





# **Lower School Handbook 2011-2012**

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## **GENERAL GUIDELINES AND REGULATIONS**

**Regular school hours:** Regular attendance is essential for academic success. Holy Spirit Preparatory School is in session for a minimum of 180 days each school year. School hours are from 8:00 a.m. to 3:00 p.m.

All K-4 students who arrive before 8:00 a.m. are required to go to the cafeteria where assigned staff is on duty. Students in grades 5 & 6 enter the intermediate classroom building upon arrival. ***PLEASE NOTE there is no supervision prior to 7:40 a.m. and therefore, unless accompanied by their parent, students cannot be dropped off until a member of the faculty/staff lets them out of their car*** (see morning carpool).

Students are considered tardy after 8:00 a.m. and should report to the main school office to receive a tardy slip before going to their classroom.

Parents or guardians are asked to notify the school office between 8:00 a.m. and 9:00 a.m. to report students who are going to be absent or late. All cumulative absences and tardies become a part of the student's permanent record.

**Carpool:** Morning carpool begins at 7:40 a.m. each day and lasts until 8:00 a.m. A teacher or administrator will direct traffic flow to the front driveway or to the driveway on west side of campus where teachers and aides will open car doors and assist students out of cars. Students are not permitted to be released from a vehicle without a teacher or aide present. ***After 8:00 a.m., students must be checked in at the main office.***

Afternoon carpool begins at 3:00 p.m. each day, and any changes to afternoon pickup of students must be made by 2:30 p.m. by contacting the main office at (404-255-0900). Vehicles will be assigned a carpool number. Teachers and aides will assist students into their assigned cars at the driveway on the west side of campus.

In the event of inclement weather, parents/guardians must come to the gym to pick up their students.

Use of cell phones while driving on campus is prohibited for all parents, students and visitors.

**Morning prayer & announcements:** Morning announcements are read from 8:00 AM until 8:05 AM each day.

**Student attendance / tardiness procedures:** Attendance is taken at the beginning of the day. Tardiness interferes with academic performance and is disruptive to the classroom environment. Late arrival in class impacts not only the student who is late but also the faculty and fellow students who suffer disruption. Both absences and tardies contribute to this effect.

Tardies fall into two categories: excused and unexcused. Tardies are excused when the result of illness, an off-campus medical appointment, family emergency or exceptionally hazardous weather conditions causing the journey to be unusually delayed and must be accompanied by a note signed by a parent or physician, as appropriate, attesting to the cause for the tardiness. All other tardies are unexcused.

When students in grades K-3 are tardy, written notification of excessive tardiness will be provided to the parents by the administration, and when deemed appropriate, contact will be made to follow up and assist in resolving any avoidable issues that might be contributing to a student being tardy. Students in grades 4-6 who are tardy to school more than five times in any quarter will be required to serve a Saturday Detention

for each five tardies and each 2<sup>nd</sup> tardy beyond the fifth. Saturday Detention does not remove the accumulation of tardies which are listed quarterly on the report card.

Tardiness interferes with academic performance and is disruptive to the classroom environment. Late arrival in class impacts not only the student who is late but also the faculty and fellow students who suffer disruption. This year, teachers have rewarded those who consistently arrive on-time by initiating an on-time arrival club for these students.

In an effort to deter student tardiness, students in grades K - 6 will earn a lunch detention for every 2<sup>nd</sup> unexcused tardy to school after a grace period of five unexcused tardies. The Saturday detention policy for tardiness for students in grades 4 - 6 will remain in effect. That is, students in grades 4 - 6 who are tardy five or more times in a quarter will earn a Saturday detention.

**Excused absences:** Absences will be excused on the basis of verified contact with the parent or guardian for the following reasons:

1. Personal illness of the student. Upon return to school, the student must provide a written note specifying the dates of absence and reason.
2. Medical or dental examinations and/or treatment of the student. Student must provide written documentation from the medical provider.
3. Death in the family.
4. Emergency situations arising from unusual weather conditions.
5. Other extenuating circumstances to be judged by the Principal of Lower School and/or approved by the President.

**Unexcused absences:** Section 20-2-690.1 of the Georgia Code provides clear guidelines governing the permissible number of unexcused absences that a student may accrue in a scholastic year. Once a student under the age of 16 is on record as having five or more unexcused absences:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.” (20-2-690.1.b)

Please be aware that students who accumulate sufficient unexcused absences are subject to notification by HSPS to the Superintendent of Schools. To excuse absences we must have documentation on file which may consist of a signed note from a parent indicating the reason for the absence. Such documentation should be provided to the student’s homeroom teacher.

Absences other than those detailed as excused will be considered **unexcused**. In the event of an unexcused absence, the teacher is not required to instruct again and all quizzes, make-up tests, or exams can only be completed after normal school hours and with the permission of the principal.

**Planned periods of absence:** Absences for a planned period (e.g. family vacation) are not encouraged or condoned by the administration. However written notice should be provided to the principal at least one week prior to departure. The homeroom teacher and / or subject area teachers will, if practicable, provide a general outline of the material to be covered for the period of time the student is absent. Parents are reminded that there is no substitute for in-class work and day-to-day interaction with the teacher. The

teachers will not be expected to provide the student with extra tutorial assistance upon his/her return to school.

Students that have excessive absences (i.e. over 10 for the school year) and / or excessive tardies may be required to attend summer school or other educational activities after the school year is over. This requirement may apply even when some or all of the absences were excused if the amount of instruction time missed is so significant that, in the opinion of the school administration, the student has not received sufficient instruction in one or more areas to advance to the next level of instruction in a subject and / or to the next grade.

**Student Illness / Injuries:** A student with a contagious disease and / or a temperature of 100 degrees or more and / or who has been ill or vomiting, the night before, should not be sent to school. The guiding rule is common sense and concern for the welfare of both the child and the other students in the school. If in doubt, a child should not be sent to school without consulting a physician.

Students who become ill or injured during the course of the day must inform a supervising staff member. The school representative / nurse will notify the parents / guardians if a child apparently needs to be picked up from the school. Upon notification, the parent / guardian must make arrangements to pick the student up within a reasonable time. In the event of an apparent need for urgent medical care or a delayed pick-up, the school may call for emergency or other on-site medical treatment or transportation to a medical facility.

**Accident and illness procedures:** If a student becomes ill or is involved in a minor accident and is mobile, he or she will be escorted by a teacher or another student who can ensure safe arrival to the clinic in the main office. If the student is seriously ill or injured or is otherwise immobile, the teacher will contact the main office immediately via telephone for assistance.

**Early dismissal:** Early dismissal of students is very disruptive to classrooms and learning. Please try to schedule appointments, whenever possible, after the conclusion of the school day. In accordance with Georgia law, students who are signed out prior to 12:30 PM are not considered in compliance with the requirement for full day attendance. For security reasons, we require parents to sign their child out in the main office.

If a student needs to be released early due to an unavoidable conflict, they should be collected between class periods to avoid disruption to class. Students leaving early are not excused from responsibility for work conducted during class, for turning in assignments and for knowing about any assignments issued, and should pro-actively confer with fellow students to ensure that all relevant information is obtained. Parents who wish to sign out their child prior to the 3:00 PM dismissal time must arrive in the main office prior to 2:30 PM.

**Food and drink on campus:** Outside of lunch (and after school), food is not generally allowed in any area on campus other than those areas approved for lunch and/or with express authorization from a member of staff. Food and drink are not permitted in the Media Center, tutorial areas or the gymnasium.

**Technology:** Students must not bring personal radios, cameras (photo or video), tape recorders, CD (music, movie or game), MP3 players, pagers, televisions, or video games to school without permission from the Lower School Principal. These items conflict with the educational and social objectives of the school. Any such items brought to school will be secured by the administration and returned to the parent/guardian upon notification.

**Cellular telephones:** Cell phones may be brought with written permission from a parent or guardian. Cells must be turned off during class and stored in the student's locker or bag and may only be used to contact a student's parent or guardian or other nominated caregiver. Students bringing cellular phones on an overnight field trip must notify the faculty chaperone. Students should seek staff approval for use of a cellular telephone; except in the most exceptional of circumstances approval will not be refused if the student is communicating with parents, guardians or parent / guardian appointed care-givers. Use of cellular telephones on field trips and at school sponsored events is subject to the reasonable directions of the supervising staff. The camera functions on cell phones are not to be used on school property or while attending a "school event" off school property in any circumstance in which the person being photographed may have a reasonable expectation of privacy.

**Lost and found:** Parents are asked to mark all articles of clothing, including shoes, and other property with the child's name. This facilitates the return of lost articles, and should be done immediately upon purchasing uniforms and supplies. Articles lost by students are kept in the Cafeteria, Intermediate Building or Gym, where they may be claimed. If not claimed after a reasonable period of time, such articles will be donated to an appropriate charitable organization.

**Faculty and staff lounge.** The lounge is reserved for the use of faculty and staff. It is not appropriate for students to be in the lounge at any time unless under specific staff direction.

**Campus hours:** The campus is normally open for students from 7:40 AM – 4:00 PM. The campus is open until 6:00 PM on Monday through Friday for students registered in ESP. Longer or shorter hours may be applicable from time to time for all or some parts of the campus as a result of athletic or other activities. However, please keep in mind that students on campus outside normal class hours and not participating in an organized school-sponsored event must be supervised at all times.

**Clubs and extracurricular activities:** Holy Spirit Preparatory School offers several after-school clubs and activities sponsored by the school and administered either by members of the faculty and staff, parents or individuals approved by the school. Information regarding these clubs and activities is provided throughout the school year. Participation in any extra-curricular activity is voluntary and students must meet the minimum eligibility requirements outlined in this handbook, unless a waiver is obtained from the Lower-School Principal. There may be fees associated with participation in some of these programs and they vary in length from 30 to 90 minutes. Arrangements to pick up your child should be coordinated with the individual administering the program. Clubs are not allowed to sell items at the school in an effort to support their fundraising activities.

