



LOWER SCHOOL

Handbook

2016-2017

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Revised August 1, 2016

TABLE OF CONTENTS

The Holy Spirit Preparatory School Crest.....	3
School Philosophy	4
Parent Go-To Guide	6
General Guidelines and Regulations.....	8
Campus hours.....	8
Regular school hours	8
Morning prayer and announcements	8
Attendance	8
Tardiness	8
Excused absences.....	9
Unexcused absences	9
Planned periods of absence	9
Excessive Absence and Tardiness	9
Early dismissal	9
Carpool.....	10
Nut-free policy.....	10
Birthdays.....	10
Lost and found	10
Clubs and extracurricular activities.....	10
Morning Inter-Campus Bus Service.....	11
Early Drop-off Program	11
Extended School Program (ESP)	11
Emergency drills and protocols	11
Inclement weather information.....	11
Field trips.....	11
Gum chewing.....	11
Lockers	11
Visitation of campus.....	11
Health	13
Immunization and Health Records	13
Clinic	13
Student injury or illness.....	13
Medication.....	13
Notification of communicable diseases	13
Head Lice	14
Limitations on physical activities	14
Concussion policy	14
Parent-School Communications.....	15
Respectful communication between school and parents	15
Faculty-parent communications.....	15
Timely response.....	15
Weekly newsletter.....	15
Parent Volunteer Association.....	15
Faith Community.....	16
Mass on the Lower School campus.....	16
Adoration	16
Sacrament of Reconciliation.....	16
Retreats	16

Throughout the year it may be necessary to change, modify, or update the information contained in this Handbook. Any such changes, modifications, or updates will be announced in the Green & Gold and in the updated Handbook.

Honor Code and Discipline Policies.....	17
School rules.....	17
Removal from class.....	17
Discipline.....	17
Bullying.....	17
Rough housing.....	17
Defacing school property.....	18
Extraordinary disciplinary situations.....	18
Saturday morning detention.....	18
Suspension.....	18
Termination of a student’s enrollment.....	18
Academic Policies and Expectations.....	19
Student Support Team (SST).....	19
Student Success program.....	19
Challenged Materials.....	19
Homework.....	19
Testing schedule.....	19
Tutorial.....	19
Work missed while absent.....	20
Academic credit for non-academic work.....	20
Extra credit.....	20
Summer work.....	20
Assignment notebooks.....	20
Responsibility.....	20
Progress reports.....	20
Report cards.....	20
Honor roll.....	21
Year-end academic awards.....	21
Academic eligibility.....	21
Disciplinary eligibility.....	21
Plagiarism.....	21
Promotion.....	22
Transcripts.....	22
Student withdrawal procedures.....	22
The John Carroll Resource Center.....	22
The Seton Center.....	22
Technology.....	23
Technology policies.....	23
Personal devices.....	23
Cellular telephones.....	23
Google Chromebooks.....	23
Uniform Code.....	25
Tutorial Agreement Form.....	32

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THE HOLY SPIRIT PREPARATORY SCHOOL CREST



The crest displays symbols and elements that are core to the school. The upper right hand quadrant shows a golden crown. It is the symbol of Christ, our King and Savior, whose follower we are through our baptism and under the guidance of the Holy Spirit. The Holy Spirit is symbolized in the lower right hand quadrant as a dove, descending on the disciples. When He came to the Apostles at Pentecost, He did so in the form of tongues of flame. The representation here shows Him descending, with a banner of red, the color of the Holy Spirit.

In the lower left quadrant, the letter M stands for Mary, the mother of the Savior and, by his legacy to us from the Cross, our mother. The letter is encircled by stars, symbolizing that

Mary is not only our mother but also the Queen of Heaven, closer to the Father and so a powerful intercessor for us.

The color blue is Mary's color. Its presence is in her honor. The crown of Christ our King is on a blue background because He came to the world through His human birth as the son of Mary.

The upper left hand quadrant contains the Jerusalem Cross. This particular style of the Cross was originally adopted by the Crusaders, and represented the major nations from which the armies were drawn, Italy, England, Spain, France and Germany. Its presence in our crest recalls not only the universality of the Church but also the city of Jerusalem where the work of our salvation was brought about through the passion, death and resurrection of Jesus.

Dissecting the crest is a broad cross of green, the Holy Spirit Preparatory School color.

