academic Progress assessment for Reading Fluency three times a year. All new students in grades K and 1st take the NWEA MAP Reading and Dyslexia Screener. NWEA MAP – Measures of Academic Progress assessments are also given to 2nd-8th grade students in the subjects of Reading, Grammar and Math. Students in grades 2nd -8th are given the ARK (Assessing Religious Knowledge) Assessment in the late spring. Students must be present for these tests unless they are ill. Please do not make routine doctor's appointments for students during these scheduled assessments.

PROMOTION/RETENTION POLICY

At the end of the school year, students are either promoted or retained. A student is retained in a grade if he/she has a yearly average of F in two or more of the following subjects: Reading, English/Language Arts, Math, Science or Social Studies. The decision for retention in PK-1st is reached cooperatively among the teachers, Principal and parents. When there is a disagreement, the decision of the Principal is final. HSRCS does not offer summer school. Students may be allowed to take summer school courses via other accredited institutions at the discretion of the Principal. Eighth grade students who do not meet the requirements for promotion will not receive a diploma, may not participate in graduation activities, and per diocesan policy, will not be allowed to return to HSRCS to repeat their eighth grade year.

GRADUATION

Upon the successful completion of all requirements, eighth grade students may participate in the graduation ceremony of HSRCS. The Principal reserves the right to deny the privilege of graduation and/or participation in any or all graduation activities should academic or disciplinary circumstances arise.

STUDENT INFORMATION

DRESS CODE

HSRCS requires all students to wear school approved uniforms. Students in grades 6th-8th are also required to dress-out in approved P.E. uniforms during their P.E. classes. Mass uniforms are required to be worn by 6th- 8th grade students on School Mass days. Untidy and/or unkempt clothing is never permitted. All dress code requirements are subject to the discretion of the Principal.

General Uniform Information

All school uniform components (excluding shoes, socks, and belts) must be ordered online from Lands' End. *https://landsend.com*

Preferred School Number: 900042995

Uniforms may also be purchased at HSRCS used uniform sales.

NOTE: Uniform items from Dennis Uniforms, purchased prior to the store's closing or purchased in the HSRCS Used Uniform Sales will be permitted for the next three years. All Dennis Uniforms items will be phased out by August 1, 2028.

The following dress codes apply to all students:

Shoes:

All shoes must have non-scuff soles with tennis shoes being mandatory starting with the 2027-2028 school year. Non-tennis shoe type footwear must be white, navy blue, or black. Tennis shoes may be any color but no neons or super loud colors that would be a distraction. Shoes with lights, sounds, beads, or wheels are not permitted. No sandals, flip-flops, open-toe shoes, open-back shoes, slippers, boots, or shoes with heels are allowed. Shoes must be laced and tied at all times.

Socks:

Socks are mandatory for all students and must be solid white, navy blue, or black. Ankle socks that are white, navy blue or black are permitted and may have a small logo on them. No-show socks are not permitted. Girls may also wear plain white, navy blue or black tights. Leggings are not allowed. Only PreK and Kindergarten girls may wear Hamilton ruffle ankle socks, however they are no longer available for purchase.

Spirit Wear:

On most Wednesdays and out of uniform days, students have the option to wear HSRCS or St. John Paul II High School (JPII) school-sponsored t-shirts, sweatshirts, or hoodies with regular uniform bottoms. HSRCS uniforms must be worn on all other days. HSRCS

and JPII athletic team jerseys may not be worn regardless of game schedules, except on Wednesdays.

Watches:

Watches with a beeping device/alarm should be silenced during the school day. Any type of Smart watch or any wrist device that is able to connect to the internet or send/receive messages are strictly prohibited.

Girls' Uniform

- **Polo Dresses**: navy, with the school logo PreK-1st Grade only; Shorts must be worn underneath.
- **Jumpers**: plaid PreK-4th Grade; Hemlines cannot be more than 3 inches above the knee. Shorts must be worn underneath.

Skorts:

- Plaid PreK-8th Grade; Hemlines cannot be more than 3 inches above the knee.
- Khaki 5th-8th *Grade;* Hemlines cannot be more than 3 inches above the knee.

Skirts:

Plaid or khaki 5th-8th Grade only; Hemlines cannot be more than 3 inches above the knee. Shorts must be worn underneath.

Pants and shorts:
Navy or khaki PreK-8th Grade; navy pull-on pants and shorts may be worn by PreK – 1st Grade.

Belts:
Solid black, brown, or navy; must be worn with all pants in Grades 1st-8th. Belts may be purchased at any retail store.

Shirts:
- Short-sleeve polo: red, white, or navy with school logo
- Long-sleeve polo: red, white, or navy with school logo
- Peter Pan collar short-sleeve blouse, white may be worn but is no longer available for purchase. PreK-4th Grade only.