**Early Drop-off Program:** Holy Spirit Preparatory School offers an early drop-off option beginning at 7:20 a.m. in the media center for students in Kindergarten thru 6<sup>th</sup> grade. Supervised by faculty and staff members, this program provides parents the flexibility of an early drop-off before carpool begins at 7:40 a.m. Any student participating in the early drop-off option must register. Fees are assigned on the number of days the student participates in the program.

**Extended School Program (ESP):** Holy Spirit Preparatory School offers an extended option until 6:00 p.m. for students in Kindergarten thru 6<sup>th</sup> grade. Supervised by faculty and staff members, this program provides parents the flexibility of late pick-up. Students are provided a snack, a study time and activities. Any student participating in ESP must register. Fees are assigned on the number of days the student participates in the program.

**Emergency drills and protocols:** There are monthly emergency drills held during the school year. The drills are sometimes, but not always, announced in advance to the student body. An emergency plan is in place and posted in all classrooms.

**Inclement weather information:** In the event of inclement weather, information about school closing or late opening will be broadcast on designated television and radio stations. A voice-mail message will also be recorded on the school's main phone number. Look for Holy Spirit Preparatory School to be listed on school closings on the different networks for confirmation of closing.

**Field trips:** Field trips are an important aspect of the school curriculum, and usually have a direct application to a unit of work being studied. Classes are adequately prepared indicating the nature of the trip, its purpose, things to be observed and/or recorded and any special plans or requirements for the trip. Students should be aware that field trips are privileges, not rights. A student may be denied participation in field trips if they fail to meet academic or discipline standards. Students denied participation will be at the discretion of the Principal of the Lower School and as approved by the President.

To participate in a school sponsored field trip, each student must have a completed "Transportation Waiver" with an original signature by the parent or guardian. These forms must be received prior to the field trip. No facsimile or photocopy will be accepted.

The school uniform is worn on field trips unless the nature of the trip dictates other types of clothing. Permission to be out of uniform will be at the discretion of the Principal of the Lower School. The information provided to parents about the trip will indicate the appropriate clothing to be worn.

Generally, all students participating in a field trip will be transported by bus. In the event that the destination is within a 5-mile radius of the school, parent drivers will be permitted with the approval of the Principal of the Lower School. Parents who accompany their child on a field trip are not permitted to bring younger siblings as the first duty of the accompanying adult is the supervision of the students.

**Gum chewing:** The Holy Spirit Preparatory School is a gum-free zone. Neither students nor staff are permitted to bring or chew gum on school grounds.

**Lockers:** Students in grades 5 & 6 are assigned lockers at the beginning of the year. Lockers are no longer locked. No valuable property should be stored in any locker. Students are not permitted to open the lockers of others without express and proximate permission. The minimum consequence for opening another student's locker is Saturday detention. In the event of dishonest or intentionally upsetting or damaging conduct the consequence may be suspension or expulsion.

*Locker Exterior:* No exterior decoration of lockers is permitted except for school spirit decorations expressly authorized by staff and attached in a temporary manner that is not detrimental to the finish of the locker.

*Locker Interior:* Any adhesive used in metal lockers must be completely removed by the student at the conclusion of the school year. Students may not write on lockers at any time. Photographs and any other material placed in lockers should meet the overall standards of decorum expected for our campus and dictated by our Honor Code. Specifically, they should meet strict standards of decency and protocol that would be applied to members of our community on the HSPS campus. If in doubt, check with a member of staff. Administration and faculty have the right to carry out locker inspections at any time whether in the presence of the student or not. Any inappropriate items may be confiscated and returned directly to the student's parents.

**Removal from class:** The administration of Holy Spirit Prep School reserves the right to remove any student from any class if, in their judgment, the best interest of the student and/or the best interests of other students, faculty, or the school are served by so doing.

**Defacing school property:** We take great pride in our beautiful campus and look forward to allowing students to enjoy it for many years to come. As a result, defacement of any furniture or other school property is a serious matter and may lead to suspension or expulsion. Any student that defaces furniture or other school property in any way (whether in a permanent or semi-permanent manner) will automatically assume ownership of that item and be required to make arrangements to have it delivered to his or her home at their own expense. Parents will be billed for the replacement item and additional disciplinary measures may also be applied.

**Visitation of campus:** Parents are encouraged to visit the school to support the philosophy of our partnership with parents in the education of their child. Visits may include assisting with classroom activities, having lunch or working as a volunteer. Visitation of all classrooms must be coordinated in advance with the individual teacher so as not to disrupt the learning process. When necessary to meet with a teacher, parents should schedule a date and time that is convenient to both parties. It is difficult, if not impossible, to devote appropriate attention to a parent during a “drop-in” visit. Visitor parking is located at the driveway in front of the main office building or on the west side of the Intermediate Building. Please park only in designated spaces for visitor parking. All visitors must report to the main office, sign in and receive a visitor identification badge. The visitor identification badge must be visible at all times while on campus. It is anticipated that all parents have access to the campus unless there is a custodial restriction on that privilege. In the event that a separated or divorced parent disagrees over the right of the other parent to visit the child or the campus during school hours, it is a school policy that both parents be barred from such visitation while such disagreement exists.

Classroom visitors who are not parents need the approval of the administration. Visiting priests who wish to concelebrate Mass at the lower school and/or speak to students must have the approval of Monsignor Dillon, pastor of Holy Spirit Catholic Church.

## **ACADEMIC POLICIES AND EXPECTATIONS**

**About the program:** Holy Spirit’s college preparatory program continues the school’s mission of academic excellence while providing personalized learning for each student in a secure and supportive learning environment. Students attending Holy Spirit Preparatory School are the beneficiaries of a program rich in the finest traditions of Catholic education; our Catholic faith and values are integrated into all aspects of our program. Students are encouraged to open themselves to the needs of others in the spirit of service through both school service and community service programs.

Holy Spirit Preparatory School provides personalized education in all grades. Our commitment to small classes, after-school tutorials, writing across the curriculum, advanced math classes at each grade level and a rigorous core curriculum demonstrate our focus upon each student reaching his or her potential. We believe that personalized education allows students to flourish—both inside and outside the classroom.

**Challenged Materials:** Any material challenged by a staff member, student or parent should (to the extent practicable) be immediately removed from circulation and taken to the President’s office. The material is reviewed by the President in consultation with a Librarian and the Department Chair of the relevant discipline (or in the case of the Lower School or Preschool, the Divisional Principal). If the material was

introduced or sponsored by an individual staff member their input is sought. If he determines it appropriate the President may also consult with the Head Chaplain or Educational Policy Committee. Other than materials that are illegal, indecent or otherwise contravene the teachings of the Catholic Church (where removal is mandatory), the President has final say on the appropriateness of the material.

**Definition of homework:** Homework can be a valuable aid to help students derive the maximum benefit from their time at Holy Spirit Prep. It is our belief that properly conceived and well-designed homework assignments provide useful practice of learned skills and develop work habits that will continue to serve the student through college, and beyond.

Appropriate homework assignments meet the proficiency levels of students and relate in meaningful ways to the topics and material covered in class. Teachers, parents, and students have important roles and responsibilities in the homework partnership, and a homework program is maximally effective only when all work together towards the goal of increased student achievement.

The homework policy at Holy Spirit Prep is intended to help teachers strike a balance between academics, family life, and the other demands placed on students. The amount of time a student spends on homework depends on a number of factors:

- Course rigor and expectations
- Age and grade
- Work habits
- Specific subjects and their difficulty for the student
- School schedules
- Proximity of tests
- Project due dates
- Opportunities to complete homework during the school day

It should be noted that time devoted to homework on a given night will vary from individual to individual, and will vary throughout the school year.

Students vary in the speed at which they perform tasks & complete assignments. The following times are suggested homework guidelines for each grade level. (Homework time does not include long-range assignments / projects).

Kindergarten & Pre 1st	15 – 20 minutes
Grade 1 & 2	20 – 30 minutes
Grade 3	30 – 45 minutes
Grade 4 & 5	45 – 60 minutes
Grade 6	60 – 75 minutes

Parents can assist students to excel at homework by

- setting a regular time;
- choosing an appropriate location;
- removing distractions;
- having supplies and resources on hand;
- providing encouragement;
- monitoring the timely completion of assignments; and
- providing appropriate guidance

While parents should not be “doing” homework for a student, (absent other instructions from the teacher) discussing the assignment with the student is acceptable as is reviewing the completed assignment with the student. The level of assistance that is effective and appropriate is of course dependent on the students’ grade level.

\**Homework Without Tears* by Lee Canter and Lee Hauser (Perennial Library, 1987). A down-to-earth book by well-known experts suggests how to deal with specific homework problems.

\**Megaskills: How Families Can Help Children Succeed in School and Beyond* by Dorothy Rich (Houghton Mifflin Company, 1992). Families can help children develop skills that nurture success in and out of school.

**Tests and quizzes:** We at HSPS recognize that tests are inherently stressful situations for students. Testing is not intended to be a negative experience, but rather an indispensable assessment tool. We view tests as an important pedagogical tool that is essential to the evaluation of a student’s learning and comprehension of the subject. For the student, tests should provide precise information about what he or she does and does not understand. For the faculty member, tests should be a window into assessing the strengths and merits, weaknesses and deficiencies in the teaching of material so as to build upon or improve the communication of the subject matter.

HSPS makes this general distinction between a test and a quiz. A test is an instrument which is expected to take the average HSPS student an entire class period to complete. A quiz is an instrument designed to take the average HSPS student less than 30 minutes to complete.

**Testing schedule:** The burden that a challenging academic program places on students can be magnified when measures are not taken to ensure that students are not overwhelmed by assignments and responsibilities. To that end, teachers will schedule tests so that students have no more than two tests per day.

