



**LOWER SCHOOL
HANDBOOK
2021-2022**

REVISED NOVEMBER 2021

HANDBOOK ACKNOWLEDGMENT

Holy Spirit Preparatory School requires a Handbook Acknowledgement Form on file for each student.

Please fill out the form at <https://payit.nelnet.net/form/EXvJgYdh>, or use the QR code below.



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MISSION STATEMENT

We seek to create a unique communion of joy among students, their families, and our faculty and staff, in the context of a pre-eminent pre-k2 through 12th grade, Catholic, college preparatory school. We want to prepare our students for a lifetime of happiness by inculcating in them three foundational virtues.

First, we want them to have a deep and abiding **faith** in God's blessings and love for them.

Second, we want them to exercise **prudence** – the ability to make good decisions for the rest of their lives – by obtaining a rigorous academic foundation, accompanied by the use of their own powers of reason.

Finally, we want them to embody **magnanimity** – a greatness of character and of soul - such that they may go through life with a spirit of courage, a spirit of joy, a spirit of kindness, and a spirit of generosity.

SCHOOL PHILOSOPHY

Holy Spirit Prep is based on the Christian concept of the human person. We believe that children are created in the image and likeness of God with a supernatural destiny in Christ, since Christ has rescued them from the darkness of sin and called them to share in divine life, in communion with the Father, the Son and the Holy Spirit. Our vision of the human person, therefore, is a vision of faith. It takes into account the wounds of original sin with which every human person is born. Yet our vision remains deeply positive because we believe Christ frees us from original sin and all other sin through baptism and opens for us the gates of heaven. Viewed in this light, man emerges as being essentially open to hope.

This positive view of the created order gives rise to a series of fundamental educational principles. Foremost among them is the importance we give to the integral formation of every dimension of the human personality. Not only should we not undervalue the natural gifts that a person receives from God, but we also must develop them to their full potential.

An integral formation necessarily includes **the proper formation of the mind**. This does not consist only in a quantitative acquisition of knowledge, what we might call the accumulation of information. It implies the proper use of our ability to reason (in accordance, that is, with its inherent rules of logic); penetrating the truth (which is sought above all); and the ability to express balanced, true judgments about oneself, others, and the events of history, society, and culture. Intellectual formation must be complemented by the formation of the will, passions, sentiments, emotions, and all that goes to make up a person's character.

Our school seeks to fashion men and women of mettle, **masters of themselves**, not weathervanes at the mercy of the whims and vagaries of emotion, as changeable as it is unreliable. We aim to form robust personalities capable of mastering their instincts, subjecting them to reason enlightened by faith.

We cannot overlook the role **imagination** plays, both in grasping concepts and ideas, and in personal creativity thus we also promote its development so as to achieve a creative personality that can express itself in diverse ways: in art, technical professions, and even in perceiving values and putting them into practice.

Conscience formation is of immense consequence since conscience provides the moral judgment of our acts and perceives the good to be done and the evil to be avoided. The intimate link between conscience and the perception and living out of moral values renders conscience a topic of capital importance in the formation of the person. Conscience discovers the moral character of human acts, their ethical dimension.

The area of **value formation**, intimately tied to conscience formation, is extremely broad, because it comprises a vast array of human and social realities. Consider, for example, the need for and importance of teaching young people to appreciate the values of justice and fairness, truthfulness, dialogue, responsibility, nobility of heart, mutual respect, and living in a manner consistent with one's principles- these are the foundation stones of any human community. Add to these virtues others that lend added perfection to the individual's human stature- good manners, sensitivity to others, etiquette, social grace, courtesy, kindness, generosity, and so forth.

In the very first encyclical of his pontificate, John Paul II himself reminded us that "man cannot live without love," that "he remains a being that is incomprehensible for himself, his life is senseless, if love is not revealed to him, if he does not encounter love, if he does not experience it and make it his own, if he does not participate intimately in it" (Redemptor Hominis,10). If an educator were to lose sight of this reality, he would neglect the heart and soul of all true formation. **Love is the whole purpose of education**, and at the same time the overriding impulse that determines its execution. An education confined to a series of external rules, to patterns of behavior imposed from the outside, with no love to drive it, would be useless. Once those rules and patterns are no longer around, all that varnish of formation, which the student never made his own, interiorly, will vanish and collapse like a house of cards.

A truly free person lives and directs his life based on principles he has made his own, or internalized. Each student has to embrace his own formation freely and out of love. The principal, faculty and all those who are in some way responsible for the education of the students, can help by motivating, driving, demanding from and supporting them. But in the end, it is the student himself who must, by making principles his own, use his freedom properly and out of love undertake and carry out the lion's share of his formation.

One of our objectives from the very outset of Holy Spirit Prep has been to provide a higher level of individualized instruction for the children than they might otherwise obtain elsewhere. The principle of personalized education derives from the fact that each person is unique, endowed by God with a combination of talents and gifts all his own. God does not create duplicates, nor does he "mass produce," especially in the case of free and spiritual creatures. Moreover, the life-circumstances of each individual are different depending on God given talents and the family, social, economic, cultural, emotional and moral setting he finds himself in. Education cannot be carried out en masse. It must be undertaken on a one-on-one, person-to-person basis.