Jackets:
Navy, zip-front fleece jackets with school logo PreK-8th or navy, zip-front active performance jackets with school logo 3rd-8th Grade. These are the only jackets that may be worn in the building.

Cardigans:
Navy with the school logo PreK-8th Grade

Special for Girls' Mass Uniform *7th-8th Grade Only:*
- Long-sleeve oxford dress shirt, white
- Uniform tie, plaid
- No shorts with Mass uniform

Boys' Uniform

Pants and shorts:

Navy or khaki *PreK-8th Grade*; navy pull-on pants and shorts may be worn by PreK – 1st Grade.

Belts:

Solid black, brown, or navy; must be worn with all pants Grades 1st-8th and may be purchased at any retail store

Shirts:

- short-sleeve polo: red, white, or navy with school logo
- long-sleeve polo: red, white, or navy with school logo

Jackets:
Navy, zip-front fleece jackets with school logo PreK-8th or navy, zip-front active performance jackets with school logo 3rd-8th Grade. These are the only jackets that may be worn in the building.

Cardigan:
Navy with the school logo PreK-8th Grade

Special for Boys' Mass Uniform *7th-8th Grade Only:*
- Long-sleeve oxford dress shirt, white
- Uniform tie, navy
- No shorts with Mass uniform

P.E. Uniforms: 6th-8th Grades Only

Students in 6th-8th grade are required to dress-out for P.E. Names are to be written inside P.E. uniform shirts and shorts. The P.E. uniform for both girls and boys consists of:

- *Shirts:* Gray performance t-shirt with the school logo.
- *Shorts:* Navy jersey gym shorts or micro-mesh gym shorts. The length of the shorts must be fingertip length or longer, and fit appropriately.

- *Shoes and socks:* Uniform compliant tennis shoes and socks must be worn for P.E.
- *Other:* Sweat suits are allowed on cold temperature days when P.E. is conducted outside. Sunglasses may be worn when P.E. is conducted outside and must be plastic.

Grooming

It is the responsibility of the parents/legal guardians to make sure that their child's hairstyle conforms to school regulations. A child may be told to change their hairstyle or get a haircut. If a student is told that they need a haircut, a written warning will be sent home and the student will have one week to correct the infraction.

Girls

Hair must be clean and neat. Hairstyles should not be distracting and hair color should be a natural shade. Hair accessories are permitted, but must not be ornate and/or distracting. Accessories such as headbands, ribbons, bows, etc. must match the uniform color scheme (red, white, navy). Plaid headbands may be purchased through Lands' End.

Makeup of any kind is not permitted in grades PreK-7th. A modest amount of makeup is permitted for 8th graders (foundation and powder only). No mascara is allowed. Nail polish, if worn, may only be a neutral clear color in grades PreK-8th. That way it's not a solid and will not be a distraction. Fake nails are not permitted.

Minimal and modest jewelry is permitted, i.e. one necklace with a small crucifix or religious medal. One pair of stud or post-style earrings is permitted; no hoops or dangles. Multiple rings, bracelets, etc. are not allowed.

Boys

Hair must be neat, above the eyebrows, trimmed around the ears, and may not touch the shirt collar. Hairstyles should not be distracting and hair color should be a natural shade. Shaved heads and fades are not permitted. Boys are not permitted to have facial hair and therefore, if applicable, must be clean shaven.

Boys are not permitted to wear earrings, make-up, or nail polish. Boys may only wear a single small chain with a crucifix or religious medal.

Out of Uniform Dress Code

The following guidelines must be followed or parents/guardians will be called to provide an appropriate change of clothing.

Girls

Shirts: Shirts must have sleeves. No tank tops, crop tops, halters or mesh "see-through" shirts are allowed. No bare midriffs or exposed shoulders are permitted. T-shirts must be plain or have a positive message.

Skirts/Dresses: Skirts and dresses must be modest in style and fit appropriately. Hemlines may not be more than 3 inches above the knee. Dresses must have sleeves and are not permitted to have low-cut, or revealing necklines.

Pants: Pants and jeans must be modest in fit. They may not be oversized or baggy, and must be free from holes and/or tears. Leggings/jeggings to be worn as pants, regardless of shirt length, and sweat suits, pajama pants, or yoga pants *are not permitted*.

Shorts: Shorts must be of Bermuda style and length (no shorter than 1-inch above the knee), fit appropriately, and be free of any holes or tears.

Shoes: Regular school uniform rules apply.

Socks: Regular school uniform rules apply.

Grooming: Regular school uniform grooming codes remain in effect on out-of-uniform days.

Boys

Shirts: Shirts must have sleeves. T-shirts must be plain or have a positive message.

Pants: Pants length and condition must be consistent with the school uniform dress code. Jeans may not be oversized or baggy, and must be free from holes and/or tears.

Shorts: Shorts must be of Bermuda style and length (no more than 1-inch above the knee), fit appropriately, and be free of any holes or tears.

Shoes: Regular school uniform rules apply.