No tests or quizzes will be scheduled for Monday throughout the year, or on any Holy Day of Obligation, or on any other day when a major school event is scheduled unless previously authorized by the Lower School Principal.

Teachers in grades 3-6 will maintain a testing calendar. In general, no student will be required to take more than two major tests in one academic day.

**Progress reports:** Weekly grades and progress reports for students in grades 3 through 6 may be accessed through Edline. Progress reports for students in grades K through 2 will be sent home as designated on the school calendar

**Report cards:** Report cards are sent home quarterly within one week after the end of the marking period as designated on the school calendar. Kindergarten and Pre-First report cards are sent home after each trimester.

**Tutorials:** Tutorials are a time of concentrated academic focus and student commitment and attention should, at a minimum, be not less than that expected in regular classes. Holy Spirit Preparatory School faculty shall be available for tutorials from 3:15-4:00 p.m. on Mondays, Tuesdays and Thursdays to tutor individual students seeking additional help. (Faculty meetings and faculty extracurricular activities may, on some occasions, reduce availability of faculty members.) Teachers may also require a student to stay for tutorial by arranging specific times for the student to stay in order to receive additional help. Students may

be required to attend tutorials based upon the advice of the subject teacher, Student Success Director or an administrator.

The tutorial session allows students to receive personalized attention from faculty in order to deal with specific questions or problems the student is experiencing in understanding complex or confusing concepts. Tutorials are designed to supplement the daily classroom experience and when properly used may bolster student achievement and confidence in a subject. Tutorials are not designed as a “supervised homework” forum. Monitored study areas are available for students in 1<sup>st</sup> thru 4<sup>th</sup> in the main building and Grades 5<sup>th</sup> & 6<sup>th</sup> in the intermediate school building. Students participating in these tutorials should be picked up by 4:00 p.m. If a student is not picked up, they will report to the Extended School Program and normal ESP fees will be applied.

**Late work and tests:** Students who are absent from school consequent to an excused absence or school-event (including athletics) will be granted a grace period equivalent to the number of excused absence days to make up school work assigned while they were absent. For example, a student who missed three days of school due to an excused absence will have three days from the time they return to school to complete any missed class assignments.

In instances where the student misses a test due to an excused absence, the student will be granted the appropriate number of grace days. The student must make up the test within that period even if the grace period does not include an assigned test day for that subject. Make-up tests do not count towards the maximum of two tests that a student may take on any school day.

In instances where the student returns on the day that a test is scheduled, and the test was announced prior to the student absence, the student is expected to take the test with his or her classmates on the scheduled day unless other arrangements have been made with the teacher. Depending on the grade level, it is the responsibility of the student to seek out the teacher to make such arrangements prior to class. It is expected that students who miss school assume responsibility for completing readings, obtaining class notes, and the like.

Exceptions to the above can only be granted by the administration and will only be granted in cases where undue hardship exists. Documentation of undue hardship (i.e. physician’s note) may be required prior to the granting of an exception.

Students who are absent from school consequent to an unexcused absence will be granted no grace period for assignments due or assigned on the day the unexcused absence occurred. Students who miss school due to an unexcused absence will earn a grade of zero for any tests, quizzes, or other graded assignments completed in class on the day of the unexcused absence.

Students in grades 4-6 who fail to turn in an assignment (report, term paper, weekly homework, etc.) on the due date, will earn no higher than 90% the first day, 80% the second day, 70% on the third day, and 60% when the work is four or more days late. HELP slips (Homework Enables the Learning Process) are sent home the first day the assignment is missing. If the form is not returned with a parent signature the following day, either an email or phone call will notify the parent of the missing assignment. Grade 3 teachers have the option of using this scale the second half of the year in an effort to prepare their students for 4<sup>th</sup> grade policies.

Faculty will typically contact parents when late or missed assignments cause a child’s grade to fall to a “C” or otherwise threaten a student’s grade. Students who regularly miss deadlines will be referred to the Student Success Director for assistance with time management and planning.

**Academic credit for non-academic work:** Teachers will not award academic credit (extra credit, bonus points, etc.) for non-academic work. Teachers will not link discipline (conduct, behavior, etc.) to course grades, nor deduct points from a student's grade due to misbehavior.

**Extra credit:** Teachers are discouraged from habitually offering extra credit and should never offer extra credit to an individual student unless that opportunity is offered to the class as a whole. Typically, extra credit becomes a distraction that discourages maximum effort on regular work. In addition, frequent extra credit becomes a crutch that students will come to expect as a way to avoid failing a class in lieu of adequate quality of regular work. Assignments and projects that are judged to be worthwhile extra credit assignments should instead be considered as regular assignments for all students to complete.

**Summer reading:** The ability to read is crucial to any education. Reading, like other skills, needs constant attention and refinement in order to improve. We believe that education at HSPS is education for life and we strive to encourage lifelong learning. We submit that while summer vacation may indeed be vacation from the routine of school days, summer vacation is not (and should not be) a vacation from learning and the life of the mind.

The summer reading program at Holy Spirit Prep is an important feature of the academic program. Requirements for summer reading per grade are posted on the HSPS website prior to the end of the school year. Summer reading is counted towards the student's first quarter grade.

**Scholastic Reading Counts Program:** *Reading Counts* is a reading motivation and management program that helps encourage and monitor independent reading.

The Media Center provides *Reading Counts* books that include award-winning literature, modern classics and children's favorites. These books are marked progressively by different colors to represent reading levels from Kindergarten through middle school level.

Each student must read two *Reading Counts* books per quarter and pass a quiz on the book. Kindergarten through Grade 2 students do not receive grades on the quizzes. In Grades 3 through 6, the average of a student's two highest scholastic quizzes for each quarter is counted as a Language Arts class work/quiz grade.

**Assignment notebooks:** We provide each of our students in Grades 3-6 an assignment notebook to use on a daily basis. These assist students with valuable planning and time management skills by tracking current homework assignments, future exams, quizzes, research papers, and class projects.

**Responsibility:** In order to foster personal responsibility in each student, we ask that parents refrain from bringing to school items forgotten by the student. This includes homework, PE clothes, lunches, schoolbooks, etc. Homework cannot be faxed or emailed by the parents. In addition, students will not be allowed to telephone parents during the school day to request forgotten items unless authorized by the administration.

**Academic reporting:** Report cards are issued approximately every nine (9) weeks, the week following the end of the marking period. The dates are listed on the school calendar. Details of the code for marking are given on the Report Card itself. Student grades are determined by class work, classroom performance, completion of assignments, as well as formal and informal observation.

## Grading scales:

- Kindergarten & Pre 1<sup>st</sup> (Report cards are issued on a trimester basis)
  - M**            *Objective has been mastered*
  - D**            *Developing mastery*
  - N**            *Needs improvement*

## Conduct will now be marked using the following key:

- 1 = Consistently
- 2 = Usually
- 3 = Sometimes
- 4 = Seldom

## First and Second Grade Report Cards will be marked using the following key:

- O = Outstanding
- G = **Very** Good
- S = Satisfactory
- N = Needs Improvement

## Progress Report Cards for First and Second Grades:

Core Subjects will be marked using the following:

- E = Exceeds **HSP** grade level
- M = Meets **HSP** grade level
- N = Growth needed to meet HSP grade level

## Third through Sixth Grade students are graded as follows:

<u>Numeric</u>	<u>Letter</u>
95 – 100	A+
91 – 94	A
90	A-
85 – 89	B+
81 – 84	B
80	B-
75 – 79	C+
71 – 74	C
70	C-
60 – 69	D
Below 60	F

**Honor Roll:** *Principal's Honor Roll* is awarded at the end of each quarter to any student earning a grade of A- or above for every subject taken that quarter including enrichment areas.

**High Honor Roll** is awarded at the end of each quarter to any student earning an overall grade of A- or above for that quarter in not less than five core subjects (subjects listed in upper block of report card) and a grade of not less than B- in the remaining subject(s).

**Honor Roll** is awarded at the end of each quarter to any student earning at least four A-'s in core subjects (listed in upper block of report card) and an overall grade of B- or above in every subject.

**Year-End Academic Awards:** *The Presidential Excellence Award* is awarded to students who have earned a 90% final average in every subject for the school year.

*The Presidential Achievement Award* is awarded to students who have earned final grade averages of A's and B's in every subject for the school year.

**Online access to grades:** Student grades are recorded by faculty using a program called "GradeQuick". Grades for students in grades 3-6 are accessible by parents via the Web utilizing a program called "Edline". Information on accessing Edline will be provided to all students and parents.

Faculty members for grade 3-6 will post all graded material during that week, upcoming tests or exams, papers, projects or other similar major homework assignments together with weekly homework assignments.

**Parents should notify the Dean of Faculty (Helen Prieto at [hprieto@holyspiritprep.org](mailto:hprieto@holyspiritprep.org)) by e-mail if Edline is not updated for a class in a timely manner.**

**Academic eligibility:** Academic eligibility guidelines cover participation in athletic as well as other extra-curricular activities, excluding school service, community service and extra-curricular activities that are designated by the administration as being in direct service to the school community.

In Grades 3-6, for a student to be academically eligible to participate in an athletic or any extra-curricular activity at Holy Spirit Preparatory School, he or she must have the written permission of the administration to participate if they do not have a quarter grade of C- or better in their core academic subjects.

**Disciplinary eligibility:** Disciplinary eligibility guidelines cover participation in athletic as well as other extra-curricular activities. Students may be declared ineligible based on violations of school rules, policies, and procedures. Such judgments are at the sole discretion of the administration.