Below the crest is the motto "Ministrare non ministrari." It is a text from Scripture, quoting Jesus who said: "I have come to serve, not to be served." The text was adopted by Archbishop Donnellan, in whose honor the lower school campus is named, as the motto for his episcopal coat of arms. It states simply the goal of education formation which is at the heart of the Holy Spirit Prep program: that each one of us learns to recognize God as the center of our lives so that we will work to develop our God-given gifts as fully as possible and are drawn into selfless service of Him through our fellow human beings.

SCHOOL PHILOSOPHY

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

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

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

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

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

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

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

In the very first encyclical of his pontificate, John Paul II himself reminded us that "man cannot live without love," that "he remains a being that is incomprehensible for himself, his life is senseless, if love is not revealed to him, if he does not encounter love, if he does not experience it and make it his own, if he does not participate intimately in it" (*Redemptor Hominus*,10). If an educator were to lose

sight of this reality, he would neglect the heart and soul of all true formation. **Love is the whole purpose of education**, and at the same time the overriding impulse that determines its execution. An education confined to a series of external rules, to patterns of behavior imposed from the outside, with no love to drive it, would be useless. Once those rules and patterns are no longer around, all that varnish of formation, which the student never made his own, interiorly, will vanish and collapse like a house of cards.

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

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

LOWER SCHOOL PARENT GO-TO GUIDE 2015 – 2016

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

Admissions	Kristina Wilhelm	kwilhelm@holyspiritprep.org
	Mary Lynn Llop	mllop@holyspiritprep.org
Athletics		
<i>General/ Soccer</i>	Laura Linkous	linkous@holyspiritprep.org
<i>Basketball</i>	Laura Linkous	linkous@holyspiritprep.org
Attendance	Emily Maranville and student's classroom teacher	emaranville@holyspiritprep.org firstinitiallastname@holyspiritprep.org
Class Photos	Emily Maranville	emaranville@holyspiritprep.org
Classroom Communication	1. Student's classroom teacher	firstinitiallastname@holyspiritprep.org
	2. LS Student Success Team ¹	lowerschoolsst@holyspiritprep.org
Clubs and Extracurricular Activities	1. Club moderator	firstinitiallastname@holyspiritprep.org
	2. Peter Schultz	pschultz@holyspiritprep.org
Curriculum	Teacher	firstinitiallastname@holyspiritprep.org
	Peter Schultz	pschultz@holyspiritprep.org
	Karyn Vickery	kvickery@holyspiritprep.org
Development	Jen DeCastro	jdecastro@holyspiritprep.org
<i>Annual Fund</i>	Jen DeCastro	jdecastro@holyspiritprep.org
<i>GOAL</i>	Mary Lynn Llop	mllop@holyspiritprep.org
Parents' Plus	Karen Browning	kbrowning@holyspiritprep.org
Extended School Program (ESP)	Judi Higgin	jhiggins@holyspiritprep.org
	Whitney Johnson(morning drop-off)	wjohnson@holyspiritprep.org
Guidance	Donna Hayley	dhayley@holyspiritprep.org
	Kristen Schultz	kschultz@holyspiritprep.org
Health	Joana Dutcher	jdutcher@holyspiritprep.org
Volunteer Opportunities	Vanessa Sciacchetano - PVA President	vanessasmit@msn.com
	Subject Teacher	firstinitiallastname@holyspiritprep.org
Junior High	Peter Schultz	pschultz@holyspiritprep.org

¹ The Lower School Student Success Team (SST) is comprised of Peter Schultz, Donna Hayley, Kristen Schultz, and Karyn Vickery.

Placement	Karyn Vickery	kvickery@holyspiritprep.org
	Jocelyn Sotomayer	jsotomayer@holyspiritprep.org
Carroll Center	1. Karyn Vickery	kvickery@holyspiritprep.org
	2. Resource teacher	fristinitiallastname@holyspiritprep.org
Safety	1. Peter Schultz	pschultz@holyspiritprep.org
	2. Emily Maranville	emaranville@holyspiritprep.org
School Policies and Procedures	1. Peter Schultz	pschultz@holyspiritprep.org
	2. Emily Maranville	emaranville@holyspiritprep.org
Standardized Testing	1. Donna Hayley	dhayley@holyspiritprep.org
	2. Kristen Schultz	kschultz@holyspiritprep.org
Student Experience	1. LS Student Success Team ¹	lowerschoolsst@holyspiritprep.org
	2. Donna Hayley	dhayley@holyspiritprep.org
	3. Kristen Schultz	kschultz@holyspiritprep.org
Tuition	Debora Brown	dbrown@holyspiritprep.org
Website	Tim Durski	tdurski@holyspiritprep.org

GENERAL GUIDELINES AND REGULATIONS

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

Regular school hours: Holy Spirit Preparatory School is in session for a minimum of 180 days each school year. School hours are from 8:00am to 3:00pm.