LOWER SCHOOL PARENT GO-TO GUIDE

Where more than one person is listed under a heading, you should contact the first person listed, then the people that follow in order.

TOPIC	PRIMARY CONTACT
Admissions	Jennifer Gustainis - jgustainis@holyspiritprep.org
Athletics	Kristina Wilhelm - kwilhelm@holyspiritprep.org
Attendance	attendance@holyspiritprep.org and student's classroom teacher
Campus Ministry	Fr. Andrew Gronotte - agronotte@holyspiritprep.org
Carroll Center	
Classroom Communication	Student's classroom teacher - <i>firstinitiallastname@holyspiritprep.org</i>
Clubs and Extracurriculars	Terrance Vinson - tvinson@holyspiritprep.org
Communication	Theresa Sequeira - tsequeira@holyspiritprep.org
Curriculum	Mike Verlander - mverlander@holyspiritprep.org ; Randal Mandock - rmandock@holyspiritprep.org
Development	Maria Kichler - mkichler@holyspiritprep.org
Parent FACTs Portal	Emily Labbe - elabbe@holyspiritprep.org
Extended School Program	Terrance Vinson - tvinson@holyspiritprep.org
School Counselor	
Health	Beth Daly - clinic@holyspiritprep.org
Seton Center	Mary Kenny - mkenny@holyspiritprep.org
Standardized Testing	Stephanie Irizarry - sirizarry@holyspiritprep.org
Tuition	Debora Brown - dbrown@holyspiritprep.org
Volunteer Opportunities	Maria Kichler - mkichler@holyspiritprep.org

GENERAL GUIDELINES AND REGULATIONS

Campus hours: The campus is normally open for students from 7:40am– 4:00pm. The campus is open until 6:00pm on Monday through Friday for students registered in the Extended School Program (ESP). Students on campus outside normal class hours and not participating in an organized school-sponsored event must be supervised at all times.

Regular school hours: The Lower School is in session from 8:00am to 3:00pm.

PLEASE NOTE: There is no supervision prior to 7:40am. No student can be dropped off prior to 7:40am unless registered for and attending Early Morning Drop-Off.

Attendance: Regular attendance is essential for academic success. Students are considered tardy after 8:00am and should report to the front office to receive a tardy slip before going to their classroom.

Parents or guardians are asked to notify the school office by 8:00am to report students who are going to be absent or late. If using email as a means of communication, the email address is attendance@holyspiritprep.org. All cumulative absences and tardies become a part of the student's permanent record.

If there is an unforeseen change to your child(ren)'s dismissal arrangements, parents may contact the front office by email by 2:15pm to have this change announced.

Tardiness: Tardies fall into two categories: excused and unexcused. Tardies are excused when they result from illness, off-campus medical appointments, family emergencies, or exceptionally hazardous weather conditions which cause the journey to be unusually delayed. Excused tardies must be accompanied by a note signed by a parent or physician, as appropriate. All other tardies are unexcused after the announcements.

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. Students 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.

Unexcused absences: 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 by the administration. However, written notice should be provided to the Principal and classroom teachers at least one

week prior to departure. Students will be granted a grace period equivalent to the number of excused absence days to make up school work assigned while they were 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.

Excessive absence and tardiness: 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.

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. For security reasons, we require parents to sign their child out in the front 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, or for knowing about any assignments issued, and should proactively confer with fellow students to ensure that all relevant information is obtained. Parents who wish to sign out their child prior to the 3:00pm dismissal time must arrive in the main office prior to 2:15pm.

Carpool: Morning carpool begins at 7:40am each day and lasts until 8:00am. A teacher or administrator will direct traffic flow to the front driveway or to the driveway on the 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 8:00am, students must be checked in at the main office.

Afternoon carpool begins at 3:00pm each day, and any changes to afternoon pickup of students must be made by 2:15pm by contacting the main office at 404.255.0900. Early dismissals should be scheduled for before 2:30 pm. If using email as a means of communication, the email address is attendance@holyspiritprep.org.

Policy regarding nuts and nut products: The Lower School permits nuts and nut products on campus. Birthdays: The students enjoy having their birthdays recognized at school. Parents are welcome to send in a simple treat during lunch. Invitations to birthday or other parties may be passed out at school only if each child in the class receives an invitation.

Lost and found: Parents are asked to mark all articles of clothing, including shoes and other property with the child's name. Articles lost by students are kept in the Lost and Found, where they may be claimed. If not claimed before the end of the current school quarter, such articles will be donated to an appropriate charitable organization. Holy Spirit Prep is not responsible for any lost items.

Clubs and extracurricular activities: 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.