**Plagiarism:** The HSPS Honor Code is intended to provide students with broad guidelines governing their comportment, conduct, and academic integrity. Plagiarism is a serious offense and will be dealt with on a case-by-case basis. Consequences may range from a loss of credit for an assignment to expulsion from Holy Spirit Preparatory School. Teachers at the appropriate grade levels will use the following pledge against plagiarism:

*I pledge that this is my own work in respect of which I have not received any unauthorized assistance whether from any person or source of information and that I have given full credit for the words and/or ideas of others.*

**Plagiarism defined:** HSPS defines plagiarism as the act of presenting another's ideas or writings as if they were one's own, and failing to acknowledge that work. To avoid the charge of plagiarism, there are three simple guidelines to follow:

1. If you use someone else's thoughts, concepts, ideas, in part or wholly, and their way of expressing them, even if you paraphrase them, you should cite the source.
2. Anything not original to you, and that is not commonplace knowledge, should have a clear reference.

3. If you receive specific help from someone or something, e.g., the Internet, in writing a paper, you must acknowledge the source.

**Promotion:** Promotion to the next grade level is at the discretion of the Principal of the Lower School and approval by the President. Each student promoted must successfully complete all academic and attendance requirements.

**Transcripts:** Transcripts, attendance records, report cards, student records and diplomas are the property of Holy Spirit Preparatory School. To release school records the parent or guardian must submit a written request. Official transcripts maintained by Holy Spirit Preparatory School will be forwarded to the designated institution upon the satisfaction of all payments for tuition and fees owed to the school.

**Student withdrawal procedures:** If a student withdraws from Holy Spirit Preparatory School during the school year, the parent must give prior written notice to the Principal of the Lower School or President stating the date of withdrawal. A withdrawal form will be completed by a representative of the administration, which documents the fulfillment of all obligations to Holy Spirit Preparatory School. The student's current report card will reflect all grading up to the date of withdrawal.

**The John Carroll Resource Center:** The mission of the John Carroll Resource Center at Holy Spirit is to provide students with dyslexia and / or other language processing and / or organizational challenges the support needed to maximize their potential within a college preparatory environment. A dedicated Carroll Center team of administration and teachers provide individualized support and enable academic success. An Individualized Resource Plan (IRP) is prepared for each enrolled student, with the purpose of outlining the support needed to maximize the student's strengths and overcome or accommodate challenges. Depending on the needs of the student, resource services outlined in the IRP may include in-class assistance and modifications, one-on-one instruction, small group instruction, study and organizational skills training, and homework tutorial. Benchmark assessments and progress reports are provided to track the student's growth. The Carroll Center staff, classroom teachers, parents and students work together toward the common goal of academic independence.

**The Seton Center:** The Saint Elizabeth Ann Bayley Seton Center has been established to serve academically gifted students in 3rd through 6th grades. Enrollment in the Seton Center is elective and complementary to an enhanced range of academic enrichment opportunities provided throughout the school day for all gifted students through the school's differentiated learning program. Additional enrichment activities are available after school through the Seton Center Club.

## **PARENTS**

**Communications:** Regular communication with parents is an important professional responsibility for all teachers. It is imperative that parents be informed of inadequate progress, poor grades, disruptive classroom behavior, and the like, in a prompt manner. Parents have every right to express dissatisfaction with the school for academic or disciplinary issues that escalate without their being notified. Faculty is asked to follow the following guidelines in communicating with parents:

- Parents should be notified, by phone or by email, if their student has failed a major test, assignment, or project.
  
- Parents should be notified, by phone or by email, if their student's conduct or behavior in class is disruptive and likely to result in Administrative action.

- Parents should be notified, by phone or by email, if their student's overall performance in a class has diminished to a degree that a C for a marking period, semester, or academic year is probable.
- Any and all faculty communication with parents for academic difficulties should also be relayed to the Student Success Director. All disciplinary issues should be relayed to the principal.
- The Lower School Student Success Team ([LowerSchoolSST@mail.holyspiritprep.org](mailto:LowerSchoolSST@mail.holyspiritprep.org)) should be copied by faculty on any e-mailed / written communications with parents. The Lower School Student Success Team is comprised of Kyle Pietrantonio, Linda Anthony, Brian Moscona, and Donna Hayley.

In addition to communicating with parents about challenges, teachers are also encouraged to frequently communicate with parents for positive reasons. A high mark on a test or quiz, an excellent presentation to the class, an exemplary performance in class, or a thoughtful and considerate action by a student are all excellent opportunities to communicate positively with parents. E-mail is rather quick and simple to use, and teachers are encouraged to take advantage of this technology.

**Timely response:** Unless otherwise directed by the administration, faculty should seek to respond to emails and voice mails within one school day.

### ***Forms of Communication at the Lower School***

#### **School to Parents**

- Ed-line
- Weekly Email
- Web Page [www.holyspiritprep.org](http://www.holyspiritprep.org)
- Friday Folders
- Announcement signs on campus drive

#### **Teachers to Parents**

- Friday Folder
- Conferences
- Class / Grade Newsletter
- Assignment Notebooks
- Ed-line
- Phone Calls
- Email

#### **Parents to Teachers**

- Email
- Voice mail
- Written communication
- Conferences

**Parents are encouraged to contact the student's teacher concerning any situation prior to contacting a member of the administration.**

**Weekly News:** The primary means of mass communication between the school and home is the *Weekly News*. The Main Office coordinates the publication and distribution (via email and posting on the web) of

the *Weekly News*. Students and parents should make a habit of reading the *Weekly News* as it contains important school announcements,

**Parent Volunteer Association:** The Lower School Parent Volunteer Association exists to support the students, faculty, and staff of Holy Spirit Prep. Numerous activities throughout the year are organized and sponsored by the PVA. For more information on PVA activities, please contact the Lower School PVA President.

## **STUDENT DEPARTMENT**

**General overview of student deportment:** The Catholic Church teaches, and Holy Spirit Prep emphasizes, that we treat all human beings with dignity and respect because they are created in the image and likeness of God. Consequently, students are expected to act at all times with the dignity and integrity appropriate to such a school. Students should treat all faculty, staff, classmates, and visitors with charity and comport themselves in a way that brings honor to their family, faith, school, and themselves. Virtue is habituated through repeated practice, and our school environment will allow students to make the transition from childhood to young adulthood smoothly.

In other words, we expect that students will address adults politely, work respectfully with their classmates, and behave with civility and cultivation. Violations of basic rules and consequences will result in disciplinary action defined by the different grade levels and appropriate to developmental ages. Holy Spirit Preparatory School promotes the development and nurturing of self-discipline in all students. Each student is encouraged to make proper choices and to accept responsibility for his/her actions. Consistent application of these standards and expectations by the faculty and staff is emphasized throughout the learning process. In addition, the faculty and staff understand the value of providing personal attention to each student as part of their education. In order to foster a sense of honor and pride in being a member of the Holy Spirit Preparatory School community, the following Honor Code applies to each and every student:

**Respect:** The school community (students, faculty, and administration) drafted the following position statements regarding respect among and between individuals on campus:

Respect for Faith – The best way to respect the gift of faith is to be thankful and to show appreciation for God’s blessings by creating an environment of reverence and devotion in all areas of worship. This includes taking advantage of all means to grow stronger in our faith, being presentable in appearance, and ardently participating in all services. Respect for our faith also means being examples of apostolic zeal and charity. Through living our faith authentically we honor and glorify God.

Respect for School – Respect for our school includes showing gratitude by having school pride. This includes speaking well of the school, wearing the school uniform properly, supporting school teams and activities, caring for school property, and following school rules and policies. In these ways we reflect a positive image of our school and ourselves.

Respect for Teachers – Respect for teachers includes demonstrating effort, courtesy, and appreciation; obeying classroom rules; following directions; and greeting teachers outside of class.

Respect for Peers – Every person has human dignity and therefore the right to be respected. Respecting our peers enables us to recognize, as Christ did, that each human being has infinite worth

in God's sight. We demonstrate respect for our peers when we exhibit charity, honest, and kindness towards others.

Respect for Self – Self-respect means living one's life in service to God. Manner of dress, comportment, and positive interaction with others represent affirmative demonstrations of self-respect.

Respect for Students - Teachers at Holy Spirit Prep recognize that students are not fully mature. This places a tremendous responsibility on teachers to respect the vulnerability and weaknesses of students while at the same time helping to form them academically, spiritually, socially, and athletically. By treating all students fairly, by serving as a model for students to follow, and by giving students freedom and responsibility commensurate with their demonstrated level of maturity, we endeavor to encourage their proper growth and development into leaders and citizens.

Respect for the Profession of Teaching - Our privilege is having the opportunity to play an important role in the development and formation of the young people entrusted to our care. This privilege carries with it great responsibility: to be prepared for classes; to provide prompt and accurate feedback on student progress; to give our time out of class for help and guidance; to treat students with the same respect that we expect from them; to encourage and support our students in their many endeavors; and to commit to a plan of professional growth that leads to personal, spiritual, and pedagogic renewal.

## **HONOR CODE / DISCIPLINE POLICIES**

Honor Code: The essential principles of Honor upon which the Holy Spirit Prep community must rely are encapsulated by the following pledge which will be recited at the start of each semester by every Holy Spirit Prep student beginning in 3<sup>rd</sup> grade and symbolically recited by every High School student upon Matriculation:

*I pledge on my honor that I will not lie, steal, cheat or bully nor condone others doing so.*

**School rules:** There are four basic school Rules which students are expected to obey and teachers are expected to enforce.

1. Students will not violate the Honor Code.
2. Students will follow all Classroom Rules
3. Students will follow all Playground/Cafeteria Rules.
4. Students are to be in uniform at all times

**Classroom conduct:** Each teacher will establish a set of rules for individual classrooms, and these rules will be posted prominently in each room. However, two classroom rules are consistent throughout the school. First, whenever the Chairman of the Board, Chaplain, any priest or any adult guest enters the classroom, the class will stand as a sign of courtesy and deference unless instructed otherwise by the Administrator. Second, students should treat all classroom property with respect, and vandalism or wanton destruction of school property will not be tolerated. Students and their parent(s)/guardians will be responsible for damage to school property.