All K-4 students who arrive before 8:00am are required to go to the cafeteria, where assigned staff is on duty. Students in grades 5 and 6 enter the intermediate building upon arrival. PLEASE NOTE there is no supervision prior to 7:40am No student can be dropped off prior to 7:40am unless registered for and attending Early Morning Drop-Off or an approved before-school activity.

Morning prayer and announcements: Morning prayer and announcements are read from 8:00am until 8:05am each day.

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

Parents or guardians are asked to notify the school office between 8:00am and 9:00am to report students who are going to be absent or late. If using e-mail as a means of communication, the e-mail address is attendance@holyspiritprep.org. All cumulative absences and tardies become a part of the student's permanent record.

For students in Kindergarten through 2nd Grade, that you feel, due to their age, need to be reminded of their dismissal schedule each day, reminders may be sent only via e-mail to their homeroom teachers, no later than 11:00am on that day. Students in grades 3 – 6 are responsible for knowing their dismissal arrangements. As always, if there is an unforeseen change to your child(ren)'s dismissal arrangements, parents may contact the front office by 2:15pm to have this change announced.

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

In an effort to deter student tardiness, students in grades K-6 who are tardy to school five times in any quarter will be required to serve a lunch detention.. For each second tardy beyond the fifth in any one quarter, students in grades 4-6 will serve two additional lunch detentions.

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

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

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

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

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

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

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

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

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

If a student needs to be released early due to an unavoidable conflict, they should be collected between class periods to avoid disruption to class. Students leaving early are not excused from responsibility for work conducted during class, for turning in assignments, or for knowing about any assignments issued, and should pro-actively confer with fellow students to ensure that all relevant information is obtained. Parents who wish to sign out their child prior to the 3:00pm dismissal time must arrive in the main office prior to 2:15pm.

Carpool: Morning carpool begins at 7:40am each day and lasts until 8:00am. A teacher or administrator will direct traffic flow to the front driveway or to the driveway on the west side of campus where teachers and aides will open car doors and assist students out of cars. Students are

not permitted to be released from a vehicle without a teacher or aide present. After 8:00am, students must be checked in at the main office.

Afternoon carpool begins at 3:00pm each day, and any changes to afternoon pickup of students must be made by 2:15pm by contacting the main office at 404.255.0900. If using e-mail as a means of communication, the e-mail address is attendance@holyspiritprep.org. Vehicles are to park their car in the spots designated by school officials (rows of two), shut off their engine and go and pick up their child from the teacher. Once the signal has been given to exit(whistle) then cars may proceed out of the parking lot. Cars that had been waiting (had not parked yet)will move up into place and follow the same procedure.

The privilege of dismissing from the front office during afternoon carpool is reserved for only the families who purchased this item during our Spring Gala. All group dismissals (e.g., Scouts/sport outings) will dismiss from the Media Center.

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

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

Nut-free policy: The lower school is no longer a “nut-free” school.

Birthdays: The students enjoy having their birthdays (and half-birthdays for those with summer birthdays) recognized at school. Parents are welcome to bring in a simple treat during lunch. Please contact your child's teacher to arrange the details. Invitations to birthday or other parties may be passed out at school only if each child in the class receives an invitation.

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

Clubs and extracurricular activities: Participation in any extra-curricular activity is voluntary and students must meet the minimum eligibility requirements outlined in this handbook, unless a waiver is obtained from the Lower School Principal.

Morning Inter-Campus Bus Service: Holy Spirit Preparatory School offers a morning inter-campus bus service for families who have students attending both the Lower School and Upper School campuses. Space for this service is limited and is offered at a fee on a first-come, first-served basis only. In order to participate, students must be registered. To ensure students arrive on time at both campuses, buses maintain a strict schedule and cannot wait for late arrivals.

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

Extended School Program (ESP): An extended school option is available for Lower School students until 6:00pm. Any student participating in ESP must register by completing the ESP Registration Form found on the HSP website. Fees are assigned on the number of days the student participates in the program.

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

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

Field trips: Each grade level will participate in at least one field trip per year. Field trips are privileges, not rights. A student may be denied participation in field trips if they fail to meet academic or discipline standards as determined by the classroom teacher. To participate in a school sponsored field trip, each student must have a completed "Transportation and Activity Waiver" with an original signature by the parent or guardian. These forms must be received prior to the field trip. No facsimile or photocopy will be accepted.