Early Drop-off Program: An early drop-off option is available for Lower School students beginning at 7:20am in the gym. Any student participating in the early drop-off option must register by completing the Early Drop-Off Registration Form found on the Holy Spirit Prep website. Fees are assigned on the number of days the student participates in the program.

Extended School Program (ESP): An extended school option is available for Lower School students until 6:00pm. Any student participating in ESP must register by completing the ESP Registration Form found on the Holy Spirit Prep website. 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 both emailed and texted to you.

Field trips: To participate in a school sponsored field trip, each student must have a completed “Transportation and Activity 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. A student may be denied participation in field trips if they fail to meet academic or discipline standards as determined by the classroom teacher.

Gum chewing: 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 6-8 are assigned lockers at the beginning of the year. Lockers are not 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.

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. 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.

Visiting campus: Parents may visit the school at appropriate times, including Masses, rosaries, school assemblies, and lunch. Please avoid visiting school during recess and academic times.

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.

Visiting priests who wish to concelebrate Mass at the Lower School and/or speak to students must have the approval of the school's rector, Monsignor Dillon.

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 a 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.

Student Injury or Illness: 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 child should be fever free (without fever reducing medication) 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. 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 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 a 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.

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. The school nurse will administer certain medication, prescription or non-prescription, taken during the school day by student(s). The School Clinic will not administer any anal suppositories.

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 on the school's website 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, 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 Student Health Record on file in the school clinic.

Notification of communicable diseases: Parents are to notify the school immediately of any of the following illnesses: COVID-19, 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. If your child is found to have an active case of lice with evidence of LIVE bugs, we may ask you to pick up your child from school. Your child should be treated at home and may return to school after treatment is complete. Please understand that part of this treatment is combing out or picking out the nits from your child's hair. Upon return to school, your child may be rechecked in the school clinic to ensure no live lice remain. We may continue to check your child's hair over the next few weeks to ensure the lice case is resolved.

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 school clinic. 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.

Concussion Policy: A concussion is a serious medical injury and the school's policy is aimed at assisting students and their families with the care and recovery process.

Parents or guardians of the concussed student must submit written documentation from the student's doctor to the school, who will notify the nurse and appropriate administrators who will implement the doctor's care plan. Please send the report to Stephanie Irizarry at sirizarry@holyspiritprep.org.

If a student participating in a school activity exhibits symptoms suggesting a concussion, the teacher or coach will remove the student from the activity immediately for evaluation by a healthcare professional. If the health care professional concludes the student has suffered a concussion, the student shall not return to the activity until the student receives a full or graduated clearance from a health care professional. The parents are responsible for updating the documentation as needed. The school will develop an accommodation plan to be distributed to all classroom teachers, the school nurse, coaches and appropriate administrators. These are temporary accommodations until the student is cleared by the doctor. At a minimum, students will be held from physical activity such as athletics or physical education. If the student does not comply with concussion care recommendations, classroom accommodations will be revoked.

PARENT-SCHOOL COMMUNICATION

Respectful communication between school and parents: Holy Spirit Prep endeavors to communicate with students and families in a respectful way and thereby to promote the best interests of the students and the school community as a whole. When students and families reciprocate this respect, by engaging in constructive and positive discussions both within the school community and in the community at-large, we maximize our potential for a successful working partnership and we help Holy Spirit Prep thrive as a community of learning and a community of faith.

Holy Spirit Prep values feedback and input from all members of our community and as a Catholic school values the important collaboration between school and parents. If parents would like to discuss any aspect of our school community, they should communicate directly with the school (see the “go-to guide” at the beginning of this handbook) so that issues can be dealt with in a timely and effective manner and, above all, in an atmosphere of mutual respect.

Faculty-Parent Communications: Parents are asked to contact the student’s teacher concerning any situation prior to contacting a member of the administration.

Faculty will notify parents by phone or by e-mail, if their student has failed a major assignment, if their student’s conduct is disruptive and likely to result in administrative action, or if their student’s overall performance in a class has diminished to a degree that a C for a marking period is probable. In addition to communicating with parents about challenges, teachers will frequently communicate with parents for positive reasons.

The Lower School Student Success Team is composed of Stephanie Irizarry and Michelle Bertany. The SST will pull in classroom teachers as needed.

Timely response: Unless otherwise directed by the administration, faculty will respond to emails and voicemails within one school day.

Weekly Newsletter: The primary means of mass communication between the school and home is the *Green and Gold* newsletter. The Coordinator of Communications coordinates the publication and distribution (via email and posting on the web) of the *Green and Gold*. Students and parents should make a habit of reading the *Green and Gold* 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.

FAITH COMMUNITY

Holy Spirit Prep School welcomes students from all faiths. Norms of the church governing participation of non-Catholics in the Mass are as follows: 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.

Mass on the Lower School campus: Class Masses for grades K-5 are in the chapel Monday – Friday at 8:15am. All Lower School Masses are celebrated several times during the school year at 8:30am in the dining hall. Parents are always invited to join us for all Masses.