**Discipline: General criteria.** Student discipline is generally handled by the individual classroom teacher, supervising teacher or member of the school staff. The teacher or supervising staff member will make a

record of the discipline problem, the corrective action taken and may notify the parents or guardian of the student(s) involved.

Students will be sent to the Lower School Principal whenever the teacher or supervising staff member considers the behavior is of a serious nature or is the repetition of a pattern of minor infractions. In such cases, the parents or guardian of the student(s) involved will be notified and asked to assist in resolving the disciplinary matter.

Physical punishments are strictly forbidden at Holy Spirit Preparatory School.

**Bullying:** Holy Spirit Preparatory School seeks to be a community in which every individual is treated with sensitivity and respect. The school encourages consideration of others and will neither condone nor tolerate harassment or discrimination of individuals based on race, color, religion, sex, national origin, age, or disability, or that which creates an intimidating, hostile or offensive environment.

Bullying, hazing, and harassment may include both easily identified acts of verbal, written, or physical abuse and subtler, but equally damaging forms such as graffiti, epithets, and stereotyped remarks or humor. Bullying means any overt act or combination of acts directed against a student by another student or group of students and which is (1) repeated over time; (2) intended to ridicule, humiliate, or intimidate the student; and (3) occurs during the context of the school program. Bullying is a serious issue with possible long-term effects for both the victim and the bully. Bullying as HSPS will not be tolerated in any form. Any student who feels himself or herself to be the victim of bullying, hazing, or harassment or who witnesses or learns of any such behavior should discuss the matter with the Lower School Principal, the Student Success Director, or any other adult with whom the student feels comfortable.

An equally firm policy will pertain to gossip and teasing.

**Rough housing:** As an administration we understand that it is not unusual for older students to engage in rough housing and that such conduct is often intended in good humor and is totally devoid of any malice. Acts of excessive roughness, whether intentional, accidental or good-natured are damaging in a school environment and can lead to discomfort on the part not only of those involved but also innocent bystanders. Any hitting (whether with a hand or an object) punching, kicking, elbowing, kneeing, head-butting, choking, tripping or other act that is or appears to be or to replicate or suggest these actions or any other act of violence will be regarded as prima facie malicious and punished accordingly. The minimum disciplinary consequence for any minor act of violence not resulting in actual bodily harm (whether or not in fact malicious) is an in-school suspension, while out of school suspension or expulsion is to be the assumed consequence of a more serious or repeated act. Students that feel the need to compete in order to demonstrate or compare their physical prowess or toughness should do so in an appropriate way through the medium of organized sports. This rule applies to both male and female students.

**Disciplinary procedures for grades K-6:** In an effort to provide a positive but consistent disciplinary program, behavioral expectations are outlined that are incremental and age appropriate for the different levels in grades K-6. Consequences are established that provide students the ability to learn from experiences both in and outside the classroom. Fostering the relationship of working in a partnership with the parents, we seek to communicate and establish appropriate corrective procedures that will allow for the overall development of each child. A "Student Support Team" consisting of the lower school counselor, lower school administrators and homeroom teachers meets every three weeks and as needed to monitor the progress of each child in all areas that might affect discipline.

For each grade level, guidelines are established within the homeroom outlining appropriate behavior for all areas associated with Holy Spirit Preparatory School programs. Reasonable and logical consequences are

established allowing for students to take responsibility for their actions. Classroom management and appropriate behavior at school is monitored by the homeroom or supervising teachers.

For serious actions or repetitive misbehavior, the Lower School Principal is notified. Parents will be contacted to establish a plan to allow for the remediation of the behavior.

**Extraordinary disciplinary situations:** The Lower School Principal may determine that a single incident can be of such a nature that immediate action needs to be taken. Examples of such extraordinary disciplinary situations include, but are not limited to, acts or threats of violence, substance abuse, possession of a weapon or an illegal substance, and failure of the student to respond to school authority. In such a situation, the student or students will be removed from class and the parents or guardian notified immediately. The student will not be admitted to class until a meeting with the parents or guardian has taken place. The Lower School Principal will meet with the student, parents or guardian and the President to discuss the situation and determine an appropriate resolution. The President will be the final authority on the appropriate course of action to be taken.

**Saturday Morning Detention:** Saturday Morning Detention is also directed by the administration in response to individual or repeated disciplinary infractions. Saturday detentions will be held from 8:00 a.m. – 10:00 a.m. on the first Saturday of the month. Detentions must be served on the next scheduled date unless, exceptionally, a date transfer is authorized in which case two detentions must be served.

**Suspension:** Suspension is one of the most serious punishments given to a student. The Lower School Principal will inform the President of all matters that may warrant suspension of a student. Students may receive an in-school suspension or out-of-school suspension. An out-of-school suspension requires the approval of the President.

**In-school suspension:** In-School Suspension is a serious consequence for disciplinary infractions and involves attendance at school and completion of all required academic work while experiencing restrictions on liberty and association. While the student is absent from class during an in-school suspension, he/she may receive assignments missed from their homeroom teacher or the subject area teacher.

The Lower School Principal may immediately remove a student or students from class or other school activity and place them in an in-school suspension if the disciplinary infraction is sufficiently serious. The parents or guardian will be notified immediately and informed of the decision to remove the student. The Lower School Principal may consult with the Director of Student Success and President regarding these matters. The Lower School Principal will meet with the parents or guardian to discuss the disciplinary infraction and appropriate remedies. If the parents or guardian are unavailable to meet within a reasonable amount of time, appropriate action may be taken to address the disciplinary infraction. If warranted, the student may receive additional days of in-school suspension. The Lower School Principal will provide a written report to the parents or guardian and the report will be copied to the School President.

The student will report to the Lower School Principal to complete an in-school suspension. Students serving an in-school suspension will not be allowed to participate in-school activities, any after--school activities, and extra-curricular activities or sports competitions during the day of his/her in-school suspension.

**Out-of-school suspension:** In addition to the procedures outlined above, the Lower School Principal may, with the approval of the President, enforce an out-of school suspension for a student. The Principal of the Lower School may contact the parents or guardian for additional information and will provide a written report of this decision to the parents or guardian of the student and the President. The student will not be allowed on the school campus or participate in any after-school activities, extra-curricular activities or sports competitions during the time of his/her out-of-school suspension. While the student is absent during an out-of-school suspension, no credit will be awarded for classroom assignments, homework, quizzes, exams,

projects, written papers or other related class activities. In addition, no make-up quiz or exam will be provided once the student returns to class from an out-of-school suspension.

**Termination of a Student's Enrollment:** Only the President of the school may terminate the enrollment of a student. Termination shall be addressed where, in the sole discretion of the President, continued enrollment of the student is not in his or her interests and / or those of the school community. The President may address the potential for termination as a consequence of:

- a) Recommendation by a Divisional Principal
- b) Recommendation by the Guidance Office
- c) Information that comes to the direct attention of the President
- d) A resolution of "no confidence" by the Upper School Honor Council

Recommendations as to termination shall be accompanied by a written explanation of the pertinent facts and the President may request additional information whether in writing or orally.

In considering the appropriateness of termination where a prima facie case for such action exists the President shall at his or her absolute discretion consider:

- a) Any policy level input received upon request from the Chairman of the Board, the Executive Committee of the Board or the Board as a whole. Although the Board cannot be involved in decisions relating to a specific student the President may seek guidance on a "no-names" basis if the circumstances related to the potential termination raise a unique policy issue. Board members cannot discuss the facts related to individual disciplinary issues with the parents of the student concerned or with any third party. Board members can request that the President provide them with a confidential written briefing on the circumstances that arose and the basis for the President's decision. Any such briefing shall be copied to the Chairman of the Board.
- b) The alternative educational options available to the student
- c) The impact upon the safety, comfort and morale of the school community (or any part thereof) if the student remains on campus
- d) The example being set to the school community
- e) The reputation of the school
- f) The potential alternative of a long-term suspension and / or other remedial options
- g) Enrollment with restricted access to the school campus
- h) The potential for the student receiving assistance with a home-schooling program to complete the balance of the school-year
- i) Whether the student's parents should be offered an opportunity to withdraw the student in advance of a termination decision

## **UNIFORM CODE**

Students must be in full, smartly presented uniform on entering the respective school buildings and must remain in full, smartly presented uniform until the end of the school day. Students on campus after the end of the school day may be out of uniform or remove/relax some uniform items in accordance with Casual Dress guidelines. Students will wear their Dress Uniform for All-School Masses as defined on the school calendar throughout the school year, and on other days as announced.

Students are personally responsible for their own uniform and while we would request that parents/guardians monitor their student's appearance before leaving the house each day, the student will be held accountable for dirty, damaged or incomplete uniforms.

Students who are deemed inappropriately dressed will be asked to notify their parents. Parents will be asked to bring appropriate clothing to the school. If appropriate clothing is not available, the student may be required to dress in uniform or other clothing items available at the school.

