

Holy Spirit Parish School

Diocese of Sacramento

Parent/Student Handbook

2023 - 2024



Letter of Welcome

Dear Holy Spirit Parish School Parents and Students

The Holy Spirit Parent-Student Handbook has been prepared for you in recognition that the Christian education of your children is a cooperative venture. The task demands sacrifice and vision, dedication and love, and the active involvement of parents in the process that centers on the school but interweaves all aspects of a student's life.

The following document is not considered definitive or comprehensive but is an attempt to be precise and clear about those policies and practices at Holy Spirit School that affect the day to day interaction of parents, teachers and students. Please take the time to study it with your children and refer to it as needed.

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Conditions of Enrollment/ Standards of Conduct for Students and Parents/ Guardians

SCOPE of this HANDBOOK

Enrollment at Holy Spirit Parish School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

By enrolling a student in Holy Spirit Parish School, parents, guardians, and students agree that they have received and reviewed the current version of the school's Parent/Student Handbook and agree to comply with all policies, rules, guidelines, regulations, and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment.

By enrolling a student at in in Holy Spirit Parish School, parents/guardians and students also understand and agree that Holy Spirit Parish School has the right, as a private religious institution, to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The parents/ guardians and students agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with Holy Spirit Parish School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

RIGHT TO AMEND

Holy Spirit Parish School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Holy Spirit Parish School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between each family and the school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Holy Spirit Parish School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Holy Spirit Parish School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel to the appropriate school or diocesan authority. They are further expected to avoid doing so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. Finally, it is the school’s expectation that students and parents will avoid making such comments publicly, including in any public forum or on any form of social media.
- Parents/guardians and students are expected to avoid sending or posting any content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, GroupMe, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and Holy Spirit Parish School. This includes expressing criticisms or displeasure with the school administration, or with a teacher, staff member, student, or any authority at Holy Spirit Parish School and/or parish in regards to (but not limited to) policy, homework, assignments, or any school-related program. Parents/Guardians and students should carefully review policies on “Communication” (including email) and the entire section entitled “Information and Communication Technology Policies.”
- Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
- These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).
- The school reserves the right to determine, in its discretion, which actions fall short of meeting the expectation regarding the Christian principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

- The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning or prior communication.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between stakeholders (students, parents, teachers, administration), a conference will be arranged with the appropriate parties. The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a primary, elementary or junior high department chair. These department chairs constitute the leadership team. A conference will be held with the parties listed previously.
- The final stage of dispute resolution at the local level is to involve the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases, and to work collaboratively to resolve the differences that caused the conflict. If irreconcilable differences remain, however, a decision regarding the dispute is necessary, the principal will render a final decision.
- Such conferences to resolve conflict, including phone and virtual conferences (e.g. Zoom), may only be attended by appropriate school personnel and by parties involved *directly* in the conflict (e.g., parents and guardians). The conference may not take place if other visitors (relatives, friends, etc.) or legal counsel are present, nor may the proceedings be recorded without the express consent of the principal.
- In the event that irreconcilable differences remain, the parties may seek the involvement of the Catholic School Department through the Regional Director but only after all steps above have been followed. The Catholic School Department will address the dispute according to its procedures in effect at that time, which will be provided to all those involved in the conflict resolution effort.
- Local advisory commissions (or School Boards) and parent organizations are NOT part of this appeal process.
- At all times during the dispute resolution process, the expectation is that differences and concerns, as well as steps in the process to resolve them, will not be made public in any way (e.g., social media, other media, etc.).
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, as well as the process to resolve any conflicts, the principal will recommend/require that the parents transfer their child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute

must make every effort to resolve the dispute between themselves, and to keep it from affecting the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

About Holy Spirit Parish School

MISSION STATEMENT

Holy Spirit Parish School, established in 1947 as an educational ministry of Holy Spirit Parish, was administered by the Sisters of Mercy until 1999. The school provides students in transitional kindergarten through eighth grade with a diverse, well-rounded curriculum, modeled by the teachings of Jesus through the values, traditions, philosophies and practices of the Roman Catholic Church. The school cultivates academic excellence, lifelong learning, and Christ-like leadership with a passion for peace, justice and service. Its curriculum provides spiritual, intellectual, physical, moral and emotional growth in a liturgically rich environment.

PHILOSOPHY STATEMENT

Holy Spirit Parish School is a Catholic community which recognizes the dignity of all of its members and bases its philosophy on the educational mission of the Roman Catholic Church and to teach as Jesus did. In an effort to instill in our children a deep and living relationship with Christ and His Church, we provide a liturgically rich environment where the Gospel message is taught and lived.

As primary educators of their children, parents are challenged with providing a foundation of Gospel values and Christian traditions. As formal educators, we are entrusted with sharing this responsibility. Our vision is to lead the students in the discovery and appreciation of the part they play in God's plan for the world. We promote in our students a spirit of generosity that reaches out to all those in need. We foster self-confidence and initiative, encouraging students to be leaders in a changing world.

We believe our school exists to nurture lives of faith rooted in Christ and to provide our students with the knowledge, understanding and skills that they will need for the future. In appreciation of their God-given uniqueness, our students are encouraged to grow spiritually, intellectually, emotionally, physically and socially to the fullest of their potential.

SCHOOLWIDE LEARNING EXPECTATIONS

Be the light of Jesus

Everyone is a child of God

Active thinkers and learners

Respect and responsibility

Service to others

SPIRITUAL GOALS

Recognizing the presence of Christ among us, we develop within our students a loving relationship with Him. We foster a dynamic prayer life, an understanding of the teachings of the Catholic Church, a sense of belonging to and participating in the Body of Christ. We accomplish these goals by:

- Modeling and teaching Catholic doctrine and traditions.
- Participating in a rich variety of prayer experiences and liturgical and para-liturgical celebrations.
- Supporting student and parent participation in the Sacramental life of the Church.
- Providing programs for selfless giving through family, church and community.

INTELLECTUAL GOALS

We encourage and challenge each child to develop intellectually to his/her full potential. We strive to accomplish this by:

- Providing a broad and flexible curriculum in which each child develops the skills necessary to live as a responsible member of today's ever-changing world.
- Developing the child's ability to question, analyze, evaluate, recall and organize, encouraging critical thinking and utilization of these skills in daily living.

- Identifying and addressing students' strengths and weaknesses.
- Seeking new and/or more effective ways of teaching which allow each child to succeed according to his/her learning style.

AESTHETICAL GOALS

We heighten students' awareness and appreciation of the world around them to instill in them a reverence for all living things. We strive to accomplish this by:

- Providing opportunities for children to express themselves through art, music, drama, poetry and creative writing.
- Providing an approved touching safety program called Circle of Grace in grades K-8.
- Providing field trips that expose students to community resources such as art galleries, musicals, stage plays and historic landmarks.

SOCIOLOGICAL GOALS

We foster in all students the notions of respect and concern for the value and dignity of self and others. We strive to accomplish this by:

- Encouraging personal responsibility and respect for authority.
- Providing opportunities for encouraging leadership qualities within each child.
- Creating an atmosphere which encourages and offers opportunities for interaction among students, faculty, parents, clergy and community.
- Providing opportunities for children to participate as important members of their parish, neighborhood, city, country and world through acts of charity and service.
- Providing a school-wide, virtues based discipline program to foster Christian values and behaviors.

PSYCHOLOGICAL GOALS

We seek to provide an environment where students may develop a realistic sense of self and others. We strive to accomplish this by:

- Fostering emotional growth through encouraging the students' recognition and acceptance of their own unique contributions and the contributions of others through positive interpersonal relationships.
- Providing an atmosphere that encourages a positive self-image.
- Encouraging students and parents to utilize supportive channels such as spiritual and psychological counseling.

PHYSICAL GOALS

We help each student respect and care for his/her body. We strive to accomplish this by:

- Developing and maintaining each child's physical fitness.
- Promoting participation and good sportsmanship through healthy competition.
- Assisting each child in acquiring needed safety skills and health habits.
- Encouraging each child to enjoy and participate in wholesome recreation.
- Making the child aware of the health risks associated with alcohol, tobacco and drug use.