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

Sacrament of Reconciliation: The Sacrament of Reconciliation is periodically available at the school. Preparation is provided to the students in grades 2-8. Printed material is available in the chapel to aid in the preparation of confession.

Monthly School Rosary: Our entire Lower School gathers together to pray the Rosary. Parents are invited and encouraged to join us.

Retreats: Day retreats are held for students in grades 2-8. 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 be enrolled at the school unless they are prepared to attend school retreats. Students who do not attend an overnight retreat must have written permission from parents clearly explaining the reason the student will be unable to attend. School rules and dress code expectations 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.

HONOR CODE AND DISCIPLINE POLICIES

The essential principle of honor upon which the Holy Spirit Prep community must rely is encapsulated by the following pledge which will be recited at the start of each semester by every Holy Spirit Prep student beginning in grade 3:

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

School rules: There are three basic school rules which students are expected to follow and teachers are expected to enforce.

1. Students will adhere to the Honor Code.
2. Students will follow all classroom, playground, and dining hall rules.
3. Students will be in uniform at all times.

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 doing so.

Discipline: Student discipline is 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, Dean, or other administrator whenever the teacher or supervising staff member considers the behavior is of a serious nature or is the repetition of minor behavioral problems.

Bullying: Bullying is ongoing and unwanted behavior by which an aggressor knowingly and repeatedly provokes, intimidates, and/or injures another through any means – verbal, physical, psychological, or other.

When an accusation of bullying is made, the school will investigate, always mindful of situations and events related to normal human development. Not all instances of mean, cruel, or even violent behavior between students constitute “bullying.”

If the school determines that the accusation made was not an incident of bullying, appropriate disciplinary action commensurate with the offense will be taken. However, if it is determined that bullying did occur, the following process will be followed:

1. A conference will occur with the offender and his/her parents.
 - a. In this meeting it will be made clear to the offender and parents that the behavior will not be tolerated among Holy Spirit Preparatory School students,
 - b. The offender will be suspended for one day of school,
 - c. The offender will be required to engage in dialogue with the Guidance Counselor and/or Chaplain for as long as necessary, in an effort to assist them with development of their formation, understanding the impact of their behavior, and the necessity for adjustment.

If the first incident of bullying is deemed by the school to be particularly egregious, Holy Spirit Preparatory School reserves the right to forgo the established process and administer a consequence as outlined in step two or three below, depending on the specifics of the case.

2. A second verified case of bullying will result in a conference with the offender and his/her parents.
 - a. In this meeting, it will be made clear that one more instance of any type of bullying toward any individual will result in expulsion from Holy Spirit Preparatory School.
 - b. The offender will be suspended from school for five days of school.
 - c. The offender will be required to continue or re-engage in dialogue with the Guidance Counselor, fulfilling any requirements deemed appropriate, including formal counseling.

If the second incident of bullying is deemed by the school to be particularly egregious, Holy Spirit Preparatory School reserves the right to forego the established process and expel the student effective immediately at this point.

3. A third verified case of bullying will result in immediate expulsion.

The following parameters will be applied to any bullying incidents at Holy Spirit Preparatory School.

1. Verified instances of bullying against any individual, or lewd or inappropriate behavior, will result in administration of consequences as outlined above. This includes violations against teachers or other persons of authority.
2. Bullying includes incidents which meet the outlined parameters occurring on or off campus or through email and/or social media. This includes intentional exclusion or isolation against an individual.
3. Bullying and/or any behavior or references in violation of our Catholic belief in the dignity of each individual as a child of God created in His likeness and image are considered particularly egregious.
4. The bullying victim will be offered personal attention from the Guidance Counselor relating to the incident in an effort to ensure they are able to handle the situation appropriately.

Rough housing: 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, kneeling, head-butting, choking, tripping, or other act that is, appears to be, replicates, or suggests these actions or any other act of violence will be disciplined. This rule applies to both male and female students.

Defacing school property: Defacement of school property is a serious matter and may lead to suspension or expulsion. Any student that defaces 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 his or her own expense. Parents will be billed for the replacement item and additional disciplinary measures may also be applied.

Extraordinary disciplinary situations: The Lower School Principal or Dean of Students 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 Head of School to discuss the situation and determine an appropriate resolution. The Head of School will be the final authority on the appropriate course of action to be taken.

Suspension: Suspension is one of the most serious consequences given to a student. The Lower School Principal will inform the Head of School 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 Head of School. Students serving an in-school or out-of-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.

Termination of a Student's Enrollment: Only the Head of School may terminate the enrollment of a student. Termination shall be addressed where, in the sole discretion of the Head of School, continued enrollment of the student is not in his or her interests and / or those of the school community.

ACADEMIC POLICIES AND EXPECTATIONS

Student Success Team (SST): The Student Success Team (SST) consists of grade level teachers and the Lower School Administration. Regular meetings are held with these members to ensure that the needs of students are being met. Questions regarding the SST process can be directed to the Lower School Administration.