Socks: Regular school uniform rules apply.

Grooming: Regular school uniform grooming codes remain in effect on out-of-uniform days.

Birthday Dress Code

All students may come to school dressed out-of-uniform on their birthdays. The school out of uniform dress code must be followed. If a birthday falls on the weekend or on a school Mass day (Mass days require uniforms), then the student may be out of uniform on the school day prior to or after their birthday. Summer birthdays may be out of uniform one day during the last week of school.

Additional Uniform Information

- There are exceptions to the uniform dress code on Field Days. The school will post the Field Day dress requirements when the Field Day schedules are announced.
- Please print your student's name on the inside of all articles of clothing they wear to school. Also, please frequently check the lost and found shelving in the cafeteria for missing articles. Articles not claimed will be periodically donated.

8th Grade Graduation Attire

The 8th grade graduation ceremony occurs at the end of the school year with a special Mass. The following dress code applies not only to the graduation Mass, but also to the class photograph.

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

LUNCHES

School Lunches

All school lunches are pre-ordered and prepaid by the month through FACTS. The Cafeteria Manager will send an email no later than the *15th* of each month announcing lunch menu for the following month, and the opening/closing of the ordering portal in FACTS. No late lunch orders will be accepted. Since lunches are pre-ordered, there are no extra lunches available for day-of purchase.

Lunch Fees

Daily Lunches: $ 4.90 (includes a drink daily and salad bar on Fridays only)

- Drinks offered are: white milk and chocolate milk.
- Pizza and salad bar are offered on Fridays. Friday lunches include one slice of cheese pizza, one trip to the salad bar, and one milk (you must order the entire lunch). Options are provided to purchase lunches with two slices of pizza for $5.75 or 3 slices of pizza for $6.75 (both options include salad bar and milk).

Salad Bar Only: $ 2.50 (offered only on Fridays)
Drink Only: $ 0.75

Credits for lunches will not be issued for lunches due to a student's absence. Credits will be issued if lunch is not served due to school closure. There are no credits issued for pizza lunches. Should a student have at least three consecutive days of excused absences and had pre-ordered lunches on all the days missed, an email can be submitted to the Cafeteria Manager to have a credit issued for the missed lunches. The Cafeteria Manager and/or Finance Manager will issue all lunch credits.

Lunches from Home

If your student brings lunch from home, please pack disposable utensils, straws, napkins and condiments as needed. The cafeteria does not provide these items for students who bring their lunch. Additionally, do not send lunches that require heating. The cafeteria is unable to heat lunches brought from home.

Note: Food deliveries for students via Door Dash, Uber Eats, etc., will not be accepted.

Beverages

Students are permitted to bring water, milk, juice, or lemonade only to drink with their lunches.

Note: This policy applies to all lunches regardless if brought from home or purchased at a restaurant.

Students without Lunches

Students without lunch will be provided with a bowl of Cheerios cereal and a carton of white milk. A student may receive a cereal lunch one time during the school year without being charged. After this one time, a $3.00 fee will be charged to the student's family FACTS account for each additional cereal lunch the student receives.

Note: This is a service provided to those who, on occasion, forget to bring or purchase lunch, and is not to be used as a fall back option for lunch on a regular basis. Abuse of this service will result in the parents/guardians being contacted by the Cafeteria Manager or Principal to determine why a student does not regularly have a lunch and/or to resolve the issue.

FIELD TRIPS

Educational field trips are supplemental enrichments to classroom learning and are privileges afforded to the students. Students do not have the 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 also have the right to refuse to allow their student to participate.

In order to participate in a field trip, the student must submit the proper permission form signed by the parents/guardians to their homeroom teachers no later than 72-hours prior to the day of the

trip. Additionally, the student must have a properly completed and signed Permission and Indemnity form on file in the school office.

Chaperones/Drivers

All chaperones and drivers must have completed *Virtus* training and submit a copy of the training certification to the school office at least 14 days prior to the field trip. Drivers must also have a completed Driver Release form on file in the school office (no one under the age of 21 is allowed to drive students).

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 their care while on the field trip. Siblings or additional guests of students are not permitted to accompany a class on a field trip, even if the parent is chaperoning.

Drivers must go directly to and from the field trip destination without any additional stops. Drivers may not offer, nor are the students allowed to have, any food, drink or gum while on route to/from the field trip. The driver should never exceed the speed limit, and students must wear a seatbelt at all times. If an issue arises, the driver must safely pull over and contact the teacher or school immediately.

TEXT/LIBRARY BOOKS

All hardcover books used in grades 1st-8th are required to be covered. HSRCS recommends the use of stretchable, fabric book covers such as Book Sox. Use of contact paper is not allowed. Textbooks are numbered and coded for inventory. Students are responsible for the books given to them, and must turn them in at the end of the school year. Parents/guardians will be charged the replacement cost of their student's lost, damaged or defaced book. If a workbook is lost, a new one must be purchased. Charges for replacement textbooks and workbooks are billed through FACTS.