Fifth-grade students are required to wear sweaters with the winter uniform. Sixth-grade students are required to wear either sweaters and/or blazers with their winter uniforms. **Blazers for sixth-grade students are a uniform requirement for All School Masses during the entire school year. HSPS sweaters (and blazers for sixth-grade students) are the only outerwear permitted in the classroom at all grade levels.**

### Standard Uniform for Boys K - 5

<b>Slacks</b>	Khaki slacks (pleated and school apparel brand only),
<b>Shirts</b>	White or yellow short- or long-sleeved pique knit shirt with green school logo (*The yellow knit shirts will be phased out during the 2010-11 school year.) Green short- or long-sleeved pique knit shirt with white school logo White long-sleeved Oxford cloth shirt with logo - (Required for Dress Uniform)
<b>Sweaters</b>	Green V-neck pullover or green sweater vest with embroidered crest monogram <b>Fifth-grade boys are required to wear the sweater as part of their winter uniform.</b>
<b>Jacket</b>	Hunter green full-zip or half-zip polar fleece with embroidered crest monogram – <b>Fleeces and other jackets may not be worn in classrooms</b> - (Jacket optional)
<b>Ties</b>	Plaid tie (Color #79) (Required for Dress Uniform)
<b>Belts</b>	Black or brown leather
<b>Socks</b>	Dark green, black or white crew sock – (Socks must be long enough to fold over.)
<b>Shoes</b>	Black or brown conservative school type (Bucs and loafers are acceptable; <u>no</u> boots or athletic shoes; Heels no higher than 1” and, no ridged, thick-soled shoes)

### Summer Uniform for Boys K – 5

<b>Shorts</b>	Hunter green <b>shorts or khaki shorts*</b>
<b>Shirts</b>	White or yellow short-sleeved knit shirt with green school logo <b>*green short-sleeved pique knit shirt with white school logo with khaki shorts only</b> (*The yellow knit shirts will be phased out during the 2010-11 school year.)
<b>Belts</b>	Black or brown leather
<b>Socks</b>	Dark green or white crew – (Socks must be long enough to fold over)
<b>Shoes</b>	Black or brown conservative school shoes (Bucs and loafers are acceptable; <u>no</u> boots or athletic shoes; Heels no higher than 1” and, no ridged, thick soled shoes)

### Standard Uniform for Boys Grade 6

<b>Slacks</b>	Charcoal gray flannel slacks
<b>Shirts</b>	White short- or long-sleeved Oxford cloth shirt with navy school logo
<b>Sweaters</b>	Navy V-neck pullover or sweater vest with embroidered crest monogram
<b>Blazer</b>	Navy blazer with school emblem (Required for Mass and dress occasions) <b>Blazer may be worn as part of winter uniform with or instead of V-neck pullover sweater or sweater vest.</b>
<b>Jackets</b>	Navy full-zip or half-zip polar fleece with embroidered crest monogram – <b>Fleeces and jackets other than the HSPS blazer may not be worn in classrooms.</b> (Jacket optional.)
<b>Ties</b>	Plaid tie (Color #79) - required until house tie assigned

<b>Belts</b>	Black or brown leather
<b>Socks</b>	Navy, black or white socks – (Socks must be long enough to fold over)
<b>Shoes</b>	Black conservative school-type

### Summer Uniform for Boys Grade 6

<b>Shorts</b>	Khaki shorts
<b>Shirts</b>	White short-sleeve pique knit shirt with navy school logo Navy short-sleeved pique knit shirt with white school logo (No banded sleeves)
<b>Belts</b>	Black or brown leather
<b>Socks</b>	Navy or white crew - (Socks must be long enough to fold over)
<b>Shoes</b>	Black conservative school shoes (No boots or athletic shoes; Heels no higher than 1”; no ridged, thick soled shoes)

### Standard Uniform for Girls K - 5

<b>Jumper</b>	Plaid jumper* (Style #172, Color #79) - <b>Hemmed to the knee</b> White or yellow Peter Pan blouse; short- or long-sleeved
<b>Sweaters</b>	Green crew neck pullover or green sweater vest with embroidered crest monogram Green crew neck cardigan with embroidered crest monogram <b>Fifth-grade students are required to wear sweaters as part of their winter uniform.</b>
<b>Jacket</b>	Hunter green full-zip or half-zip polar fleece with embroidered crest monogram – <b>Fleeces and other jackets may not be worn in classrooms.</b> (Jacket optional)
<b>Ties</b>	Plaid cross tie (color #79) - required for special occasions
<b>Socks</b>	White or dark green crew or knee socks
<b>Tights</b>	White or dark green tights
<b>Shoes</b>	Black or Navy Mary Janes or Saddle Oxfords
<b>Hair</b>	Plaid headband, scrunchie or bow (Color# 79) (Optional). Accessory colors must be the same as uniform colors. Hair must be neatly kept and off the face.

### Summer Uniform for Girls K – 5

<b>Skorts</b>	<b>Grades K-4:</b> Plaid wrap skort (Style #907, Color #79) <b>Hemmed no more than 2 inches above any point of the knee (front, sides, or rear) for skorts.</b> <b>Grade 5:</b> Plaid wrap skort (Style #907, Color #44) <b>Hemmed no more than 2 inches above any point of the knee (front, sides, or rear) for skorts.</b>
<b>Shirts</b>	White or yellow short-sleeved shirt with green school logo <i>*The green shirt will be available to wear with the skort for the 2011-12 school year.</i> <i>**The yellow knit shirts will be phased out during the 2010-11 school year.</i>
<b>Belts</b>	Black or brown leather belt
<b>Socks</b>	Dark green or white crew
<b>Shoes</b>	Black or Navy Mary Janes or Saddle Oxfords

### Standard Uniform for Girls Grade 6

<b>Skirts</b>	Charcoal gray skirt* (Style #134). <b>Hem no shorter than top of knee.</b>
<b>Blouses</b>	White, short- or long-sleeved, Oxford blouse with navy school logo White <sup>3</sup> / <sub>4</sub> sleeve princess overblouse with navy school logo
<b>Sweaters</b>	Navy V-neck pullover or sweater vest with embroidered crest monogram
<b>Blazer</b>	Navy blazer with school emblem (Required for Mass and dress occasions) <b>Blazer may be worn as part of winter uniform with or instead of V-neck pullover sweater or sweater vest.</b>

<b>Jacket</b>	Navy full-zip or half-zip polar fleece with embroidered crest monogram - <b>Fleeces and other jackets may not be worn in classrooms.</b> - (Jacket optional)
<b>Ties</b>	Plaid cross tie (Color #79) - required until house tie assigned
<b>Socks</b>	White or navy crew or knee socks
<b>Tights</b>	White or navy tights
<b>Shoes</b>	Black and white saddle oxfords with light colored, non-marring soles
<b>Hair</b>	Accessories that are the same colors as the uniform pieces are acceptable

### **Summer Uniform for Girls Grade 6**

<b>Skort</b>	Plaid wrap skort (style# 907, color# 44) ) <b>Hemmed no more than 2 inches above any point of the knee (front, sides, or rear) for skorts.</b>
<b>Blouse</b>	White short sleeve pique knit shirt with navy school logo Navy short-sleeve pique knit shirt with white school logo (No banded sleeves)
<b>Socks</b>	White or navy crew or knee Socks
<b>Shoes</b>	Saddle oxfords

### **Additional Uniform Requirements**

- Students may only wear sweaters with Holy Spirit Prep logos in class. Jackets, including the HSPS polar fleece, are not permitted.
- **T-shirts: Students may only wear a plain white, short-sleeve t-shirt with no print of any type (words or pictures), under their school uniform shirt or blouse.**
- Blouses and shirts must be properly tucked in at all times while on campus.
- When wearing a school tie, the top button of the oxford shirt must be buttoned and the tie for the boys must be pulled up tightly around the neck.
- When wearing the pique knit/oxford shirt, only the top button may be unbuttoned.
- All socks **must** be above the ankle and be long enough to fold over.

**Uniforms after the school day:** Unless otherwise notified, students that remain in school uniform after school may remove their ties but their shirts must remain tucked and worn appropriately.

**Athletic uniform code:** In the interest of preserving the modesty of our students, as well as in promoting a positive environment at Holy Spirit Prep, the following guidelines govern student dress while participating in athletic activities. Students who choose to participate in a school-sponsored sport must wear a school-approved PE uniform during practice. Exceptions to this rule must be approved by the administration.

### **Casual dress guidelines: “Non-Uniform Dress Days”**

During the school year, there may be special events and “Spirit Days” which allow the students to dress in clothing other than the school Uniform. These “Non-Uniform Dress Days” may be allowed by the Principal of the Lower School with approval from the President. The administration will provide specific clothing guidelines to the students. When deciding what to wear, students must remember the following general guidelines:

- Clothing must always be in conformity with standards of decency and morality appropriate to the Catholic School environment.
- Logos or wordings that depict violence are prohibited as are any references to or depictions of illegal substances, alcoholic beverages or tobacco products.
- Use good taste and common sense.

All decisions as to the appropriateness of a student's dress or grooming are at the absolute discretion of the Lower School Principal.

**Writing as a personal adornment:** Students who write on themselves or on their clothes or shoes are considered to be out of uniform.

**Grooming for boys:** Boys are expected to be well-groomed and neat in appearance at all times. Hair must be their natural color, conservatively cut, neat and trimmed and above the ears, eyebrows, and collar. "Shaved" or extremely short hairstyles are not permitted unless required for medical reasons. No facial hair is permitted, and sideburns may be no longer than the middle of the ear. Permissible jewelry is limited to an appropriate watch and/or a simple necklace with a religious medal or crucifix (worn under the shirt). Visible marking such as temporary tattoos are not permitted (except for "spirit" tattoos that are issued by the school for specific sports or other events and then only on authorized occasions). All decisions as to the appropriateness of a boy's dress or grooming are at the absolute discretion of the Lower-School Principal.

**Grooming for girls:** Girls are expected to be well-groomed and neat in appearance at all times. Hair fashion must be simple in style. Nails may be manicured with clear colors only. Jewelry may include only an appropriate watch, (subject to the absolute discretion of the administration) and/or a simple necklace with a religious medal or crucifix worn under the shirt.

One earring per ear will be permitted to be worn in the ear lobe. The only permissible earrings are discrete studs. It is strongly suggested that earrings are not worn to PE classes.

Visible marking such as temporary tattoos are not permitted (except for "spirit" tattoos that are issued by the school for specific sports or other events and then only on authorized occasions).