Student Success Program: The Lower School has a Student Success Team who is charged with assisting students to achieve their full academic potential. Both parents and students are encouraged to consult with the Student Success Team 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 Team (as may a student with significantly higher grades if the faculty is concerned that they may not be achieving their full potential).

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 Head of School's office. The material is reviewed by the Head of School in consultation with the Lower School Administration. If the material was introduced or sponsored by an individual staff member, his or her input is sought. If he determines it appropriate, the Head of School may also consult with the Head Chaplain or Lower School Administration. Other than materials that are illegal, indecent, or otherwise contravene the teachings of the Catholic Church (where removal is mandatory), the Head of School has final say on the appropriateness of the material.

Testing Schedule: 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.

After-School Activities: Students participating in after-school activities may be picked up any time before 4:00pm. Students not participating in after-school activities must be picked up by 3:15pm. If a student is not picked up by 3:15pm, they will report to the extended school program and normal fees will be applied.

Teachers and outside vendors also offer assorted clubs and activities during this time. Please refer to the *Green and Gold* for announcements regarding signups.

Work missed while absent: 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. Make-up tests do not count towards the maximum of two tests that a student may take on any school day.

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.

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.

Summer Work: Teachers will provide summer work in the areas of reading and math. Requirements for both summer reading and math for each grade are posted on the Holy Spirit Prep website prior to the end of the school year. Summer work may be counted towards the student's first quarter grade.

Homework: Homework is an important part of the Holy Spirit Prep program and is intended to reinforce the daily curriculum. Homework is not intended to impede upon quality family time after school.

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 e-mailed by the parents. In addition, students will not be allowed to telephone parents during the school day to request forgotten items.

Progress reports: Weekly grades and progress reports for students in grades K–8 may be accessed through FACTs.

Report cards: Report cards are sent home quarterly, within one week of the end of the marking period as designated 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.

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 a grade of A- or above for five or more core subjects for that quarter and a grade of B- or above in the remaining subjects.

Core subjects are defined as:

- Grades 3-5: Religion, Reading, Writing, Mathematics, Science, and Social Studies
- Grades 6-8: Theology, English, Latin, Mathematics, Science, and History

Honor Roll is awarded at the end of each quarter to any student earning a grade of A- or above in four or more core subjects for that quarter and a grade of B- or above in the remaining subjects.

Year-End Academic Awards: *The Presidential Excellence Award* is awarded to students who have earned a final average of at least 90% in every subject for the school year. Eligible students will have attended Holy Spirit Prep for the entire school year.

The Presidential Achievement Award is awarded to students who have earned a final average of at least 80% in every subject for the school year. Eligible students will have attended Holy Spirit Prep for the entire school year.

Academic eligibility: Academic eligibility guidelines cover participation in athletics as well as other extracurricular activities, excluding school service, community service and extracurricular activities that are designated by the administration as being in direct service to the school community.

In Grades 3-8, for a student to be academically eligible to participate in an athletic or any extracurricular 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: 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.

Holy Spirit Prep 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 Head of School. 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 to the registrar. 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 Head of School 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 other related differences 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 provides individualized support and enables academic success. An Individualized Resource Plan (IRP) is prepared for each fully-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 tutoring as needed by appointment. 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 Seton Center for Academic Excellence has been established to serve academically gifted students in grades 3-5. 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.

Participation in the in-school Seton Center requires that the student earn a total composite score at or above the 80th percentile on a grade-level standardized achievement test taken within the past year, or on a mental ability test battery taken within the past two years. Continued recommendation from the student's homeroom teacher is also a criterion for participation in the program.

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 e-mail 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, personal emailing, or texting) will result in a referral to Administration.

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 and parents should be mindful that any email, searches, files, or other data accessed using school equipment or the school network is subject to monitoring.

Personal Devices: Students may not bring personal electronic devices, including but not limited to video games, smart watches and other wearable technology 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 classroom teacher or administration and returned to the parent/guardian upon notification.

Mobile Phones: Cell phones may be brought with written permission from a parent or guardian. A note indicating this permission must be provided to the student's homeroom teacher. Cell phones must be turned off while on campus and stored in the student's locker or bag until they leave campus. Students must seek staff approval for use of a cellular telephone. Cell phones that are used without express permission from a staff member or that disrupt class (ringing or vibrating) will be secured by the classroom teacher or administration and returned to the parent/guardian upon notification. Use of cellular telephones on field trips and at school-sponsored events is subject to the approval of the supervising staff. The camera/recording 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.

Google Chromebooks (3rd-8th grades): In an effort to be good stewards of the Google Chromebooks, which are property of the school, there are several basic rules that should be followed by all users. Any violation of these rules may result in students losing the privilege to use the Chromebooks.

1. Chromebooks are to be kept at school at all times unless permission is given by administration.
2. Chromebooks are not to be left in cubbies, lockers, or any common space.