HISTORY

Holy Spirit Parish School opened its doors in September 1947, when the first Kindergarten class was assembled in the Parish hall adjacent to the Church. The following year, Pastor Monsignor Patrick McHugh opened the first unit of our present building for Kindergarten through fourth grade. Each year an additional grade was admitted until the first graduation in 1953. During this time the cafeteria and four additional classrooms were built. Development of the school plant was continued with the construction of our Parish auditorium/school gym and the Father Brady Room. Additional development continues for the 2021-22 school year with the anticipated completion of the new STEM building.

The Sisters of Mercy, whose Motherhouse is in Auburn, California, founded the school. The Sisters have served the Diocese of Sacramento since 1897 when they opened the first Catholic school in the basement of St. Rose's Church at Seventh and K Streets, in downtown Sacramento.

ACCREDITATION

Holy Spirit Parish School enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

Holy Spirit Parish School, in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Holy Spirit Parish School in the Diocese of Sacramento does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs. For the purpose of this policy the term "sex" means the physical and biological presentation of the child's sex at birth without regard to gender identity or gender transition or affirmation.

School Structure and Organization

BOARD OF DIRECTORS

Catholic Schools Association of Sacramento (CSAS), a fiduciary board of directors made up of Catholic laity under the governance of the Bishop of Sacramento, supervises the Catholic School Department (and specifically the Superintendent) in the delivery of the Bishop's vision for Catholic education. The CSAS board has no direct supervisory or managerial role over individual schools.

CATHOLIC SCHOOL DEPARTMENT

The Catholic School Department (CSD) endeavors to support the mission of the Diocese of Sacramento in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSD is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The CSD is comprised of an Executive Director (Superintendent), a Chief Academic Officer (Associate Superintendent), a Director of Professional Development & Leadership Formation (Associate Superintendent), four Regional Directors (Associate Superintendents), a Schools Financial Officer and financial team, a WCEA Commissioner, a Project Manager, an IT and Marketing Coordinator, an advancement team, and an Administrative Assistant.

EXECUTIVE DIRECTOR (SUPERINTENDENT)

The Executive Director oversees the entire program of the CSD.

REGIONAL DIRECTOR (ASSOCIATE SUPERINTENDENT)

A Regional Director is responsible for overseeing an assigned group of Catholic schools within the Diocese of Sacramento and works as a liaison between the pastor, principal, and the CSD.

PASTOR

The Pastor is the ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational ministry programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal and the Regional Director.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

PRINCIPAL

The school principal is delegated by the Pastor and the CSD to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of Holy Spirit Parish School.

LEADERSHIP TEAM

Members of the faculty, in addition to the principal, make up the Leadership Team. The functions of the Leadership Team include assisting the principal in specific delegated functions, decision making, and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor and the CSD. A directory of faculty and staff may be found on the school website.

CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC)

The local Catholic School Advisory Commission (CSAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

"BEARS" PARENT CLUB

The objective of the BEARS Parent Club is to build a Catholic community, to support the school's teachers and administration, and to support the fundraising and social activities of Holy Spirit Parish School. Our goal is to encourage parental involvement to enhance the experience, facilitate communication between parents and school administration and the Holy Spirit parish, modeled by the teachings of Jesus through the values, traditions, philosophies and practices of the Roman Catholic Church.

A schedule for the BEARS Parent Club meetings will be determined and parents will be notified through the regular school communications systems.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Holy Spirit Parish School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to carry out the educational ministry of the parish and diocese as a Catholic school and to form students in the Catholic faith. All students are expected to participate fully in Religion classes and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Holy Spirit Parish School is a privilege, not a right. Parents have a right to apply to Holy Spirit Parish School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Holy Spirit Parish School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Holy Spirit Parish School follows:

1. Continuing students in good standing at Holy Spirit Parish School who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending Holy Spirit Parish School
3. Siblings of non-Catholic families attending Holy Spirit Parish School
4. New Catholic Families
5. Parishoners of Holy Spirit Parish, Sacramento
6. New non-Catholic families

PROBATIONARY ADMISSION

All students are admitted to Holy Spirit Parish School on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1st of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.

- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.

DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, biological sex at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

PHYSICAL EXAMINATION

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician). This requirement applies regardless of on-site or off-site (e.g., distance learning) school operation.

- The school expects all new and continuing students to be immunized according to current California legal requirements (a good reference can be found at "shotsforschool" now a part of the CDPH website.)
- Continuing students who are not in compliance (missed dose, new grade span, etc.) must have immunizations up to date within 30 days of notification or they may not attend school.
- Medical exemptions for enrollment may be considered on a case-by-case basis, provided the family has complied with state law on that topic. Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California: <https://cair.cdhp.ca.gov/exceptions/home>
- The school reserves the right, at the sole discretion of the principal (in consultation with the pastor), to deny admission to any student who is not fully immunized, even if there are qualifying medical grounds for exemption from the immunization requirement.
- Under California law, personal exemptions have been phased out and are no longer allowed.
- In addition to vaccines required for school entry, the CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Questions regarding immunizations should be directed to the principal.

APPLICATION PROCESS

New student applications are accepted beginning in January through the FACTS Application and Enrollment system. Applications are considered incomplete until all required documentation (see DOCUMENTATION REQUIREMENTS above) and an application fee of \$ 40.00 per student have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail regarding acceptance or non-acceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Children applying for admission to Kindergarten are assessed for readiness each year in the spring. Other interviews, tests or screening's may be required for admission to other grades at the discretion of the school's administration.

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, technology subscriptions, a student planner, a yearbook, and textbook use.

- A non-refundable registration fee, determined annually (\$475.00 for the 2023-2024 school year), for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due upon registration processing; and student placement may be forfeited if the registration fee is not received by the due date. The due date for registration will be announced in January. A late fee of \$75.00 will be assessed.
- A non-refundable Facilities Maintenance fee of \$ 250.00 per family will be in due in April.
- ALL financial obligations for the previous school year, including fees due for the Extended Day Program and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Holy Spirit Parish School.
- Families who do not complete parent hours will be charged \$ 2,000 at the time registration is due.

TUITION

Standard Rate

1 child in school	\$ 8,000.00 per year
2 children in school	\$ 15,250.00per year
3 children in school	\$ 21,750.00 per year
Additional children	\$ 6,500.00 per year/student

Parishioners are those who are registered Catholic members of Holy Spirit Parish, attend Mass regularly, are active in the parish community life, and contribute financially to the parish (at a level determined by the parish). This status will be assessed regularly by the parish staff and the school. Failure to meet these criteria will result in the assignment of non-parishioner status and the assessment of the standard tuition rate.

Parishoner Rate:

1 child in school	\$ 6,700.00 per year
2 children in school	\$ 12,650.00 per year
3 children in school	\$ 17,850.00 per year
Additional children	\$ 5,200.00 per year/ student

OTHER FEES

Field trip fees vary by grade according to the field trips scheduled. 5th -8th grades may have extended field trips. The costs for these extended field trips has been between \$ 500.00 and \$ 800.00 per student in prior years, but has not been determined for the 2023 – 2024 school year.

Graduation Fee: 8th grade graduation fee is determined annually and communicated to 8th grade parents by December.

Athletic fees are required for participation in school sports teams in the Parochial Athletic League. The fee for each sports team is \$75.00 per student. The fee for the Little Dribblers Basketball Program is \$60.00 per student.

TUITION COLLECTION

It is a requirement that ALL families be registered in the FACTS Management Company, even if the family prefers to make cash payments. The school office can assist families in establishing an account with FACTS.

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the options provided in the FACTS system which may include:

- One payment: July 2021
- Two payments: July 2021 & December 2021
- Ten payments: August 2021 – May 2022.

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the pastor and principal. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid.