It is the responsibility of the students to protect their checked-out library books from loss or damage. Parents/guardians will be charged, through their FACTS account, the replacement cost of damaged or lost library books, or they may purchase the book themselves and deliver it to the librarian prior to being charged.

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 disruptive to the learning environment. Please be sure that all items (including lunchboxes, jackets and sweaters) are clearly labeled with the student's name so they can be easily identified.

CARE OF PROPERTY

Each student is responsible for the care of his/her desk and locker, and are expected to be respectful of the buildings, grounds, and properties of both HSRCS and Holy Spirt Church. Parents/guardians will be expected to compensate HSRCS and/or Holy Spirit Church for damaged items. There will be a $100 cleaning fee issued for graffiti.

DROP-OFF OF FORGOTTEN ITEMS

Students are responsible for arriving at school with everything they will need for the school day and for their extra-curricular activities (e.g., Text books, P.E. clothes, band instruments, jackets, athletic gear, homework, projects, etc.). In the effort to minimize interruption of instructional time, items that are dropped off will not be delivered to the students. All items must be clearly labeled with the student's name, grade and homeroom teacher. There will be a table in the front lobby for items to be placed when being dropped off by a parent. It will be the responsibility of the student to check for and/or retrieve any items that may have been dropped off for them between classes. Students will not be permitted to leave class to check the "drop-off table".

Note: It is not the responsibility of the administrative staff to notify students/teachers of dropped-off items, nor to deliver them to the students.

LOST AND FOUND

Should a student find a lost item, it should be turned into the classroom lost and found area. After a day, unclaimed articles will be placed on the lost and found shelves in the cafeteria. If they have not been claimed by the end of each semester, they will be donated to charity. Chromebooks should be turned in to the IT office.

WATER BOTTLES

All students are permitted to bring water bottles with them into their classrooms. Water bottles must have screw top lids, and only contain water with no additives. No water bottles should be carried inside a student's backpack with their other school materials.

Note: Middle School Students may only have clear water bottles. Tinted is not clear. Only plain water is permitted in these containers. Carbonated water is not permitted. If a middle school student opts to use a clear glass water bottle, the bottle must have a protective silicone sleeve. The sleeve must be translucent in color, preferably clear, and it must have cut-outs so that the contents of the bottle is visible. If a student breaks their bottle, he or she will be responsible for cleaning up the breakage and spillage.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT

Appropriate student behavior is expected at all times while in school, at all activities of the school (on and off campus) including all athletic contests and public performances, field trips, and other school-sponsored events. Family Handbook policies are applicable at all times. Students and parents are responsible for knowing, complying with, and supporting all rules, regulations, and procedures set forth by Holy Spirit Regional Catholic School.

ACADEMIC HONESTY

Students at Holy Spirit pursue their education with honesty and integrity. A student's work and achievement must be the result of his or her own efforts. When a student cheats, he or she compromises the Christian values for which Holy Spirit stands.

If it has been determined that a student has plagiarized and/or cheated on an assessment, the student will be issued a zero, and will be referred for additional disciplinary action.

Plagiarism

Plagiarizing is using another person's ideas, text, words, artwork, or thoughts – in whole or in part –without referencing and giving credit (this includes material from technology that is downloaded, cut and pasted, and/or printed from the Internet or electronic resources).

Note: A student's second infraction of blatant plagiarism, even if it spans academic years, will be referred to the Administration and require a parent conference. Consequences at the discretion of the Principal may include a zero on the test, exam or assignments and/or a suspension/expulsion.

Cheating

Cheating includes:

- Possessing or using "cheat sheets" in any form at any time.
- Talking during a test or quiz.
- Using/allowing another to use someone else's work.
- Accessing any electronic device without permission during an assessment.
- Providing answers or questions of a test to students of another class period who have not yet taken the test or quiz.
- Copying material from another student, either word-for-word, or by altering a few words. This is true of homework as well as any other graded material.
- Using work previously handed in by another student.
- Helping another student to cheat in any way.
- The submission of text generated by AI (artificial intelligence) as the student's own work.
- Neglecting to correctly cite sources on any required assignments.

- Using artificial intelligence to complete assignments.

DISCIPLINE

Discipline is handled by classroom teachers on all grade levels. Disciplinary actions, depending on the infraction, may include: silent lunch, demerits, detentions, suspensions, or expulsion.

Parents/guardians are sent a written Behavior Notice, as well as an email generated through FACTS, when their student's behavior warrants an advisory or when a silent lunch, demerit, detention, or other disciplinary action is issued. The Behavior Notice notes the date of the event, the name of the teacher/staff member issuing the notice, the type of behavior event, a description of the event, and the sanction issued (silent lunch, demerit, detention, etc.), and the number of demerits associated with the event. If necessary, meetings between parents/guardians, teachers, and/or the Principal may be scheduled to discuss the student's behavior (students may or may not be requested to attend) and the potential solution. Parents will sign and return the written notices.