3. Chromebooks are to be picked up from homeroom before morning announcements and returned to homeroom before dismissal. Each student is responsible for his/her assigned Chromebook for the entire school day.
4. There is no eating or drinking while using the Chromebooks.
5. Chromebooks may only be used in academic classes (not in the dining hall, courtyard, etc.) during academic class time (not during breaks or transition times) unless express permission has been given by a Holy Spirit Preparatory School staff member.
6. Chromebooks may only be used for academic purposes unless express permission has been given by a Holy Spirit Preparatory School staff member.

Students are expected to act responsibly and handle the Chromebooks with care. Should a student's Chromebook become lost, intentionally damaged, or damaged due to negligent/careless behavior, the Chromebook will be repaired or replaced at the expense of the student's parent/guardian.

Internet Posting: Students who send text messages or post content on the Internet are required to maintain a standard of conduct aligned with HSP's Honor Code and principles of Christian virtue. Student text messages and online postings may result in school disciplinary measures, even if the content did not originate at school. Students are not allowed to take pictures or videos while at school without approval from a faculty or staff member.

MIDDLE SCHOOL ADDENDUM

Absence Accumulation

10 Absences in a Semester or Class	Required meeting to include Student, Dean, and Counselor
15 Absences in a Semester or Class	Required meeting to include Parents, Student, Counselor, and Principal; enrollment status and course credits to be discussed

Uniforms: Students should wear the school uniform appropriately at all times while on campus. Judgment as to the appropriateness of a student's dress or grooming is at the discretion of school administration. A student arriving on campus dressed unacceptably will be required to secure alternative clothing from school or home (this applies to school uniform and dress down attire). See the appendix at the end of this handbook for the Uniform Code.

House Day Fridays: On Fridays, students may choose to wear their house polo in lieu of their regular school polo. If they choose to wear their house polo, they must wear it with:

- The entirety of the rest of the uniform (skirt, long socks, and saddle-oxfords for girls; gray slacks and black dress shoes for boys)
- Jeans or khakis that follow all the rules of regular dress-down days (no rips, leggings, etc.)

Dress Down Days: Please note that the following are always considered unacceptable unless a special allowance has been made:

- Shorts of any kind
- Skirts more than two inches above the top of the knee at all points
- Heels more than 3" in height
- Leggings, ripped jeans of any kind, yoga pants, jeggings, pajama pants, sweatpants, athletic pants, and skinny jeans/pants, joggers
- Undergarments visible through outer layers of clothing
- Bare shoulders, even when partially covered
- Flip flops, slippers or Crocs
- Clothing promoting other junior high and/or high schools
- Cropped or midriff-baring shirts
- See thru clothes
- Shirts showing cleavage
- Clothing that suggests an endorsement of alcoholic or tobacco products or of illegal or immoral activity of any kind
- Boys may not have piercings
- No visible tattoos

Any student concerned that his or her clothing choice may not meet these expectations is encouraged to wear the school uniform.

Hair: Students may not come to school with hair dyed unnatural colors or any other color deemed by the administration to be unacceptable. Solid white, gold, or green headbands/ribbons may be worn. The following hairstyles are NOT permitted:

- Heavily bleached hair or hair which is dyed unnatural colors, Ombre hair coloring or gray hair coloring
- Spiked hair with or without bleached tips
- Mohawks or formed mohawks
- Shaved patterns in the hair
- Feathers, colored hair extensions and threads or other hair accessories may not be braided/clipped into the hair
- Cutting or shaving one part of the head and leaving hair long on other parts
- Excessively teased hair or hair that is unkempt, dirty or bushy in appearance
- Ponytails or man buns worn by boys
- Braids or cornrows worn by boys must be cut so that the hair does not touch any part of the shirt collar and must be deemed acceptable by the administration

We require a simple hair style which is consistent with our simple, tailored appearance of the school uniform. The school reserves the right to control extremes in hairstyles for all students. The maximum acceptable length of hair for boys is not to touch the eyebrows, not to touch the top of the ear, and may not touch the top of the shirt collar; boys' haircuts are to be clean-cut.

Boys' Facial Hair: All boys must be neatly shaven, no facial hair permitted, this includes sideburns. The length of the sideburns cannot pass beyond the mid-ear point.

Jewelry: Any jewelry (necklaces, earrings, bracelets, rings, etc.) worn to school must be modest in style and in good taste. It should never be gaudy, flashy, distracting, or excessive. The following should be observed:

- No choker necklaces
- Necklaces should almost always be hidden under the shirt.
- No more than two bracelets total
- No more than one ring on each hand
- Girls are permitted to wear stud earrings or dangling, threader, or hoop earrings that do not exceed 1" in length or diameter
- Maximum 2 piercings per ear for girls
- No piercings are allowed for boys

Nails: Girls may come to school with painted or fake nails, as long as they are in good taste. Gaudy, flashy, or distracting nails are not allowed, for example:

- Nails that exceed 1/4 of an inch in length
- Neon or excessive glitter paint
- Sharpened nails

Hats: Hats may never be worn indoors.