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Holy Spirit Parish School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Holy Spirit Parish School.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 30 Parent Service Hours minimum total per family including at least 15 hours in designated Event Volunteer Activities.
 - Designated Event Activities include: Uniform Exchange, Rib/Chili Cook-Off, Auction, Breakfast with Santa, Crab Feed, Jog-a Thon and Golf Tournament. In addition, volunteering at school sports events (PAL and Little Dribblers games) can be counted for **up to 5 event hours** during the year. Additional sports hours can be counted as regular volunteer hours.
 - More detailed information can be found in the description of the Parent Work Incentive Program available from the school.
- Each family is expected to donate an item to the annual auction (minimum value: \$ 50.00).
- A fee of \$ 2,000.00 per family is added to the registration if the required parent hours for the year are not done. The required hours must be completed by March 31.
- Each family is expected to participate in the school's Scrip Program with a minimum participation of \$2,000.00. This may be completed by 1) purchase of Scrip gift cards and e-gift cards through Raise-Right and Shop-with-Scrip, using the school's participation code; 2) use of the E-Scrip program

(designating Holy Spirit Parish School); and 3) participation in Nugget Market's Scrip Card Program. The Scrip Program requirement may also be met by paying a \$ 500.00 buy-out fee.

WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview may take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition contract, the following procedures will be followed by school administration:

30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

90 Days Past Due

- The family will receive written notification from the principal and the school's regional director that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts:
 - i) will be turned over to a collection agency;
 - ii) will appear on a family's credit report; and
 - iii) may be pursued in civil court.

Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Until the past due balance is paid in full or an alternative payment plan submitted by the family and approved by the principal, eighth grade students with past due balances will not be allowed to participate in the school's special 8th Grade promotion activities (including, but not limited to May Crowning, Graduation field trip, 8th Grade Awards Ceremony, and 8th Grade Promotion Ceremony.)

Extended Care Program

The Extended Care Program at Holy Spirit Parish School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at Holy Spirit Parish School for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 7:00 am to 7:45 am and after school from dismissal to 5:45 pm. The Extended Care Program operates only on regular school days and is not available on holidays, vacations, or in the summer months. The Extended Care Program is not available in the afternoon for the last school day before the Christmas vacation and the last day of school. TK and Kindergarten students must bring lunch as no lunch program is available.

MINIMUM DAYS

The Extended Care Program is available on minimum days from dismissal to 5:45 pm for children enrolled in the program. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

EXTENSION REGISTRATION

All families registering for the Extended Care Program must pay a \$ 80.00 registration fee for each child registered.

MONTHLY PAYMENT PLAN

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over nine months, September through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed. Monthly contracts are handled through FACTS.

1 child	(TK or Kindergarten)	\$240/month
1 child	(Grades 1-8)	\$230/month
2 children	(Grades 1-8)	\$320/month
2 children	(TK or K & 1-8)	\$340/month
2 children	(TK or Kindergarten)	\$360/month

Each additional child per month: TK/K \$ 90.00, Grades 1-8 \$ 80.00

DROP-IN

5 hours or less/ week is considered drop-in.

Drop in charges are

\$ 20.00 per hour or fraction there of

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:45am or more than 15 minutes after dismissal must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:45am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school more than 15 minutes after dismissal, he or she will be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up 15 minutes after dismissal to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school more than 15 minutes after dismissal unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend Holy Spirit Parish School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (those who are contracted after school or who are not picked up after school will be directed by a staff member to extended care.) Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. THERE ARE NO EXCEPTIONS TO THIS POLICY! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Students who attend the Extended Care Program after school must check in immediately after school. Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by dismissal time on the day that a drop-in student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 5:45 pm, parents will be charged a late fee of \$ 7.50 per 5 minutes after 5:45 pm, and \$15.00 per 5 minutes after 6:00 pm. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe transport or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

EXTENDED CARE PROGRAM CONTACT

- During office hours 7:40am – 3:30pm 916-448-5663
- Before 7:40am and after 3:30pm 916-448-5663 ext.304

Communication

SCHOOL CONTACT INFORMATION

School Office: (916) 448-5663
Office Fax Number: (916) 448-1465
Extended Care: (916) 448-5663 ext. 304
Website Address: www.HS-PS.com
FACTS: www.factsmgt.com

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office **and in** FACTS SIS Parents should update information in FACTS SIS and notify the office as soon as any change is made.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- The FACTS SIS portal is the school’s primary mode of communication. FACTS SIS is the student information system, and FACTS Tuition Management is where financial information is found. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP’s, lunch menus, grades, homework and progress reports. Please check FACTS SIS on a daily basis to receive the most up-to-date information and announcements. Grades and progress reports for grades 3-8 are updated on a weekly basis. Progress Report dates are posted on the FACTS SIS School Calendar. Weekly reminders are sent out weekly through FACTS SIS or other designated communications tool.
- E-mail is an important means of conveying critical information to parents.
- Parents and other users may not use the FACTS SIS database for personal reasons of any kind, such as, but not limited to, promoting a personal agenda, creating surveys, etc.

RECORDING CALLS and MEETINGS

Audio or video recording of a telephone call or any kind of meeting with school employees (either in person or virtual) is strictly forbidden. Additionally, anyone present for a call or meeting, (but not visible to others) must be identified to all participants.

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).

- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of any documents regarding court directives as to custody. Accordingly, school personnel may not act as a liaison between parties and may not accept or deliver materials of any kind from one party to another.
- School employees will not provide written testimonials in support of a parent in a marital or custodial dispute; employees need to be subpoenaed at which time they can provide testimony in a setting managed by the court.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Teachers are directed to make reasonable efforts to respond to any messages within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.

Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal character of email unfortunately makes it easy to say things in a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use as well as the use of GroupMe accounts and other social media:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.

- E-mail should not to be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

BACK to SCHOOL NIGHT

Back to School Night is normally held each fall in an effort to explain procedures, plans, curriculum, class rules, teacher expectations etc. Parental attendance is **STRONGLY ENCOURAGED**. This event is for parents only.

Back to School night is planned for August 17, 2023 at 6:30 pm in the Gym.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office and receive a visitor name badge upon arrival, and sign out when leaving.
- Unaccompanied siblings who are not registered students of Holy Spirit Parish School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and/or principal.
- Other children visiting classrooms must be cleared in advance with the principal.
- The principal reserves the right to refuse a request, at his discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (fee due at the time of fingerprinting) AND have clearance through the Safe Haven Program. These clearances are required regardless of the event (whether adult only or student attended). All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school office will provide forms and information regarding fingerprinting.
- Safe Environment training: A link is <https://sacramento-schools.cmgconnect.org/> and is also available through FACTS SIS to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
- Signed Volunteer Agreement Form (found at the end of this handbook.)
- Driving and Insurance Requirements:
 1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and covered with auto liability insurance. Current Verification of Automobile Insurance forms must be completed and left in the school office.
 2. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
 3. No vehicle larger than a 10-passenger vehicle may be used, but no more than 8 riders (including the driver) may occupy the vehicle.
 4. The number of persons in a car should not exceed the number for which the car was constructed.
 5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A

child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. Drivers may not bring siblings or younger children.
9. Those not designated as chaperones or drivers may not participate in the field trip in such a way as to interact with students or other adults, even if the field trip is in a public venue. Parents and relatives may patronize the public venue but not join the field trip participants.
10. It is the policy of Catholic schools in the Diocese of Sacramento that field trips are an extension of the normal school day, and that they therefore constitute "school Zones" for purposes of the Gun Free School Zones Act of 1995 (CA Penal Code section 629.9). Accordingly, chaperones and drivers on a school field trip may not carry a firearm in their vehicle or on their person at any time during the activity, regardless of whether they otherwise possess a valid license to do so. A violation of this policy may result in suspension of volunteer rights or more serious disciplinary response.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth **will not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;

- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth, or e-mail, text, or message youth unless principal and parents are included; or
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the principal; these must be checked for authorization by parent/guardian to release.

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the Verification of Automobile Insurance form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing Holy Spirit Parish School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

VOLUNTEERING OPPORTUNITIES

Information on the process for volunteering and opportunities are available in the WIP (Work Incentive Program) FAQs posted in FACTS SIS.

Notification of specific volunteer opportunities are communicated through FACTS SIS. Announcements, e-mails and/or postings in the volunteer Calendars in FACTS SIS. These included classroom volunteer calendars and school-wide event volunteer calendars.

Curriculum

Holy Spirit Parish School embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Holy Spirit Parish School are developed and implemented in cooperation with the Catholic School Department of the Diocese of Sacramento. The curriculum is carefully coordinated from Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. In math and language arts, the school has adopted the California State Common Core Curriculum Standards; in science, next-generation science standards have been adopted. All other subjects will remain aligned to the California State Standards and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the principal.