All decisions as to the appropriateness of a girl's dress or grooming are at the absolute discretion of the Lower School Principal.

**Hats:** Hats may not be worn indoors.

## **TECHNOLOGY**

**Technology policies:** Students at Holy Spirit Prep must recognize the vast technology resources available to them are granted by the school as a privilege and, as such, may be revoked at any time consequent to inappropriate use.

Inappropriate use is defined as use of school technology resources whether in school, at home or elsewhere for viewing, downloading, distributing, or otherwise accessing pornographic, violent, and/or defamatory files, images, or materials. Accessing personal email or instant messaging is not permitted on the Lower School campus.

The use of computers during class time is subject to the discretion of the classroom teacher. Teachers have the right to prohibit or limit the use of technology during class time. Misuse of a computer during class time (e.g. accessing off subject web-pages, playing computer games, e-mailing or texting) will result in (at a minimum) an automatic Saturday Detention.

In addition, students should exercise care and caution in using school equipment. This includes hardware (computers, monitors, printers, cables, etc.) as well as software and infrastructure (including the school

network). Parents and / or students will be charged for costs incurred to repair or replace technology resources consequent to accidental, irresponsible or inappropriate actions on their part

Students in the older grades are reminded that although current technology makes plagiarism easier both to commit and to identify, committing plagiarism is prohibited by the HSPS Honor Code. Students should therefore exercise considerable caution and discretion when cutting and pasting, file sharing, and conducting Internet searches. If you are unclear about a specific action, please consult your teacher.

Students should be mindful that any email, searches, files, or other data accessed using school equipment is the property of HSPS and, as such, is subject to monitoring.

**Movies and other audio-visual materials:** Only G-rated audio-visual media (or media adapted to such a rating level by excerpting or electronic editing) are acceptable for use on the Lower School campus or in the course of any off-campus school sponsored activity by or with students unless otherwise authorized by the administration. This limitation applies to student's personal media products as well as faculty provided media. PG-rated materials that are appropriate for use within the mission of the school may exceptionally be used by faculty with students in grades 5 and 6 if such materials are recommended as appropriate for the age of the students concerned by the USCCB ratings: [www.usccb.org/movies/](http://www.usccb.org/movies/). Other appropriate media may be used only with parental and administrative permission. Faculty should refer questionable media to the administration for a ruling.

## **STUDENT LIFE**

**Student Support Team (SST):** The Student Support Team (SST) consists of grade level teachers, the Director of Student Success, and the Lower School Administration. Regular meetings are held with these members and specific teachers to ensure that the needs of students are being met. The faculty members participate in and are supportive of the efforts of the Student Support Team. Questions regarding the SST process can be directed to the Director of Student Success.

**Student Success program:** The Lower School has a Student Success Director who is charged with assisting students to achieve their full academic potential. Both parents and students are encouraged to consult with the Student Success Director regarding any academic ambitions, challenges or concerns including general time management. Students who are carrying a grade of C+ or below in a course may be required to obtain assistance from the Student Success Director (as may a student with significantly higher grades if the faculty is concerned that they may not be achieving their full potential).

**Counseling:** From time to time a student may need or desire counseling. Such students should contact the Lower School Counselor, or another member of the administrative team, so that their needs can be properly met.

**Rationale for guidance program:** The role of the Guidance Office at the Holy Spirit Preparatory School is to provide educational guidance, emotional support, limited testing, and counseling services to the student population. The Lower School Counselor and Guidance Counselor hold professional positions; thus, specific ethical and legal issues must be considered when discussing records and work generated from these offices. If the professional does not have either a license or certification in the field, then he or she will abide by the ethical and legal guidelines governed by the American School Counseling Association.

**Procedures governing guidance and counseling:** All notes taken during individual and/or group sessions or notes taken during classroom observations will be maintained in the office of the professional (i.e., the Director of Guidance and College Counseling or Lower School Counselor) in individual files. This

documentation is considered “Work Product” and will be used for the purpose of enhancing services delivered in the therapeutic relationship. This material will not be part of educational records or a child’s permanent academic record. All Work Product, assessments, evaluations, or letters to parents will be kept in a secure area. Only the Director of Guidance and College Counseling and/or Lower School Counselor will have unfettered access to these files. Information may be shared confidentially between the Guidance Office employees to better the continuity of student success from school campuses and (to the extent that such does not betray confidentiality) with the school’s administration provided that such sharing does not violate applicable professional standards. All material deemed to be “Work Product” is considered as the property of the Director of Guidance and College Counseling and/or Lower School Counselor held on trust for the school and is not in a finalized form due to the nature of the material. Except as aforesaid or required by law, Work Product will not be released to anyone outside the Guidance or Counseling Office. Release of assessments, evaluations, or letters to any party requires a signed Authorization To Release Information by the legal guardian(s) for said child. Such authorization will not permit the release of Work Product.

Any information pertaining to physical abuse, sexual abuse, neglect, harm to self, or harm to others will be reported to the school administration and Child Protective Services in accordance with local ordinances and state and federal laws. Additionally, information obtained in sessions that have direct impact on a child’s academic functioning may be shared with the school administration in such a way to enhance the child’s academic performance, but not to violate any confidential matters disclosed in sessions.

If you need further clarification or have questions regarding the Guidance Office Policy and Procedures, please contact our Lower School Counselor.

### **Coaching**

Coaches that do not adhere to the coaching practices set out in this handbook (or elsewhere) by the school may be suspended or banned from coaching and if an employee of the school may be subject to additional disciplinary action up to and including dismissal.

Except in respect of an ongoing and immediate safety concern; parents should not address concerns to coaches directly before, during, or after a practice or competition or in the presence of an athlete or other student. These can be emotionally charged times for athletes, coaches, and parents and confrontations of this nature will not typically promote satisfactory resolutions. Concerns should be addressed in a mutually convenient prearranged meeting or by e-mail (copying the Assistant Athletics Director at [kevans@mail.holyspiritprep.org](mailto:kevans@mail.holyspiritprep.org)). If a parent has a concern that cannot be resolved with the coach he or she should call or e-mail to schedule an appointment with the Assistant Athletics Director.

### **HEALTH**

**Immunization and Health Records:** Students entering Georgia Schools for the first time are required by law to have a Georgia Certificate of Immunization (Form 3032) on file no later than the first day of school. Students entering sixth grade are required to have a second MMR vaccine. It is the responsibility of the parent to ensure this documentation is presented to the school. Failure to comply will result in the child not being admitted to class.

**Clinic:** Children who have minor illnesses or injuries at school are assisted in the clinic to the standard of care that a parent/guardian would give at home. If the injury or illness appears to be of the more serious nature, the school will make every effort to contact the parent or guardian. In the event that the parent or guardian cannot be contacted, the school will act on the basis of the Health and Emergency Medical Consent Form on file in the School Clinic. Consequently, it is imperative that parents/guardians keep the office advised of any change in emergency contact numbers. The school will also inform the Principal of the Lower School as well as the President and take all necessary procedures to handle the medical situation.

Parents/guardians are expected to arrange for pick-up of a sick or injured student as soon as possible. A child with a temperature of 100 degrees or more or who has been ill vomiting, the night before, should not be sent to school. The child should be temperature and symptom-free for 24 hours before returning to school. The guiding rule is common sense and concern for the welfare of both the child and the other students in the school. Students who become ill or injured during the course of the day must inform the supervising teacher or a staff member. Upon notification, the parent/guardian must make arrangements to pick the student up.

Sometimes a student will notify the parent guardian of an illness or injury without complying with the notification procedures mentioned in the previous paragraph. This creates a situation where the school is unaware of the illness or injury and cannot respond appropriately. The parent/guardian should inform the school of any such situations.

Parents/guardians need to follow the proper procedures for signing a student out in the event of any illness or injury.

**Medication:** Any medication (prescription or non-prescription) taken during the school day by student(s) will be administered by the school clinic. When a prescription medication must be administered during the school day, a Medication Authorization Form must be filled out and signed by a parent/guardian for each student, and for each medication. Forms are available in the main office throughout the school year. The school clinic will not administer any prescription medication to a student without a properly completed authorization form. Medications sent to the school clinic must be in their original container and labeled with the student's name and correct dosage. Prescription medication **must** be in a prescription bottle with the pharmacy label on it. The school clinic may administer the following non-prescription medication; Tylenol, Ibuprofen, Sudafed, Antacids, Hydrocortisone Cream, Antibiotic cream/ointment and Benadryl. These medications will be administered to a student as needed and only if the parent/guardian has authorized his/her consent on the Health and Emergency Medical Consent Form on file in the school clinic.

**Notification of communicable diseases:** Parents are to notify the school immediately of any of the following illnesses: chickenpox, mumps, impetigo, measles, mononucleosis, head lice, meningitis, poison ivy, and whooping cough. All information will be kept confidential except as needed to protect other students. A note explaining treatment must be provided to the school Clinic upon the student's return to school.

**Head Lice:** Many children contract head lice each year. A simple exchange of hats, clothing, brushes, combs, etc. can result in the transmission of head lice from one child to another. Parents are to notify the school clinic as soon as possible if their child has head lice so that appropriate measures may be taken to prevent a spread of the infection to other students. When notified of a case of head lice, the school will send a note to parents advising them to check their children for this condition. HSPS follows the American Academy of Pediatrics recommendations on treating head lice in a school setting. **Children are PROHIBITED from coming to school with nits (eggs) and live lice.** If a child has either nits or live lice, they are not permitted to attend school until they are cleared by Nurse Dutcher. If your student is found to have nits or lice while at school, your child will have to be picked up as soon as you are notified to prevent further spreading. For treatment, parents are advised to consult a physician.