PreK-5th Grade students follow a systematic procedure which encourages self-regulation and involves warnings and logical consequences that escalate if the behavior does not improve. Each teacher will provide their classroom management plan to their students and parents.

6th-8th Grade students are issued demerits and/or detentions dependent upon the severity of their behavioral infractions.

Demerits

Demerits are issued for minor behavioral infractions and serve as a warning that such behavior needs to be corrected. Students that receive 3 silent lunches during a quarter will be issued a demerit. Students who accumulate three demerits in a quarter will receive a Monday after school detention; students who accumulate six demerits in a quarter will be placed on suspension depended on the severity of infractions. Any behaviors that do not follow the honor code could warrant a demerit.

Note: Students are required to have their Chromebooks charged and ready for class. If a student does not have their Chromebook with them or it is not charged, they will be issued a demerit. Students may not borrow any Chromebooks from the IT Department and they will not be permitted to call home to have a Chromebook brought to them.

Detentions

Detentions may be issued to students either as an immediate consequence to an adverse behavior, or due to an accumulation of three demerits in an academic quarter. Detentions are served on Monday afternoons. The only acceptable reason for not being present at a detention is if the student has an excused absence from school that day; thereby the detention will be served the

following Monday. Outside activities or forgetting are unacceptable reasons for missing a detention and a second detention will be issued. Students will be checked into the Aftercare program at the end of the school day where the supervising teacher will pick them up at 3:15 p.m. When the detention is completed at 4:15 p.m., the students will be escorted back to aftercare. A charge of $15.00 for Aftercare is charged to the family's FACTS account for the hour that the student is in detention.

Suspension or Expulsion

Actions and/or behaviors deemed serious in nature may result in suspension or expulsion. Types of infractions that could lead to suspension or expulsion include, but are not limited to:

- Fighting or Posturing to Fight
- Use of Drugs and/or Alcohol
- Theft
- Vandalism/Graffiti/Damage to School or Church Property
- Setting Off the Fire Alarm
- Obscenity/Sexual Harassment (including verbal, written, photographic, via electronic device, offensive gestures or touching)
- Use of Tobacco Products (including cigars, cigarettes, vapes, e-cigarettes, and lighters)
- Harassment, Intimidation, or Bullying (including verbal, written, physical, gestural, and/or transmitted electronically)
- Threatening or Violent Statements or Gestures (including verbal, written, physical, and/or transmitted electronically)
- Insubordination or defamation of faculty, staff or administration

In School or Out-of-School Suspension:

When administration deems it necessary to suspend a student from school due to a severe disciplinary infraction, the parents/guardians will be notified by telephone. An immediate conference with the parents/guardians will take place, and the student's suspension will immediately begin.

Expulsion:

For serious disciplinary reasons and/or violations of major school regulations, a student may be expelled from the school after the Principal has met with the student and parents/guardians. If the Principal decides that an expulsion is warranted, a written notice of expulsion will be given to the parents/guardians no later than three school days after the meeting. Expulsions may be appealed to the Principal in writing by the student's parents/guardians not later than five school days after the disciplinary meeting with the student and parents/guardians.

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

DIOCESAN AND SCHOOL POLICIES

BULLYING

The Diocese of Birmingham and Holy Spirit Regional Catholic School are committed to providing a safe and respectful community. 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.

Definition of Bullying/Harassment

Bullying/harassment is a specific type of deliberate and sustained misconduct which hurts the dignity of another person by isolation, intimidation, and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. Bullying/harassment repeatedly hurts another person through, but not limited to, the following behaviors: physical, verbal, social/relational, cyber-bullying, sexual and/or retaliation.

CHILD ABUSE

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 the Madison County Department of Human Resources. Faculty and staff are mandated reporters. Beyond the 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.

WEAPONS

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 the 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 another, 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 a blade exceeding two inches in

length, clubs, nunchucks, brass-knuckles, stun-guns, and billy-clubs. Facsimiles of dangerous weapons used in a threatening fashion are also 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 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 Catholic Schools. The Principal will immediately notify the Superintendent 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 school owned vehicles, or during any school sponsored trip of 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 alcohol, tobacco or drugs shall be subject to disciplinary action as outlined in this handbook.

DEFAMATION

In order to protect each and every student, as well as all 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 HSRCS. Public defamation of any student, employee, or Catholic school by a student or a parent/guardian is serious whether this be done orally, in writing, via email or text, or on the internet, and whether it is done on a school computer or not and/or on school time or not. Therefore, any student or parent/guardian found to be participating in any defamatory activity will be subject to disciplinary/responsive action from the school. This could include dismissal of the student whether the action is by the student or the student's parents/guardians.