ESSENTIAL, CORE CURRICULUM

Holy Spirit Parish School provides complete academic instruction in essential core curricular subjects: religion, English/language arts, reading/literature, mathematics, science, history/social studies, and physical education.

ENRICHMENT CURRICULUM

Students have been able to participate in athletics, choir, band and academic decathlon. Specific enrichment opportunities this year will be determined in keeping with the COVID-19 Protocols in effect in the course of the year.

NATIVE PEOPLES and MISSIONS COURSE for all CALIFORNIA CATHOLIC SCHOOL FOURTH GRADERS

The following e-course is a required part of the fourth grade Social Studies curriculum , per the California Bishops: <https://mlearn.smp.org/>

All fourth grade teachers must include and teach this course which cover three of the five 4th grade History/Social Studies Standards (4.1, 4.2, and 4.3). More information may be obtained from the Principal

CIRCLE of GRACE

Circle of Grace is a Safe Environment curriculum required by the Diocese of Sacramento that helps to form and educate children and youth about the value of proper, positive relationships with God and others.

MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system,

they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, resource teacher/inclusion specialist, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

Consistent with its status as an educational ministry and apostolate of the parish and diocese, Holy Spirit Parish School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.

- Students in 2nd Grade prepare for, and receive, the Sacraments of First Reconciliation and First Eucharist during the 7th grade.
- Students in 6th and 7th Grade prepare for the sacrament of Confirmation. The sacrament is received during the 7th grade school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom and /or morning prayer for the assembled student body. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, during Lent, and at the end of the school year.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

LIBRARY

Students have an opportunity to visit the library and check out books on a regular basis.

TEXTBOOKS

Textbooks are loaned to students for the school year. All books must be covered with **nonadhesive** material and labeled on the outside with the student's name and grade. If a cover falls off during the course of the year, the book must be recovered immediately. Students/Parents are responsible for books and must replace them if books are lost, stolen or damaged.

CHRISTIAN SERVICE PROGRAM

Students are expected to participate in service programs that are offered during the course of the school year.

There will be specific service expectations for middle school students (6th – 8th grades), especially those preparing for Confirmation. These will be communicated to the students and their families early in the school year.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of FACTS SIS to monitor student academic progress and to take the initiative to contact teachers should they develop a concern.

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Sacramento use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Sacramento are as follows:

Grades 1 st and 2 nd	20-30	minutes
Grades 3 rd and 4 th	30-45	minutes
Grades 5 th and 6 th	45-60	minutes
Grades 7 th and 8 th	60-120	minutes

MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be

completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

The following academic grading scale has been adopted by Holy Spirit Parish School for essential curricular subjects in accordance with the Report Card Standards determined by the Catholic School Department of the Diocese of Sacramento. The Catholic Schools department is in the process of developing a standards-referenced report card for all grades.

GRADES K, 1, and 2

Exceeds grade level expectations	E
Meets and occasionally exceeds grade level expectations	S+
Meets grade level expectations	S
Sometimes meets grade level expectations	S-
Below grade level expectations	U

GRADES 3-8

Outstanding	96-100% (A)
	90-95% (A-)
Above Average Achievement	87-89% (B+)
	83-86% (B)
	80-82% (B-)
Average Achievement	77-79% (C+)
	73-76% (C)
	70-72% (C-)
Minimum Achievement	67-69% (D+)
	63-66% (D)
	60-62% (D-)
Below Minimum Achievement	0-59% (F)

CONDUCT/EFFORT CODES

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct (Christian Citizenship) and effort (Work Habits) in Grades 1 through 8 will also be evaluated.

PROGRESS REPORTS

All students will receive a progress report by the mid-point of each trimester. Progress reports must be signed and returned to the classroom teacher for Kindergarten to 5th grade, or content teachers for 6th to 8th grades.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area.

REPORT CARDS

Report cards are given in Grades K-8 at the close of each trimester of instruction. Report cards are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for preschool – eighth grade during the first trimester. Parents of Kindergarten through Grade 5 meet with their homeroom teachers. Conferences with other teachers (i.e., P.E., Science, Computers, and Spanish) may also be scheduled. Grades 6 through 8 conferences will be held in the gym.

There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC and BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the homeroom teacher, resource teacher/inclusion specialist, parents, and the principal will be made as soon as possible.

ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity will be seriously evaluated whenever acceleration is considered.

HONOR ROLL (GRADES 6-8)

Each academic trimester, students who earn either Principal Academic Achievement or Excellent Academic Achievement will be placed on the Honor Roll.

- Principal Academic Achievement: Students in the 6th, 7th and 8th grades who have all A's, including conduct.
- Excellent Academic Achievement: Students in the 6th, 7th and 8th grade who have all A's and B's, including conduct.

VALEDICTORIAN AND SALUTATORIAN

A Valedictorian and Salutatorian are selected from among the eighth grade students for graduation. These are the two students with the highest average scores in core subjects, including conduct for the full eighth grade year.

AWARDS

The following awards are available to eighth grade graduates:

- Presidential Academic Excellence Award –Gold Level
Criteria are established by the President of the United States each year. The criteria include an A minus or higher in each academic subject including Physical Education and exemplary conduct in the 6th, 7th, and 8th grades. It also includes scoring 90% or higher on standardized testing.
- Presidential Academic Excellence Award – Silver Level
Criteria are established by the President of the United States each year. The criteria include a grade of B or better in each academic subject including Physical Education, as well as an A- or higher in conduct in the 6th, 7th, and 8th grades.
- Subject Awards in core academic areas.
- Scholarships: The scholarships available will be determined annually.

EIGHTH GRADE PROMOTION

Promotion from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission of all assignments
- Completion of the Exit Project which includes an SLE component
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th. The school reserves the right to withhold student records until all financial obligations have been settled. Catholic high schools will be notified of any outstanding balance.

Eighth Grade promotion marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass at the Cathedral of the Blessed Sacrament for all of the eighth grade potential candidates for promotion. Each year, families of eighth graders will receive specific information regarding this very special event.

School eighth grade promotion celebrations, including an awards ceremony in the gym and Promotion Mass at Holy Spirit Church are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

An eighth grade promotion celebrations fee determined annually and due by February 1st, helps to cover the costs associated with the many events surrounding 8th grade Promotion (see p. 21)

The School Day and Attendance

SCHOOL and OFFICE HOURS

Office Hours: Monday – Friday 7:30 AM – 3:30 PM. Closing time may vary on days with early dismissal.

School Hours: Classes begin daily at 8:00 AM.

Dismissal Times:

- Regular school days: 1:00 PM for TK and Kindergarten, and 3:00 PM for 1st – 8th grades.
- Most Wednesdays 1st – 8th grades will be dismissed at 2:00 PM.
- Minimum days (noted on the school calendar) dismissal is 12:00 PM for grades 1-8 and 11:30 for Tk And K.

For more detailed scheduling information please refer to the Holy Spirit School Events calendar in FACTS SIS.

CLOSED CAMPUS

Holy Spirit Parish School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL

Students may be on campus at 7:45 AM. Earlier arrivals must go to Extended Care. Students requiring additional supervision should be enrolled in the Extended Care Program. Any child on the school grounds before 7:45 AM will be sent to Extended Care and the parents/guardians will be billed for this service.

DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Holy Spirit Parish School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe transport of the child (for example, an adult who appears intoxicated or under the influence of other substances) or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child. Depending on the seriousness of the concern, law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

- Parallel parking ONLY is permitted. Double parking and perpendicular parking is against the law and a citation may be issued. This includes the circle area in front of the school grounds. Please use caution when backing out from the curb into the line of traffic.
- Parking is not permitted in front of the school gates. DO NOT PARK OR LEAVE YOUR CAR IN FRONT OF THE GATE FOR A QUICK RUN INTO THE OFFICE. This is a fire hazard and a safety issue.
- Students are not allowed to walk in the street for any reason. If your car is parked across the street on the park side, children must walk on the lawn around the cul-de-sac until they reach their car. Students must enter their car from the curbside, not from the street side. Parents are urged not to call out to their children to cross the street. We ask parents not to walk children across the street but to follow the rule of walking around the cul-de-sac.
- Students can enter their car ONLY when the car is in one of the designated spots in line. Please do not encourage students into the car until the car is in one of these positions.
- Parents must share this information with any other persons (grandparents, babysitters, etc.) dropping off or picking up their children.