Attire Expectations for Dances and Extracurricular Events: Extracurricular activities are an extension of the school experience and we expect our students to dress in a manner that represents the Catholic values of our

school. Student attire should reflect modesty and good taste. If a student is not in compliance with these expectations, it is the school's discretion to call the parents and send the student home.

Girls:

1. Dresses and skirts should be of an appropriate length and no shorter than mid-thigh.
2. Strapless dresses are allowed, but cleavage should be completely covered.
3. The midriff area, all around, should be completely covered and slits should not be higher than mid-thigh.
4. Undergarment and bare skin should never be seen on the front, sides or backs.
5. Backless dresses are not permitted.
6. Students should not wear any clothing that advertises alcohol, drugs, or offensive content, including political affiliations.
7. Visible body piercing, other than earrings, and/or tattoos are never permitted.

Boys:

1. Earrings, visible piercing and/or tattoos are never permitted.
2. No shorts.
3. Students should not wear any clothing that advertises alcohol, drugs, or offensive content, including political affiliations.

Prohibited Items: Drugs, alcohol, tobacco products, any form of electronic cigarettes, and weapons of any kind are strictly prohibited on campus. HSP reserves the right to search lockers, backpacks, purses, and student vehicles for prohibited items. Students who require prescription or over-the-counter medications during school hours must deposit them with the Front Office as soon as they are on campus. Students may not bring ibuprofen, acetaminophen, or other over the counter pharmaceuticals to campus. At the school's discretion, detection dogs will search the school campus for prohibited items, including any area or location deemed appropriate by administration.

Late work and tests: When absent, students are responsible for meeting with their teachers to acquire missed learning activities and assignments. Students absent from school will be granted a grace period equivalent to the number of absence days (not class meetings) to make up any schoolwork assigned while they were absent.

In instances where the student returns on the day that a test is scheduled, and the test was announced prior to the student's absence and no new material has been covered during the student's 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.

Students involved in a school-sponsored activity, including sports, are required to acquire assignments from any classes that will be missed prior to their participation in the activity.

Late work policy: Students who fail to turn in an assignment at the start of class the day it is due will be assessed a grading penalty of 10% of the assignment's value for each school day the assignment is late/ After 5 days the assignment will receive a zero.

Tutorial: Faculty are available for tutorial from 7:30am-8:20am by appointment. Because faculty also oversee clubs, apostolates, and House activities, students are encouraged to avail themselves of these regularly scheduled

tutorial sessions before requesting faculty assistance at other times. Students whose grades fall below a passing standard may be required to attend mandatory tutorial, scheduled with the teacher.

Academic Probation: Any student who has an “F” in two courses will be placed on academic probation for the length of two weeks. After the two-week period, a student will be removed from academic probation if he/she is passing ALL courses. Should a student still hold two failing grades, he/she will be suspended from all extracurricular activities. After two weeks of extracurricular suspension, the student and family will be required to meet with the SST to determine a future course of action.

Pregnancy Policy: In accordance with the teaching of the Catholic Church, Holy Spirit Preparatory School assumes the position that all life is a God-given gift that is sacred. All human life is to be respected and preserved. Holy Spirit Preparatory School recognizes its obligation to protect, defend, and foster a deep respect for the dignity of all persons and the sacredness of life in all its forms from conception to natural death in accordance with the Catholic Church’s teachings on sexuality and the dignity of the human person.

The teaching of the Catholic Church is clear regarding the inviolable right to life for all human beings, the reverence and respect owed to each person – including those conceived and not yet born –and the moral indefensibility of abortion. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person or coerce another person to have an abortion (Catechism of the Catholic Church #2270).

Pursuant to Archdiocesan Student Policy #5260, in the event of a student pregnancy, Holy Spirit Preparatory School shall encourage the student parent (boy and/or girl) to consider all the options to continue the pregnancy to full term and delivery with adoption as an option. The school shall support the student’s pro-life choice by allowing the student’s continued studies for as long as considered appropriate, at the discretion of the Principal and in cooperation with the family. If deemed necessary, at the discretion of the Principal, the school will assist the pregnant student with arrangements for continuing her education through an alternative program.

When the pregnancy, abortion, or the possibility of an abortion, is known to school personnel, the Principal will meet with the student parent and her parents/guardians. The student is required to begin the appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the newborn child. If the father of the child is identified as a Holy Spirit Prep student, the Principal will meet with him and his parents/guardians and require that he be involved in the counseling program similar to that provided to the mother. Both students will be referred to the Campus Ministry team and the school counselor for advice and counseling.

Statement on sex and gender: Holy Spirit Preparatory School believes the following enduring truths taught by the Catholic Church in regards to sex and gender:

1. Our physical bodies are essential to our bearing of God’s image. Genesis 1:27 says, “God created mankind in his own image, in the image of God he created them; male and female he created them.”
2. All of Sacred Scripture speaks to the intentional creation of man and woman, that gender and sex are one and the same.
3. Jesus affirms all of the above in Matthew 19:4-5 when He references Genesis 1:27.