INTERNET ACTIVITIES AND ELECTRONIC DEVICES

Catholic Schools in the Diocese of Birmingham 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 this process, these items should only be present as requested by the instructional staff. Technological activities while on HSRCS property (including before and after regular school hours) are restricted to teacher approved applications and websites. Any electronic device present during the school day will be used only for directed educational purposes. If any are seen or heard being used during school hours for other purposes disciplinary actions will be taken. As technology evolves, the

school administration reserves the right to change, redefine, or modify any or all policies or procedures regarding technology.

Students may not wear any type of internet or messaging enabled smart watch on the school campus. No student may have access to the internet through a cell 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. The policy includes the following restrictions:

- Social Media: Engagement in online social media such as, but not limited to, Twitter, Google+, Facebook, Snapchat, Instagram, TikTok, etc., will result in disciplinary actions if the content of a student's or parent's/guardian's comments are defamatory toward the school, the faculty or staff, other students, or the Holy Spirit Church parish.
- 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 will face disciplinary action.
- Texting: Students should at no time be involved in texting/instant messaging during the course of the school day. Students involved in this activity will face disciplinary action.
- Virtual Reality (VR) Sites: VR sites such as, but not limited to, www.there.com and secondlife.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 students. Students whose avatars depict other students, school faculty or staff members, or Holy Spirt Church staff in a defamatory way will face disciplinary action.

CELL PHONES

Pk-5th Grade Students: Students PK-5 are not allowed to bring cell phones to school. If a student is found to have a cell phone in their possession, including turned off in the backpack, the cellphone will be confiscated and held in the office. The cell phone must be picked up by the parents/guardians, together with the student, from the Assistant Principal or Principal after the 3:05 p.m. dismissal on the day relevant to the offense. If a cell phone is confiscated during After School Care, it may be picked up by the parents/guardians, together with the student, from the Assistant Principal or Principal the next school day. If the confiscation occurs on a day prior to the weekend, holiday or school break, the phone will not be able to be picked up until school is back in session. The first offense will be a warning with each subsequent offense resulting in a detention and possible suspension.

Middle School Students: Students are allowed to bring cell phones to school, however, they are to stay in the off position and be handed over to their homeroom teacher to be stored in the numbered lockbox. At the end of the day, or at early checkout, the student will retrieve their cell phone from the homeroom teacher. Students going to Aftercare will keep the cellphone off and keep the device in their backpack for the entirety of their stay in Aftercare. If a student is caught

in possession of the cell phone during the day, the cell phone will be confiscated. The cell phone must be picked up by the parents/guardians, together with the student, from the Assistant Principal or Principal after the 3:05 p.m. dismissal on the day relevant to the offense. If a cell phone is confiscated during After School Care, it may be picked up by the parents/guardians, together with the student, from the Assistant Principal or Principal the next school day. If the confiscation occurs on a day prior to the weekend, holiday or school break, the phone will not be able to be picked up until school is back in session. The first offense will result in a detention for the student. Any subsequent offenses will result in losing the privilege to bring the cell phone to school and a possible suspension.

PARTIES, DANCES, AND BIRTHDAY CELEBRATIONS

Parties

Classroom parties are allowed on the last day of school in December and May. Being conscientious about potential food allergies, the teacher will coordinate the refreshments and snacks provided for these events with the room parent. For classrooms with posted allergies, parents bringing snacks, treats, etc. must have the food approved by the clinic nurses at least 72 hours prior to the event. For classrooms with no posted allergies, teachers must also have the food list approved by the clinic at least 72 hours before their event. If prior authorization doesn't happen within this time frame, then the food items can be denied and may be returned to families.

Allergies to foods can develop anytime and a classroom can become peanut/tree nut free at any point during the school year. Thank you for keeping our students and staff members safe.

Dances

Dances will be open to only HSRCS 6th- 8th graders.

The same criteria for classroom parties applies to school dances. Room parents must coordinate with the supervising teachers before any food/beverages are brought into the dance. This includes food approval by the school clinic nurses at least 72 hours prior to the event.

Birthday Celebrations

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. Once approval for the celebration is obtained from the teacher, parents/guardians then must obtain approval from the school clinic nurses at least 72 hours prior to the event to send in a store-bought (homemade is not permitted) birthday treat to share (enough for the entire class). Any food brought to the school without prior approval will be returned to the parent/guardian.

HEALTH ALERT: It is imperative that all foods entering the school for parties and events are approved by the school clinic nurses at least 72 hours in advance. This is for the health

and protection of our students, faculty and staff that may have allergies. Foods that have not been approved in advance will be returned.

DELIVERIES

HSRCS does not accept any deliveries for students (i.e., flowers, balloons, Door Dash and the like, etc.).

COMMUNICATION WITH STUDENTS

The school phone is to be used only by school personnel. In the event of an illness or injury, the school nurse will contact the parents/guardians. Only emergency messages will be conveyed to students.