WALKERS and BIKE RIDERS

- Students who walk or bike to school must have written parental permission on file in the School Office.
- Students riding bicycles must wear helmets.
- Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property.
- Students who walk or ride to school may not leave campus once they have arrived.
- At dismissal, students must leave school grounds from the front gate. Students must walk to and from the corner of West Land Park and 15th Ave. Students who ride bicycles may not go into the street until they reach 15th Ave.
- Students who walk may not go into the street until they reach the corner of West Land Park and 13th St.
- Scooters, roller blades, skateboards and similar wheeled devices may not be used on campus.

CITY BUS RIDERS

- Students must walk around the cul-de-sac, not across the asphalt, in going to and from the city bus stop on Land Park Drive.
- Students taking city buses south on South Land Park Drive should board their bus at the stop in front of the zoo and not at the stop across Sutterville Road near the railroad tracks.

ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:30am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted. FACTS SIS automatically sends a notification to parents of absent students when attendance is initially entered.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving

the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign the student in/out at the school office. If possible, an absence note from the medical/dental office should also be sent to the school office upon the student's return to school.

- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00 AM. A child is considered tardy if he/she is not in line or in the classroom by the 8:00 AM bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year. Any student who reaches that level of absences is subject to disenrollment from the school.
- Excessive absence for reasons of illness will be handled on an individual basis because the school expects any student who is ill to stay home so as not to expose others.
- Cases of absence for reason of quarantine (e.g., COVID-19 quarantine when a student or student's family member is ill or when instructed to quarantine by a licensed physician or government agency) will not be counted in the tally of excessive absences.
- In periods of school closure when distance learning is implemented, families must follow the school's procedure for taking attendance daily.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. A school employee may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES and MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to

clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of Holy Spirit Parish School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Holy Spirit Parish School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

GENERAL POLICY AND UNIFORM REGULATIONS

- Students must be in uniform starting the first day of school.
- Students should also practice proper hygiene daily. Boys cannot have long hair (see hair/make-up below).
- Uniforms must fit appropriately and modestly. NO "tight-fitting" clothing.
- Skirt, jumper, skort or short length may not be shorter than 3" (inches) from the top of the knee (repeat violations of skirt length may result in a requirement to wear pants instead of a skirt, jumper or skort).
- During to and from school and recess periods, non-Holy Spirit jackets or coats may be worn in addition to the uniform attire.
- All red polos, red/navy sweatshirts, red/navy sweaters, and red/navy jackets must have the school crest on them.

While on campus, all students are expected to adhere to the Dress Code in accordance with the following guidelines.

Students will be sent home for the day if the following rules are not followed!

ITEM	DESCRIPTION	RESTRICTIONS
FORMAL UNIFORM (for specified days: Mass at Church, other days as announced.)	<ul style="list-style-type: none">• Short or long sleeved white collared shirt or blouse with school crest.• Regular uniform pants (with belt as described below), shorts, skirt, skorts or jumper.• Red or navy vest, blazer or sweater with school crest.• BOYS: Navy or Hamilton Plaid tie.• Socks and shoes as described below.	NO <ul style="list-style-type: none">• Sweatshirts• Skirts/ skorts/ jumpers/ shorts shorter than 3" above the knee
SHIRTS/TOPS (Regular uniform)	<ul style="list-style-type: none">• Red short or long sleeve polo or blouse with school crest• Shirts must be tucked in when in the school building or in Church.	NO • <ul style="list-style-type: none">• Untucked shirts• Holes in shirts• Designer logos.

	<ul style="list-style-type: none"> • Solid white undershirts only (optional). 	
PANTS/BELTS	<ul style="list-style-type: none"> • Navy blue twill pants only (Shorts or long pants) • Worn at Waist • Brown, black or navy belts required (for grades 4-8) 	NO <ul style="list-style-type: none"> • Denim • Holes • Yoga-Style • Cargo Pants Shorts, no shorter than 3" above knee
SKIRTS (5-8) SKORTS (TK-8) JUMPERS (TK-5)	<ul style="list-style-type: none"> • Hamilton Plaid (box pleat) 	NO <ul style="list-style-type: none"> • shorter than 3" above knee
SOCKS	<ul style="list-style-type: none"> • Must be solid colors of red, white, navy, black or gray. • Must be visible. • Small company logo is permitted (i.e. Small Nike "swoosh", small Vans text, etc.) • Full-length tights or leggings may be worn with jumpers, skirts or skorts (leggings or tights that do not cover the entire foot must be worn with socks) 	NO <ul style="list-style-type: none"> • Striped, argyle, checkered, multi-colored or other patterned socks. • Socks with words
SHOES	MUST BE <ul style="list-style-type: none"> • Solid color dress shoes (no stripes, striping, colored tabs), In the Hamilton plaid colors (red, black, navy, or white.) OR • Athletic shoes, may have striping/logo. Shoe and striping/logo all in Hamilton plaid colors. • Flat sole, closed and sturdy. • Low Top or high-top. • Tied, velcro fastened or buckled. • Remain tied at all times. • Rain Boots- (See next section) 	NO shoes that are: <ul style="list-style-type: none"> • Fluorescent in color (including laces & piping) • Slip-on/Slippers/ Sandals of any kind • Boat shoes / Moccasins • Roller shoes • Boots(except as noted in "Rain Boots") , UGGs
Rain Boots	Rain boots may be worn during rainy weather only. <ul style="list-style-type: none"> • They must be solid colors (no stripes, striping, colored tabs) • In the Hamilton plaid colors: red, black, navy, or white. • If students wear rain boots on a PE day when it is raining, an extra pair of athletic shoes must be brought to change into for PE. 	
SWEATSHIRTS /OUTERWEAR	<ul style="list-style-type: none"> • Sweatshirts and hooded sweatshirts have to be navy or red, with school crest. 	
JEWELRY	<ul style="list-style-type: none"> • Wristwatch • Single, discreet gold or silver chain/ necklace with religious cross or medal • Small and safe post earrings for girls. 	NO <ul style="list-style-type: none"> • Hoops or dangling earrings • Pierced jewelry beyond one earring per ear • Flashy jewelry

HAIR UP/ MAKEUP	<ul style="list-style-type: none"> • Must be student's natural hair color • Boys' hair should be collar length or shorter (above/at collar, above bottom of ear lobes and above eyes) • Modest sized hair ties, headbands or bows for girls may be worn (optional). • Boys must be clean shaven • ONLY Clear nail polish is acceptable. 	NO • <ul style="list-style-type: none"> • Distracting hairstyles or facial hair • Mohawks or shaved designs • Dyed or highlighted hair • Make-Up • Nail polish except clear • Fake fingernails • Tattoos, permanent or washable • Hats, caps • Boy's long hair/ponytails • Hair covering face/eyes
PE UNIFORM (purchased only at school office)	<ul style="list-style-type: none"> • School PE uniforms are to be worn on class PE days (except for Formal Uniform days). • School gray PE shirt or current or immediately previous year Jogathon shirt. • Red shorts (No shorter than 3" above knee) and/or • Solid red or navy sweatpants. • Athletic, non-marking shoes must be worn. • Socks as described above. • PE shirts may be worn untucked. 	NO <ul style="list-style-type: none"> • Hooded sweatshirts • Track-suit pants • The old mesh PE Shorts and white PE Shirts are no longer acceptable PE Uniform items

FREE DRESS

On occasion, non-uniform dress days will be declared (i.e., Free Dress days, Spirit Theme days, etc.):

- **Modesty and simplicity are guiding principles for free dress.**
- No extreme fads.
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable.
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex, no leggings, no skinny jeans, no sagging pants).
- Shorts/skirts need to be no shorter than 3" above the knee.
- Halters, tank tops, spaghetti straps, low necklines **are not allowed**.
- **NO** midriff shirts, loose baggy trousers, cutoffs, see-through shirts or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO BOOTS.
- Sandals of any kind **are not allowed**.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair should be acceptable.
- Shorts and skirts must adhere to the general guideline above: no shorter than 3 inches above the top of the knee.
- No crazy hair: follow everyday hair and makeup rules.