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

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

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

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

Visitation of campus: Parents are encouraged to visit the school to support the philosophy of our partnership with parents in the education of their child. Visitation of all classrooms must be coordinated in advance with the individual teacher so as not to disrupt the learning process.

All visitors must report to the main office, sign in and receive a visitor identification badge. The visitor identification badge must be visible at all times while on campus.

It is anticipated that all parents have access to the campus unless there is a custodial restriction on that privilege. In the event that a separated or divorced parent disagrees over the right of the other parent to visit the child or the campus during school hours, it is a school policy that both parents be barred from such visitation while such disagreement exists.

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

HEALTH

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

Clinic: Children who have minor illnesses or injuries at school are assisted in the clinic to the standard of care that a parent/guardian would give at home. If the injury or illness appears to be of the more serious nature, the school will make every effort to contact the parent or guardian. In the event that the parent or guardian cannot be contacted, the school will act on the basis of the Health and Emergency Medical Consent Form on file in the School Clinic.

Student Injury or Illness: A student with a contagious disease and / or a temperature of 100 degrees or more and / or who has been ill or vomiting, the night before, should not be sent to school. The child should be temperature and symptom-free for 24 hours before returning to school. The guiding rule is common sense and concern for the welfare of both the child and the other students in the school. If in doubt, a child should not be sent to school without consulting a physician.

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

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

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

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

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

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

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

Concussion Policy: A concussion is a serious medical injury and the school's policy is aimed at assisting students and their families with the care and recovery process. Students must take a baseline ImPACT test before initial involvement in athletic programs, so that a reference is available in case of a concussion. If a student participating in a school activity exhibits symptoms suggesting a concussion, the teacher or coach will remove the student from the activity immediately for evaluation by a health care professional. If the health care professional concludes the student has suffered a concussion, the student shall not return to the activity until the student receives a full or graduated clearance from a health care professional. Parents or guardians of the concussed student must submit written documentation from the student's doctor to the campus office manager, who will notify the nurse and appropriate administrators who will implement the doctor's care plan. The parents are responsible for updating the documentation as needed. The school will develop an accommodation plan to be distributed to all classroom teachers, the school nurse, coaches and appropriate administrators. These are temporary accommodations until the student is cleared by the doctor. At a minimum, students will be held from physical activity such as athletics or physical education. If the student does not comply with concussion care recommendations, classroom accommodations will be revoked.

PARENT-SCHOOL COMMUNICATION

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

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

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

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

The Lower School Student Success Team is comprised of Donna Hayley, Karyn Vickery, Kristen Schultz and Andrea Cruz.

Timely response: Unless otherwise directed by the administration, faculty will respond to e-mails and voice mails within one school day.

Biweekly Newsletter: The primary means of mass communication between the school and home is the *Green and Gold* newsletter. The Director of Communications coordinates the publication and distribution (via e-mail and posting on the web) of the *Green and Gold*. Students and parents should make a habit of reading the *Green and Gold* as it contains important school announcements.

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

FAITH COMMUNITY

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

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

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

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

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

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

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

HONOR CODE AND DISCIPLINE POLICIES

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

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

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

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

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

Discipline: Student discipline is handled by the individual classroom teacher, supervising teacher, or member of the school staff. The teacher or supervising staff member will make a record of the discipline problem, the corrective action taken and may notify the parents or guardian of the student(s) involved.

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

Physical punishments are strictly forbidden at Holy Spirit Preparatory School.

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

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

An equally firm policy will pertain to gossip and teasing.

Rough housing: Acts of excessive roughness, whether intentional, accidental or good-natured are damaging in a school environment and can lead to discomfort on the part not only of those involved but also innocent bystanders. Any hitting (whether with a hand or an object) punching, kicking, elbowing, kneeling, head-butting, choking, tripping, or other act that is, appears to be, replicates, or

suggests these actions or any other act of violence will be disciplined. The minimum disciplinary consequence for any minor act of violence not resulting in actual bodily harm (whether or not in fact malicious) is an in-school suspension, while out-of-school suspension or expulsion is to be the assumed consequence of a more serious or repeated act. This rule applies to both male and female students.

Defacing school property: Defacement of school property is a serious matter and may lead to suspension or expulsion. Any student that defaces school property in any way (whether in a permanent or semi-permanent manner) will automatically assume ownership of that item and be required to make arrangements to have it delivered to his or her home at his or her own expense. Parents will be billed for the replacement item and additional disciplinary measures may also be applied.