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

AVAILABILITY OF SCHOOLS RECORDS

Consistent with the provisions of the Buckley Amendment of 1975, student official records, files, and data are confidential and may not be released to persons other than parents, legal guardians, and students over the age 18, without their consent. Requests to review student records are to be made directly to the Principal in writing. A Record of Access form, which becomes part of the student's permanent records, must be signed prior to reviewing the file. Records must be reviewed in the school office in the presence of a school administrative 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.

CLINIC

HSRCS operates a school clinic that is staffed by a nurse and clinic aide. The clinic exists to provide temporary care for students with minor illnesses or injuries. Parents are required to complete and submit to the school clinic a Student Health and Emergency form, and a Form for Dispensing Over the Counter (OTC) Medications. These forms and FACTS must be current with necessary and valid emergency contact information.

ILLNESS

A student will not be kept at or admitted to school if the student is known to have a communicable disease or parasite that may be spread by any form of casual contact and/or is considered to be a health threat to the school population. Students sent home, or are already

home, with any of the below symptoms must be free of these symptoms for a 24-hour period (without medication) before being readmitted to school.

- Temperature of 100º Fahrenheit or higher.
- Vomiting and/or diarrhea.
- Discharge of fluid or mucus from nose, eyes, or ears that are green or yellow in appearance.
- Rashes of unknown origin. (Students may be readmitted with evidence of physician's diagnosis and treatment required.)
- Conjunctivitis. (Students may return to school after having a minimum of 24-hours of treatment.)
- Streptococcus or other infection. (Students may be readmitted with evidence of physician's diagnosis and minimum of 24-hours of antibiotic treatment.)
- Head Lice. The school must be notified. (After proper treatment, parents/guardians must accompany students to the clinic to be rechecked by the school nurse before readmission.)

Re-admittance will be denied if the 24-hour symptom free time period has not been met. In accordance with public health guidelines designed to decrease the spread of communicable diseases, should a student become ill during school, parents/guardians will be contacted to pick up their student in a timely manner. If the parents/guardians cannot be contacted, the emergency contact will be called to pick up the student.

MEDICATIONS

Any medications brought into the school must be hand delivered by the parents/guardians to the clinic. Students are not permitted to carry medications on their person at the 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.

Over the counter (OTC) medications can be administered to students through the clinic with prior parental permission. Prescription medications require the student's parents/guardians to complete and sign a form which states the illness, name of the medication, dosage, administration time and duration. Prescription medications must be unexpired and in the original container. All controlled substances (e.g., ADHA medication) must be counted and logged into the clinic by the school nurse or clinic aide. Any prescription medication dosage changes require a note from the physician advising the school nurse of the change.

Note: All medications are dispensed through the clinic only.

GENERAL PROCEDURES

BEFORE/AFTER SCHOOL CARE

HSRCS offers Before and After School Care (BASC) programs for students who must be on school property before and/or after normal school hours. Students are allowed to complete homework assignments, read, play games and puzzles, etc., while in BASC. All students are eligible to use these programs, and all school conduct/discipline polices apply to both programs.

BASC services are charged by the minutes used and billed to family FACTS accounts on a monthly basis. The cost is $0.25 per minute ($15.00 per hour). Families that fail to pick up their student(s) from After School Care by 5:45 p.m. will be charged an additional fee of $15.00 after the first 10 minutes past closing and $0.25 per minute after that.

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

After School Care is offered from 3:15 p.m. – 5:45 p.m. (unless otherwise notified). After School Care students must report directly to the cafeteria at school dismissal, and may not sit in carpool lines or go to other parts of the school campus. Students involved in after school activities should report to After School Care if their teacher or coach is not present at dismissal. Students may not leave After School care unless escorted by their parents/guardians or someone designated by the parents/guardians. Adults should not enter the school building to pick up students from After School Care until all carpool lines are completed.

Note: Students serving detention will be charged a $15.00 After School Care fee for the hour spent in detention. Additional After School Care charges may accrue if the student is not picked up from After Care at 4:15 p.m.

CARLINE DROP OFF/PICK UP

HSRCS faculty and staff facilitate morning drop off beginning at 7:30 a.m., and afternoon pick up of students beginning at 3:05 p.m. at three locations:

- Entrance to the PreK/Kindergarten Hallway: Grades PreK-1st
- Entrance at the Gym: Grades 2nd-5th
- Entrance at Tiger Drive at the Cafeteria: Grades 6th-8th
- Carline number must be visible on the dash during afternoon pick-up

Parents with multiple students will drop off/pickup their students in the carline of the highest grade-level sibling. Students not picked up by the end of the afternoon carline (3:15 p.m.) will be placed in After School Care.

The safety of our students is a top priority. Students must be dropped off/picked up in their designated carline. Under no circumstances are students permitted to be dropped off in the

parking lot, on the sidewalk, etc. and enter the school unescorted by an adult. Nor are students permitted to exit the school during carline times and walk through the parking lot, etc. unescorted.