Anything contrary to these truths is a denial not only of the teachings of the Catholic Church and Sacred Scripture, but a denial of reality itself. HSP will treat all students in accordance with God's real creation of their bodies and souls. Examples of practical implications for on campus issues include, but are not limited to:

1. Students are required to use bathrooms that align with their God-given sex.
2. Students will not be addressed by a pronoun or a description that does not align to their God-given sex, including 'they' or 'them'.
3. When traveling on overnight field trips, students will stay in accommodations with students of the same God-given sex.
4. In circumstances when students are divided by gender for class activities, they will be classified by their God-given sex.
5. Students will be required to participate in athletics according to their God-given sex, unless the activity is specifically designed to be co-ed.
6. Established uniform policies for male and female students will be enforced according to their God-given sex.

Our care and love for students experiencing struggles related to their sex does not negate our expectation that school rules and policies are respected and adhered to by all HSP students. If the student and/or family chooses not to adhere to the policies set forth and/or insists on a sexual identification different from their God-given sex, the student will be unenrolled from HSP for non-compliance with stated school policy.

Drug and Alcohol Policy: Holy Spirit Prep strives to provide an alcohol and drug free environment for its students. No student may use alcohol or drugs unlawfully at any time. No student may have alcohol, drugs, or drug paraphernalia in his or her possession in violation of federal or state law at any time. No student may sell, buy, give away, distribute or share alcohol or illegal drugs, or anything purporting to be illegal drugs, or offer to do any of the foregoing.

Holy Spirit Prep reserves the right to test any student the school suspects of unlawful alcohol or drug use. The school also reserves the right to inspect the following and their contents for any reason, at any time, and without prior notice: lockers, clothing pockets, backpacks, book bags, bags or satchels of any kind, purses, and vehicles.

In the case of a positive test, or in the case of other violation of this policy, disciplinary action shall be within the discretion of Administration and may include, without limitation, prescribed, verifiable steps such as professional assessments, treatment programs, pastoral counseling, psychological examinations, and additional random testing. Any additional testing shall be at the expense of the student's parent(s) or legal guardian. In the case of a positive test, disciplinary action may include anything deemed appropriate by administration, up to and including suspension or expulsion.

Holy Spirit Prep's policy is intended to be preventive in nature and to protect both the student and the general school community. In testing for prohibited substances, the school's goal is to provide loving support to struggling students through a partnership toward recovery. Accordingly, any student using alcohol or drugs in violation of this policy is encouraged to communicate proactively with the school. The school will deem such communication an act of good faith when determining the consequences a student may face.

Disciplinary Program: The Middle School Discipline Program ensures that school rules are clearly communicated and consistently enforced among the student body. The school hopes to afford students enough discretion for them to develop the virtues of responsibility and good judgment while not burdening them with so much discretion that it undermines those very goals. It must be acknowledged that when a student follows the rules, he experiences less anxiety and more confidence than when he does not. The consequences prescribed by the Discipline Program are therefore intended to be substantial enough that students will be deterred from misbehavior and be able to fully enjoy the freedom that comes from following the shared rules of one's environment.

Detention Notification Process:

1. The Dean of Students or other administrator will notify the student that he has earned a detention and send an email home to parents.
2. The student will serve the next occurring detention.

Detention Protocols: Detention occurs on Monday and Wednesday from 7:45am-8:30am. Detention must be served during the next detention opportunity. Detentions may only be missed in cases of emergency, as determined by the Dean of Students. A skipped detention will result in the assignment of a second detention. In the event of an emergency, the student's parent will have to contact the Office Manager via email or phone call. The following are not allowed during detention:

- Food or drink
- Working on homework
- Technology
- Sleeping
- Talking

Saturday Detentions: Proctored by a teacher from 9:00am-12:00pm. Students are not required to be in uniform and should report on time. Students should arrive prepared to engage in any of the following:

- Maintenance projects
- Silent contemplation time
- Filing and other administrative tasks
- No personal work or homework will be allowed during this time

Disciplinary Probation: A serious offense or continued disciplinary issues after a Saturday Detention may place a student on Disciplinary Probation, determined at the discretion of the Principal.

Duration At the discretion of administration

Required Meeting Student meets with the Principal and then regularly with the Dean and School Counselor/Chaplain as requested

Restrictions Determined by the Principal

Further Consequences Any further disciplinary action during the probation period will result in consequences ranging from extension of the probation period up to expulsion.

If no additional disciplinary action is earned during the probation period, the student is removed from probation.

The House System: The House System organizes the student body into four distinct school communities each comprising students in grades 6-12. This structure encourages students to form positive peer relationships across grade levels and entrusts them with meaningful responsibilities within the larger school community. Each of the Houses (Nicaea, Trent, Chalcedon, and Lyons) is named after a Church Council. Students are assigned to a House in 6th grade or upon entering Holy Spirit Prep. Throughout the school year, the Houses compete with one another to earn House points and determine which House will be crowned winner for the year.