Health and Safety

IMMUNIZATIONS AND STUDENT PHYSICAL EXAMINATIONS

Please refer to the Admissions section on page 17.

EMERGENCY INFORMATION

EMERGENCY INFORMATION IN FACTS SIS

Emergency information for each child must be kept up-to-date in FACTS SIS. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts and emergency information must be immediately updated in FACTS SIS.

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt. These contacts must be immediately updated on FACTS SIS.

SCHOOL INSURANCE COVERAGE

All Holy Spirit Parish School students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities and during official distance learning periods. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness. Email to attendance@hs-ps.com is preferred. Please include the student's name, grade and reason for the absence. It is helpful to include the student's teacher this email.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours (without fever reducing medication) before returning to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where a physician indicates it is absolutely necessary to take the medication during school hours; the principal has final authority in consultation with the Catholic School Department and Catholic Mutual Group, in

determining what procedures or administration of medications can or cannot be undertaken by school staff.

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record, letter from physician, etc.) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.

- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 1. safe and unsafe foods and exposures
 2. strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 3. symptoms of allergic reactions
 4. how and when to tell an adult they may be having an allergy-related problem
 5. how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

Holy Spirit Parish School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Holy Spirit Parish School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be treated in the same way as actual threats. Any threats may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others or property.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals in any order of the threat: parents, pastor, adults and the parents of potential victims, the Catholic School Department, and law enforcement or health care professionals as appropriate.

- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- The school may require and "authorization for the release of information" from the counselor/therapist which is signed by the parent to ensure continued enrollment.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process. On-campus dismissal pick-up may be used when needed, primarily on rainy days.

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side **ONLY**.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.
- Distance learning may be implemented (see also the EMERGENCY section).

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports

is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

- Remove the athlete from play immediately.
- Call 911 and/or administer first aid as appropriate.
- Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
- Ensure that the athlete is evaluated by a health care professional.**
- Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
- Athlete should limit all forms of physical activity.
- Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad / Chromebook use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. These factsheets are included in this handbook and your acknowledgement of the handbook includes them.

Sudden Cardiac Arrest Policy

SUDDEN CARDIAC ARREST

Sudden Cardiac Arrest (SCA) occurs suddenly and often without warning. It is triggered by an electrical malfunction in the heart that causes an irregular heartbeat. With the heart's pumping action disrupted, the heart cannot pump blood to the brain, lungs, and other organs. Seconds later, a person loses consciousness and has no pulse. Death occurs within minutes if the victim does not receive treatment.

WHO is at RISK for SCA?

Thousands of sudden cardiac arrests occur among youth each year, as it contributes to the #2 medical cause of death of youth under the age of 25 and is the #1 cause of death of student athletes during exercise. While a heart condition may have no warning signs, studies show that many young people do have warning signs or symptoms but neglect to tell an adult. This may be because they are embarrassed, they do not want to jeopardize their playing time, they mistakenly think that they are out of shape and need to train harder, or they simply ignore the symptoms, hoping the signs will go away.

POSSIBLE WARNING SIGNS AND RISK FACTORS

- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Excessive shortness of breath during exercise
- Racing or fluttering heart palpitations or irregular heartbeat
- Repeated dizziness or lightheadedness
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise

REMOVAL FROM ACTIVITY

A pupil who faints during or following participation in an athletic activity must be removed from play and may not return to play until he/she is evaluated and cleared by a physician or surgeon.

Opioid Use

Parents should work closely with physicians regarding the use of opioids to treat pain and familiarize themselves and their students with the Opioid Factsheet.

OPIOID, CONCUSSION, and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated FACTS SIS system will provide parents/guardians rapid notification by phone call, text message and email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Holy Spirit Parish School has arranged safe haven at Dooley Field.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through FACTS SIS emergency features and/or school emergency phone contacts.

No student will be released until all Holy Spirit Parish School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- **FIRE**
Fire drills take place regularly. The school will follow instructions of the Fire Department.
- **EARTHQUAKE**
An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- **LOCKDOWN/ACTIVE SHOOTER**
Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via FACTS SIS as soon as possible. However, the safety of students is of primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- **BOMB THREAT**
Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- **FLOOD**
The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS SIS.
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CLOSURE and COMMUNICATION

Unplanned school closure may occur for a variety of reasons. Student and staff safety is the primary reason for closure, and communication to all stakeholders will be as timely as possible.

Reasons for Closure

- Evacuation/closure order from local authority for any reason

- Power shutoff when school cannot function
- Water shutoff
- Extreme weather conditions including potentially unsafe conditions for the transportation of students to and from school (snow, high winds, flooding, etc.)
- Extreme heat or cold depending on school's ability to control inside temperature
- Air quality index (AQI) at or above 200
- Presence of visible smoke which cannot be mitigated by ventilation system
- Absences of staff due to their personal evacuation orders which are substantial enough to prevent reasonable school operation
- Illness outbreak/epidemic that is deemed substantial
- Any other extreme condition making it unsafe to open school (chemical spill, etc.)

Essentials for School Operation

- The safety of students and staff is not compromised
- Functional plumbing (running water, functional toilets, etc.)
- Functional fire alarm system
- Functional door locks
- Reasonable internal room temperatures
- Adequate ambient light in classrooms
- Operable means of communication on site and with the outside
- Ability of staff and families to travel to and from school safely

Process and Procedures for Determining School Closure

- Students and families are best served when the school is open. Therefore, decisions regarding closure are often made in the early morning when the current AQI and other factors may be assessed for that day.
- The Principal and the Regional Director (or Executive Director) are the only persons authorized to close school.
- There may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When a school is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal.
- In the event of epidemic, pandemic or fire season, school may be closed intermittently or for an extended period at which time distance learning may be implemented.
- Tuition payments continue during all closures.

Communication

- The Principal will notify all stakeholders (staff, parents, etc.) through the FACTS SIS system as early as possible the evening before a closure and no later than 6:00am on the day of a closure.
- In the rare case that FACTS SIS is not functional, an alternate procedure for communication will be implemented and parents notified.

Make-up Days

- If more than 2 days are missed due to unscheduled school closures, these days must be made-up at the end of the school year; alternately, the principal may decide to implement changes to the daily schedule to make up the lost time.
- Families should be aware that the week after the scheduled ending of school is reserved for make-up days. Therefore, vacations should not be scheduled for this week.

- During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

Tuition payments continue during all closures.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Holy Spirit Parish School. A student is considered at all times and places a member of the Holy Spirit Parish School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. Holy Spirit Parish School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at Holy Spirit Parish School are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principal forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, when necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

BEHAVIOR GUIDELINES

Parents and school need to work cooperatively in an effort to promote a positive school climate.

Discipline in the Catholic School is considered an aspect of moral guidance and not a form of punishment. The purposes of discipline are to provide a classroom environment conducive to learning and to promote character development. At the beginning of each year, rules of behavior will be spelled out by the individual teachers. Parents and students will receive copies of the rules.

Discipline is not an end in itself, but a means through which the student may become a self disciplined person. It is towards building this attitude of responsibility and self-mastery that all our disciplinary measures are aimed.

The primary purpose of our Discipline Plan is to provide a clear and direct process regarding discipline for the staff, students and parents(s)/guardian(s) of Holy Spirit Parish School.