**Limitations on physical activities:** If at any time during the school year, the student's physical health does not allow the student to fully participate in any physical activity, including PE classes, recess and other school activities, the parents should provide notification to the administration. Written notification from a physician specifying the nature of the medical condition and any and all limitations must be provided to the school clinic and administration within one week of the initial notification.

## Apostolate/Faith Community

*Holy Spirit Prep School welcomes students from all faiths. Norms of the church governing participation of non-Catholics in the Mass are followed. Reception of the Eucharist is offered to those in full communion with the Roman Catholic Church. All others are invited to approach the altar for a blessing. When the Sacrament of Reconciliation is offered, non-Catholic students are also welcome to speak with the priest. Further explanation of these norms can be discussed with any priest.*

As a community built on faith in God, the Lower School joins the Preschool and Upper School in fulfilling our apostolic missions to care for those in need and to protect the natural resources He has provided us. The steps we will take to carry out our apostolate include:

### Community

#### Garden

- Raising plants and trees that provide produce to feed the poor
- Food drives for Solidarity families

#### Fundraising

- Chick-Fil-A proceeds for charity
- Smoothies proceeds for charity

### Conservation

The Lower School will partake in a school-wide effort toward environmental sustainability by implementing various green initiatives, reducing school and carbon footprints, and promoting life-long environmental responsibility and stewardship of God's creation.

### Faith Community

- Virtue of the Month program tailored to each grade level
- Service projects at every grade level
- 5<sup>th</sup> grade students introduce the virtue of the month to preschool students at the Solidarity preschool
- Service clubs for each grade level
- Spiritual talks during faculty meetings
- Wednesday Fellowship Dinners
- Four Friday movie evenings
- *Parent Like a Champion* sportsmanship program
- Parent Bible studies

**Mass on the Lower School campus:** Class Masses are in the chapel Monday – Friday at 8:15 a.m. Lower School Masses are celebrated several months during the school year at 8:30 a.m. in the cafeteria. Parents are invited to join us.

**All-School Mass:** Lower School and Upper School students gather together for All School Masses at set times during the school year. Lower School students are provided transportation. Parents and families of students are invited to join in these Eucharistic Celebrations. Holy Spirit Prep School welcomes students from all faiths. Norms of the church governing participation of non-Catholics in the Mass are followed. Reception of the Eucharist is offered to those in full communion with the Roman Catholic Church. All others are invited to approach the altar for a blessing. When the Sacrament of Reconciliation is offered, non-

Catholic students are also welcome to speak with the priest. Further explanation of these norms can be discussed with any priest.

**Adoration:** Lower School Adoration is held on First Fridays. Direction and prayer are by members of the HSPS Lower School staff. There are spiritual books and rosaries available for students and teachers. Parents are welcome to visit during our Friday Adoration.

**Marian Society:** On each Friday at 7:30 a.m., parents, teachers, and students are invited to pray the Rosary in the chapel.

**Sacrament of Reconciliation:** The Sacrament of Reconciliation is periodically available at the school. Preparation is provided to the students in grades 2-6. Printed material is available in the chapel to aid in the preparation of confession.

**Morning Prayer:** From the *Catholic Encyclopedia* we read:

“For a Christian the first thought which should present itself to the mind in the morning, is the thought of God; the first act of his day should be a prayer. The first gleam of dawn recalls to our minds that Christ is the true Light, that He comes to dispel spiritual darkness, and to reign over the world. It was at dawn that Christ rose from the tomb, Conqueror of Death and of the Night. It is this thought of His Resurrection which gives to this office its whole signification. Lastly, this tranquil hour, before day has commenced, and man has again plunged into the torrent of cares, is the most favorable to contemplation and prayer.”  
(<http://www.newadvent.org/cathen/09038a.htm>)

Morning Prayer begins at 8:00 AM.

**Retreats:** Day retreats are held for students in grades 5 and 6 in the fall, and for students in grades 4-6 in the spring. Grade 2 students participate in a day retreat before their First Communion. Retreats held during the school day are a mandatory part of the school program. Given that retreats are integral to the mission of the school, students should not generally be enrolled at the school unless they are prepared to attend school retreats. School rules governing conduct and comportment generally apply on the retreat. Students should also be aware of the spiritual nature of the retreat and conduct themselves with reverence as appropriate to the activity and the expectations of the retreat leaders.

When school events conflict with a scheduled retreat the following guidelines shall apply:

1. Students are not permitted to miss a retreat for any school-related event that can be rescheduled (practice, tutorial, etc.)
2. Students are permitted to miss a retreat for events which cannot be rescheduled (athletic playoffs, literary events, etc.) but must have parental and administration permission to do so.

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## **LOWER SCHOOL PARENT GO-TO GUIDE 2011 – 2012**

**Where more than one person is listed under a heading you should approach the first listed person initially and then follow the list in order if you have not received the assistance that you need.**

**Admissions** – admission questions

1. Jessica Kaeding ([jkaeding@holyspiritprep.org](mailto:jkaeding@holyspiritprep.org))

2. Sharon Higgins ([shiggins@holyspiritprep.org](mailto:shiggins@holyspiritprep.org))

### **Athletics**

1. Kevin Evans ([kevans@mail.holyspiritprep.org](mailto:kevans@mail.holyspiritprep.org))
2. Kyle Pietrantonio ([kpietrantonio@mail.holyspiritprep.org](mailto:kpietrantonio@mail.holyspiritprep.org))

### **Attendance** – questions

Marylu Valek ([mvalek@mail.holyspiritprep.org](mailto:mvalek@mail.holyspiritprep.org)) & student's classroom teacher

### **Class Photos** – Marylu Valek

### **Classroom** – communication, understanding, misunderstanding

1. Student's classroom teacher
2. Lower School Student Success Team<sup>1</sup> ([lowerschoolsst@mail.holyspiritprep.org](mailto:lowerschoolsst@mail.holyspiritprep.org))

### **Clubs and Extracurricular Activities**

1. Club moderator
2. Brian Moscona ([bmoscona@mail.holyspiritprep.org](mailto:bmoscona@mail.holyspiritprep.org))
3. Kyle Pietrantonio

### **Curriculum** – questions regarding curriculum

1. Teacher
2. Lower School Student Success Team\*

### **Development** – Annual Fund, Capital Campaign

Helene Mengert ([hmengert@holyspiritprep.org](mailto:hmengert@holyspiritprep.org))

### **Discipline**

1. Teacher
2. Kyle Pietrantonio for grades K – 4
3. Brian Moscona & Kyle Pietrantonio for grades 5 – 6

### **Edline**

Norm Livermore ([nlivermore@mail.holyspiritprep.org](mailto:nlivermore@mail.holyspiritprep.org)) for access questions  
Kyle Pietrantonio for other concerns

### **Extended School Program (ESP)** – opportunities, sign-up, ESP, questions or concerns

1. Kelly Martin ([kmartin@mail.holyspiritprep.org](mailto:kmartin@mail.holyspiritprep.org))
2. Brian Moscona

### **Facility** – Kyle Pietrantonio

### **GOAL Scholarship Information** – Liz Winkler ([lwinkler@mail.holyspiritprep.org](mailto:lwinkler@mail.holyspiritprep.org))

### **Guidance**

1. Donna Hayley ([dhayley@mail.holyspiritprep.org](mailto:dhayley@mail.holyspiritprep.org))
2. Linda Anthony

### **Health** – Joana Dutcher ([jdutcher@mail.holyspiritprep.org](mailto:jdutcher@mail.holyspiritprep.org))

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<sup>1</sup> The Lower School Student Success Team (SST) is comprised of Kyle Pietrantonio, Linda Anthony, Brian Moscona, and Donna Hayley.

**Involvement** – parent-volunteer opportunities; homeroom parent questions  
PVA Co-Presidents: Meredith and Ron Berryman (mwberry71@mac.com)  
PVA Co-Vice-Presidents: Cindy and Mike Jones (mikeandcin@msn.com)  
PVA Co-Treasurers: Erica and Chris Neligan  
Homeroom Parent Coordinator: Christian Riley (rileycn@hotmail.com)

**Junior High Placement**

1. Subject Teacher
2. Brian Moscona
3. Kyle Pietrantonio
4. Gareth Genner

**Resource Center**

1. Resource teacher, Donna Hayley & Linda Anthony
2. Gareth Genner

**Rumors**

Classroom topic – Teacher  
Campus topic – Kyle Pietrantonio  
School topic – Gareth Genner

**Safe Environment** – any campus safety concerns

1. Kyle Pietrantonio
2. Helen Prieto (hprieto@holyspiritprep.org)
3. Gareth Genner

**School Policies and Procedures**

Grades K – 4: Kyle Pietrantonio  
Grades 5 – 6: Brian Moscona & Kyle Pietrantonio

**Seton Center**

Donna Hayley for program eligibility  
Linda Anthony for all other topics

**School Supplies Requirements** – Marylu Valek

**Specials Classes**

1. Subject teacher
2. Kyle Pietrantonio for grades K – 4
3. Brian Moscona for grades 5 – 6

**Standardized Testing**

1. Classroom teacher, Donna Hayley (Linda Anthony for Carroll Center students)
2. Kyle Pietrantonio for grades K – 4
3. Brian Moscona for grades 5 – 6

**Students** – concerns about your child’s experiences during the school day

1. Teacher
2. Lower School Student Success Team\* (lowerschoolsst@mail.holyspiritprep.org)

**Tuition** – Debora Brown (dbrown@holyspiritprep.org)

**Website (Lower School newsletter & information page)**

Marylu Valek for questions about specific lower school forms

Kyle Pietrantonio for other questions

### **Changes, Modifications, and Updates**

**Throughout the year it may be necessary to change, modify, or update the information contained in this Handbook; all changes will be notified in the Weekly News.**

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\* The Lower School Student Success Team (SST) is comprised of Kyle Pietrantonio, Linda Anthony, Brian Moscona, and Donna Hayley.