When a student's carpool pick-up driver is changed for a special event or circumstance, the student's parents/guardians must notify the teacher and the office administrator via email by 12:00 noon. The email must state the name of the student(s) and the name of the person picking up the student(s), dates the driver will be picking up the student(s).

BICYCLES/WALKING

If a student is to ride a bicycle or walk to school, parents/guardians must first submit a written and signed note to the school office stating that the student has permission to ride his/her bicycle or walk from home to school and vice versa without adult supervision. In inclement weather (thunderstorms, extreme temperatures, etc.), students who bicycle or walk to school should be picked up in the carpool line. HSRCS assumes no responsibility for the safe keeping of student bicycles.

Note: Persons 16 years of age and younger are required by the state of Alabama to wear a helmet when riding a bicycle. Students with permission to ride their bicycles to/from school must abide by this law. Students that fail to wear their helmets will lose their bicycle privilege and will either need to provide a permission to walk note from their parent/guardian or be dropped off/picked up from school by their parent/guardian.

VACCINE RELIGIOUS EXEMPTION

Students in schools or early learning programs in the Diocese of Birmingham may receive a religious exemption from vaccination under certain circumstances. Religious exemptions will be granted through diocesan procedure and are limited to those objections that are in adherence with the tenets of the Catholic faith as identified and accepted by the Bishop of Birmingham in Alabama. Specifically, exemptions may be granted to students whose parents demonstrate a sincere, conscientious objection to vaccines derived from descendent cell lines of aborted fetuses. Certificates of Religious Exemption issued by State or County Health Departments are not accepted.

This limited religious exemption only covers those vaccinations derived from descendent cell lines of aborted fetuses. All other vaccinations required for school of early learning program admittance must be obtained. A Certificate of Immunization showing vaccinations received must be on file with the school or early learning program to be admitted.

In the event of an outbreak of a communicable disease within a school, those students exempted from vaccination should be protected from exposure. This may include the exclusion of infected students from the school or early learning program for the duration of the contagious illness.

Schools may provide accommodations for at-home learning during this time period, at the discretion of the school's principal.

Procedure for Religious Exemption at a Diocese of Birmingham school or early learning program:

1. If the parent or guardian submits a Certificate of Religious Exemption or indicates a desire to refrain from vaccination for religious reasons, the principal provides the policy for Religious Exemption and request procedure to the family.
2. The parent writes a letter of request outlining the reasons for religious objection to vaccination the Superintendent of Schools and provides the letter to the principal or early learning director.
3. The principal or early learning director submits the parent's letter of request to the Superintendent of Schools, ensuring that the family's mailing address, email address, and phone number are provided to the Superintendent.
4. The Superintendent of Schools responds to the family's request in writing and provides copies of the response to the school or early learning program's pastor, the principal/ director and the Bishop of the Diocese of Birmingham.
5. The child cannot enroll in the school or early learning program until an affirmative response from the Bishop/Bishop's delegate is granted and the Certificate of Immunization showing receipt of vaccines not included in the exemption is on file.
6. Families should submit their request for religious exemption at least 60 days prior to the desired enrollment date at the school or early learning program.

Approved by Bishop Steven Raica August 20, 2024

Family-School Agreement

The purpose of Catholic education is the formation of young people who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Birmingham are open to all students; however, we are first and foremost Catholic.

When enrolling their child(ren) in a Catholic school in the Diocese of Birmingham, parent(s) or legal guardian(s) (hereafter, "parents") are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

a. All children are welcome in the Catholic schools in the Diocese of Birmingham. As part of enrollment, parents must sign the Family-School Agreement.
b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

2026-2027 Family-School Agreement
Diocese of Birmingham

As parents/guardians, we ask ___Holy Spirit Regional Catholic School_____ to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren)in accordance with this agreement.

Name of Father/Legal Guardian Signature:

_____ _____

Name of Mother/Legal Guardian Signature:

_____ _____

Name(s) of Child(ren): Grade:

_____ _____

_____ _____

_____ _____

_____ _____

_____Holy Spirit Regional Catholic School_____ accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.

Principal's Signature: _____ Date:_____

HOLY SPIRIT
Regional Catholic School

2026-2027

FAMILY HANDBOOK ACKNOWLEDGEMENT

My student and I have read the 2026-2027 Holy Spirit Regional Catholic School Family Handbook. We understand the policies, procedures 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.

One form must be completed for <u>each</u> student.

Student Signature *Teacher & Grade* *Date*

Parent/Guardian Signature *Date*

Parent/Guardian Signature *Date*

2026-2027 Holy Spirit Regional Catholic School Family Handbook is available online at <u>www.hstigers.org</u>. Please read the handbook in its entirety, sign and return this form to the student's homeroom teacher no later than ***Monday, August 10, 2026****.*