CONDUCT EXPECTATIONS FOR STUDENTS

- Students are to show respect at all times to school staff, parent/guardian volunteers, visitors, guests and all others whom they may come in contact with as well as fellow students.
- Sports equipment, radios, toys and skateboards are to remain at home during school hours.
- Students are to respect and ensure the safety of others.
- Students are always, whether inside or outside school, to conduct themselves as Holy Spirit Parish School students and to exhibit the behaviors expected of such students. Failure to follow this could result in serious disciplinary action, up to and including expulsion.
- School uniforms will be worn by students upon arrival and dismissal of school unless they are involved in an after school activity.
- Appropriate behavior will be demonstrated by students at all time.
- Students are to remain on the school grounds from the time of arrival until they leave for home.
- Students may not chew gum or eat sunflower seeds on school grounds.
- Students are to walk bicycles on the playground. No skateboards or rollerblades are allowed at any time.
- Students must walk in halls/sidewalks at all times.
- Students may not have electronic equipment in their possession during school hours.
- Students may not use the restrooms during transition times when switching classrooms.
- **Cell Phones:**
 - Students may only use cell phones to contact family members before and after school.
 - Cell phones must be turned off at the beginning of the school day.
 - *If you need to get in touch with your child, please call the front office.*
 - Students who do not adhere to the cell phone regulations and are caught using a cell phone during school hours will have the phone confiscated and turned in to the front office. A parent will be notified and a fee of \$ 25.00 will be required before the phone is returned. The second time this happens, the fee is doubled to \$ 50.00. The fee will continue to double with additional violations of the cell phone regulations.
 - If a student is caught using their cell phone during school hours, *the school reserves the right to check cell phone communication, including text, made during school hours.*
 - Students must turn off and place their cell phones in their backpacks when they enter the front, school gates. This includes those students who attend extension in the morning and afternoon unless authorized by extension personnel to use the phone (under adult supervision). Students are not permitted to be on or use their phones when on campus prior to the start of school.

- At the end of the day, students are not allowed to be on or use their phones until they exit the school gate unless authorized by extension personnel to use the phone (under adult supervision).

Exception: Cell phones are permitted under adult supervision in Extension for students to stay in touch with parents. Students may not use their cell phones to text friends or go on the internet.

Please understand that your child's safety can be compromised with unsupervised cell phone usage. We appreciate your cooperation in enforcing these policies.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS of STUDENTS

- A principal (or other staff designated by the principal) has the right at all times to interview students regarding any suspected misconduct that violates school policies. It is in the principal's discretion whether to permit the student's parent(s)/guardian(s) to be present for the conversation. And because this is a private religious school and not a government entity, families have no right to have an attorney present during any questioning of a student by the principal or other school staff.
- In some instances, law enforcement or Child Protective Services may come to a school campus to conduct interviews in connection with an investigation of a violation of law or suspected child abuse or neglect. School officials will first confirm the identity of the individual seeking access to interview a student (by checking for appropriate identification) and that the interview is connected to official agency business, before permitting access to any student.
- Once the school has verified the credentials and purpose of a law enforcement or CPS representative, the school will permit the agent to have contact with a student but will ensure that either a parent/guardian or school staff member is present for any interview, unless the student asks to be interviewed alone. Any school staff member present during such an interview will be expected to keep the details of the interview confidential, and to avoid disclosing them to anyone but the principal.
- The policy of the school is to inform the parents/guardians of an interview of their child by law enforcement or CPS, unless the school is specifically directed not to inform the parents/guardians, in which case the school will comply with that directive.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

- Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 1. refusal to obey school rules;
 2. refusal to follow directions;
 3. refusal to answer when spoken to directly;
 4. giving sharp, rude answers in a disrespectful tone of voice;
 5. causing interruption in classroom procedures;
 6. cheating, plagiarism, or dishonesty of any kind;

- Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
- Injury or harm to persons or property or serious threat to same;
- Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
- Hazing;
- Sale of any material on school grounds without proper authorization;
- Unauthorized absence or continued tardiness;
- Assault with, or possession of, a lethal instrument or weapon;
- Serious theft or dishonesty;
- Outrageous, scandalous, or seriously disruptive behavior;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
- Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement;
- Filming or recording a teacher or students without their knowledge or agreement; or
- Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Holy Spirit Parish School; they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Holy Spirit Parish School recognizes that many different social networks and media exist on the Internet and apps on portable devices (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as CSAC, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Holy Spirit Parish School, or Parish, or the Diocese of Sacramento."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

STUDENT INFORMATION SYSTEM (SIS)

The database of the school information system e.g., FACTS SIS may not be used for any personal reasons by any user. For example, users may not promote personal or political agendas or use the database to create or send surveys, etc. Only information authorized by the school administration may be distributed using the SIS or any database associated with the SIS.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Holy Spirit Parish School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities or members of the school or parish community or related Catholic communities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

RECORDING CALLS and MEETINGS

Recording a telephone call or any kind of meeting (either in person or virtual) is strictly forbidden. Additionally, anyone present for a call or meeting (but not visible to others) must be identified to all participants.

DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals; these policies also apply to the use of any personal electronic equipment which is brought to campus, either with or without permission, or used off-campus for any school-related activity or where any member of the parish or school community is in any way involved. No set of policies and procedures can provide rules to cover every possible situation or device. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads, Chromebooks and other tablets, and notebooks, mobile phones and other similar devices, Apple watches or similar devices, Apple AirTags or other

tracking devices, Kindles or similar devices, the wireless network, the network, the Internet, and all peripherals.

PERSONAL ELECTRONIC DEVICES

Students must follow all school rules regarding the possession or use of personal electronic devices (e.g., mobile phones, Apple watches, Apple AirTags or other tracking devices, tablets, Kindles, notebooks, laptops, iPads, etc.). No student may possess or use a personal electronic device at school or on any school activity without the express permission of the principal. No student may access the school network using a personal device without the express permission of the principal. The school assumes no liability for loss of or damage to a personal electronic device. See also USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL below.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always Holy Spirit Parish School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Holy Spirit Parish School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school and the contacting of law enforcement.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

(also applies to personal devices brought to school with or without permission)

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will remember when I am using social media and online resources that, as a Disciple of Christ practicing virtue, I am always representing my family, my school and my Church.

- I will use my iPad or Chromebook and my other electronic devices in ways that are appropriate, educational, and meet Holy Spirit Parish School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I will not engage with anyone outside those necessary for distance learning (teachers, students, parents, administrators.)
- I understand that my iPad or Chromebook, and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad or Chromebook.
- I will never leave the iPad or Chromebook unattended, and I will know where it is at all times.
- I will protect my iPad or Chromebook by keeping it stored in the provided case at all times.
- I will never loan out my iPad or Chromebook, or give my password to other individuals.
- I will not let anyone else use my iPad or Chromebook other than my parents or guardians.
- I will charge my iPad or Chromebook daily, and if it is taken home, will arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad or Chromebook, since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or Chromebook, or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad, iPad cover or Chromebook, or do anything to permanently alter the device in any way.
- I will not remove or deface the serial number or other identification on any iPad or Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, or Chromebook, case, and power cords in good working condition.

DISTANCE LEARNING and ONLINE SESSIONS

- During periods of distance learning, all school rules and policies apply to the student who is working remotely.
- Students participating in class remotely may not share access to the class with anyone not enrolled in the class nor invite others who are not enrolled to addend the session with them.
- Students must participate in a remote video session from a location free from distractions and without inappropriate materials in the background.
- Students and parents (or any third party) are not permitted to record an online lesson without the express permission of the classroom teacher and principal.
- Live or recorded lessons are not permitted to be shared on social media, through emails or any communication between families.
- Students are not permitted to take pictures during a live or recorded lesson except with the express permission of the principal and classroom teacher who is facilitating the lesson. Pictures taken without permission and then posted may result in suspension or expulsion.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Holy Spirit Parish School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Holy Spirit Parish School.
- Contacting law enforcement if there is reasonable suspicion that the law has been violated.

Harassment and Bullying

Holy Spirit Parish School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. The school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
- Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the Regional Director or superintendent in cases of diocesan schools.

The following procedures are to be followed for filing and investigating a harassment/bullying claim:

- Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
- If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
- The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
- The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
- Once the facts of the case have been gathered, the principal, in consultation with the Pastor and Regional Director (or Superintendent for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
- If a party disagrees with the decision, he or she has the right to appeal the outcome to the Catholic School Department of the Diocese of Sacramento. The Department will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

REPRISAL AND/OR RETALIATION: Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Controlled Substances

Holy Spirit Parish School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time that controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.

- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Holy Spirit Parish School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Choral Festival: choral performances for all choirs
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop and Mass for student councils (grades 6-8)
- Speech Contest: an individual speech competition (grades 7-8)
- Student Council Workshop (grades 6-8)

STUDENT COUNCIL

A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

Athletic programs may vary in keeping with the COVID-19 Protocols in effect in the course of the school year. The following represents the usual sports programs.

ATHLETIC TEAMS

Students in grades 1 - 8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. An athletic fee of \$75.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

Sports may vary depending on coach availability and student interest. The following are usually offered.

Fall Term

Volleyball: Girls grades 5-8: JV and Varsity, Competitive and Recreational teams.

Flag Football: Boys grades 6-8.

Winter Term

Basketball: Boys and Girls grades 5-8: JV and Varsity, Competitive and Recreational teams.

Little Dribblers Basketball: Boys and Girls grades 1-4.

Spring Term

Track and Field: Boys and Girls grades 5-8

Golf: Boys and Girls grades 5-8

Volleyball: Boys grades 5-8

Flag Football: Girls grades 6-8

LITTLE DRIBBLERS

Students in grades 1-4 are given the opportunity to participate in the Little Dribblers Basketball Program. The fee for Little Dribblers is \$ 60.00 which includes uniforms.

PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 1st – 8th grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (\$ 75.00 per sport)
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- A student must attend at least half of the regular school day to participate in that day's practices or games.

PAROCHIAL ATHLETIC LEAGUE (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento – Parochial Athletic League. In order to participate in the league, Holy Spirit Parish School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and Human development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the

dignity of each student in Christ's image. With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

PLAYER ELIGIBILITY

- Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Holy Spirit Parish School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises and may be excluded from future competitions.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

CONCUSSION and SUDDEN CARDIAC ARREST

Please see the section titled "Concussion Policies" on page 49 and the section titled "Sudden Cardiac Arrest Policy" on page 52.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants will be charged a uniform replacement fee for uniforms lost, damaged or not returned. A lesser fee may be charged for late or dirty uniforms.

TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have a Pre-authorized Driver form from their parent/guardians allowing them to ride with pre-authorized drivers. These forms will be distributed at the first meeting of the team. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at Holy Spirit Parish School.

OPIOID, CONCUSSION and SUDDEN CARDIAC ARREST FACTSHEETS ACKNOWLEDGEMENT

California Law requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet, a Concussion Factsheet, and a Sudden Cardiac Arrest factsheet before the athlete may participate in practices or competition. These factsheets are included in this handbook and your acknowledgement of the handbook includes them.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Such behavior may include, but is not limited to, that which is scandalous or contrary to the mission and philosophy of the Roman Catholic Church and the Diocese of Sacramento as well as parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), anyone in the school community, or the Diocese. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. In some instances, the school might elect not to transfer, but simply expel.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc. Students may not transfer to a Catholic elementary school or to a Catholic high school from another Catholic (or private) school until all outstanding balances at the previous school are paid. Catholic high schools will be notified of any outstanding balance of eighth grade applicants.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

- Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
- In case of any doubt as to the validity of the authorization, custody shall not be granted.
- In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements and provide documentation to the school.
- In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other

parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized pick up list, etc.)

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. Students must live with a responsible adult of at least 25 years of age. The new location and arrangement must meet with the school's approval.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

PARENTAL ACCESS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is a restriction on one parent's access to information about the child, contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Classroom parties are determined by classroom/ homeroom teachers and coordinated with the room-parent for the class. Food treats that have nuts may not be brought for student treats.

FUNDRAISING GUIDELINES and RESTRICTIONS

Special charitable collections (usually of items for donation) are sometimes carried out at school. Some are scheduled by the school and include participation by all students. Other fundraising or donation projects must be approved by the Administrative Team.

LOST and FOUND

COVID-19 Protocols may not allow a single collection of lost-and-found items. Classrooms and the extension program will hold items and return them to families, as possible, on inquiry by parents.

When COVID-19 Protocols allow, found items will be placed on a clothing rack that is kept available on campus. Students and parents are encouraged to check it weekly for any lost items.

LUNCH PROGRAM

Hot lunch is available through BEAR's Kitchen for students. Menus and ordering information are published on a monthly basis through FACTS SIS or email.

SCHOOL PICTURES

School pictures are taken annually (usually in September with a make-up/ retake day in October). Picture packages can be ordered on picture day or online from Lifetouch.

APPENDIX A

COVID-19 PROTOCOL/ GUIDELINES

Restrictions regarding the COVID-19 pandemic have been eased or eliminated for 2023. Holy Spirit Parish School follows the protocol/guideline for opening and operating schools during the COVID-19 pandemic/endemic which is guided by input from national and local government agencies. This is a living and changing document based on public health conditions at any given time and on the directives of the public health office, consequently, it may be amended at any time.

1. The CDPH continues to recommend vaccination and boosters for the COVID-19 virus.
2. Any person with symptoms (fever without medication, cough, vomiting, etc.) must stay home as with any virus. A COVID test is recommended.
3. A COVID-19 positive person may end isolation after five days if he/she feels well, has improving symptoms, and is fever free for 24 hours, with less emphasis on testing negative.
4. Parents/guardians are asked to follow basic family responsibilities to mitigate the spread of the COVID-19 virus or any virus;
 - Conduct a daily health check of all family members (temperature below 100.4°F, absence of COVID-19 symptoms, etc.) before coming to campus.
 - Keep student home if there is a fever or illness of any kind
 - Student must be fever free for 24 hours *without medication* to return to school.
 - Pick up in a timely manner a student who becomes ill.

2023-2024 Parent/Student Handbook Agreement

[Please detach, sign, and return by the first day of school]

By signing below, the parents/guardians and student(s) certify that they have received and reviewed the current version of the school's Parent/Student Handbook, and in particular the first section entitled CONDITION of ENROLLMENT/ STANDARDS OF CONDUCT for STUDENTS and PARENTS/ GUARDIANS and agree to comply with all policies, rules, guidelines, regulations and directives stated therein, as well as any future updates and revisions to the policies during their time of enrollment. The undersigned parents/guardians and students understand that Holy Spirit Parish School has the right as a private religious institution to make rules that govern conduct on the part of the parents/guardians and students, both on school premises and off. The undersigned parents/guardians and students further agree to comply with the standards of conduct set forth in the Handbook, to support the policies and procedures contained therein, and to cooperate fully with Holy Spirit Parish School and its personnel as educational partners. Students may not attend classes or participate in any activities until this agreement is signed and returned.

By enrolling in Holy Spirit Parish School the undersigned parents/guardians grant to the school the right to use, reproduce and publish photographs or video images of the student, for promotional or marketing purposes (including, but not limited to, slide/video presentations, publications, advertising, brochures, or posting on social media or website(s)), and other non-commercial and school-related purposes. In granting their permission, the parents/guardians also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please **print** Family Last Name: _____

Parent/Guardian Signature

Date

Signature

Date

Parent/Guardian

Student Signature(s) (when age-appropriate):

Date:

Print name

Signature

Grade

Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer Agreement Form

Diocese of Sacramento — Human Resources Services

Volunteer name (please print): _____

Volunteer name (please print): _____

Parish / School location name: Holy Spirit Parish School, Sacramento, California

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____
Volunteer signature

Date: _____
Volunteer signature

Date: _____
Authorized Parish/School Representative

Volunteer Agreement Form Rev. 07022019

Acceptable Use Pledge Covering Electronic Devices

- I will remember when I am using social media and online resources that, as a Disciple of Christ practicing virtue, I am always representing my family, my school and my Church.
- I will use my iPad or Chromebook and my other electronic devices in ways that are appropriate, educational, and meet Holy Spirit Parish School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I will not engage with anyone outside those necessary for distance learning (teachers, students, parents, administrators.)
- I understand that my iPad or Chromebook, and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad or Chromebook.
- I will never leave the iPad or Chromebook unattended, and I will know where it is at all times.
- I will protect my iPad or Chromebook by keeping it stored in the provided case at all times.
- I will never loan out my iPad or Chromebook, or give my password to other individuals.
- I will not let anyone else use my iPad or Chromebook other than my parents or guardians.
- I will charge my iPad or Chromebook daily, and if it is taken home, will arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad or Chromebook, since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or Chromebook, or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad, iPad cover or Chromebook, or do anything to permanently alter the device in any way.
- I will not remove or deface the serial number or other identification on any iPad or Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, or Chromebook, case, and power cords in good working condition.

Name of Student (Print)

Grade

Signature of Student

Date

Chromebook or iPad ID # _____