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

Suspension: Suspension is one of the most serious consequences given to a student. The Lower School Principal will inform the Head of School of all matters that may warrant suspension of a student. Students may receive an in-school suspension or out-of-school suspension. An out-of-school suspension requires the approval of the Head of School. Students serving an in-school or out-of-school suspension will not be allowed to participate in-school activities, any after-school activities, and extra-curricular activities or sports competitions during the day of his/her in-school suspension. In addition, while the student is absent during an out-of-school suspension, no credit will be awarded for classroom assignments, homework, quizzes, exams, projects, written papers or other related class activities. In addition, no make-up quiz or exam will be provided once the student returns to class from an out-of-school suspension.

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

ACADEMIC POLICIES AND EXPECTATIONS

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

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

Challenged Materials: Any material challenged by a staff member, student, or parent should (to the extent practicable) be immediately removed from circulation and taken to the Head of School's office. The material is reviewed by the Head of School in consultation with a Librarian and the Department Chair of the relevant discipline (or in the case of the Lower School or Preschool, the Divisional Principal). If the material was introduced or sponsored by an individual staff member, their input is sought. If he determines it appropriate, the Head of School may also consult with the Head Chaplain or Educational Policy Committee. Other than materials that are illegal, indecent, or otherwise contravene the teachings of the Catholic Church (where removal is mandatory), the Head of School has final say on the appropriateness of the material.

Homework: Homework is an important part of the HSP program and is intended to reinforce the daily curriculum. Homework is not intended to impede upon quality family time after school. While students vary in the speed at which they perform tasks and complete assignments, the following times are suggested homework guidelines for each grade level. These times do not include long-range assignments / projects or nightly reading logs. If your child is having difficulty completing homework within the guidelines listed below, please contact your child's teacher.

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

Testing schedule: Teachers will schedule tests so that students have no more than two tests per day. No tests or quizzes will be scheduled for Monday throughout the year, or on any Holy Day of Obligation, or on any other day when a major school event is scheduled unless previously authorized by the Lower School Principal.

Tutorial: Monitored study areas are available for students in 1st–4th grades in the main building and Grades 5th and 6th in the intermediate school building. Students in grades 3 – 6 and their parents who wish to take advantage of the general tutorial after school must sign the Tutorial Agreement form (See page 34). Students participating in these tutorials should be picked up by 4:00pm. If a student is not picked up, they will report to the Extended School Program and normal ESP fees will be applied.

Work missed while absent: Students who are absent from school consequent to an excused absence or school-event (including athletics) will be granted a grace period equivalent to the number of excused absence days to make up school work assigned while they were absent. For example, a student who missed three days of school due to an excused absence will have three days from the time they return to school to complete any missed class assignments. Make-up tests do not count towards the maximum of two tests that a student may take on any school day.

It is expected that students who miss school assume responsibility for completing readings, obtaining class notes, and the like.

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

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

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

Extra credit: Teachers will not offer extra credit. Assignments and projects that are judged to be worthwhile extra credit assignments will instead be considered as regular assignments for all students to complete.

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

Assignment notebooks: We provide each of our students in Grades 3-6 an assignment notebook to use on a daily basis. Students in grades five and six receive the same assignment notebooks used at the Upper School. Students in these grades are expected to keep the binder portion of the assignment notebook, but will be provided new inserts each year.

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

Progress reports: Weekly grades and progress reports for students in grades 3-6 may be accessed through Parents' Plus (which replaced Edline). Progress reports for students in grades K-2 will be sent home as designated on the school calendar.

Report cards: Report cards are sent home quarterly, within one week of the end of the marking period as designated on the school calendar. Kindergarten and Pre-1st report cards are sent home after each trimester. Details of the code for marking are given on the Report Card itself. Student grades are determined by class work, classroom performance, completion of assignments, as well as formal and informal observation./

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

High Honor Roll is awarded at the end of each quarter to any student earning a grade of A- or above for five or more core subjects for that quarter and a grade of B- or above in the remaining subjects. Core subjects are defined as Religion, Reading, Writing, Mathematics, Science, and Social Studies.

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

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

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

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

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

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

Plagiarism: Plagiarism is a serious offense and will be dealt with on a case-by-case basis. Consequences may range from a loss of credit for an assignment to expulsion from Holy Spirit Preparatory School. Teachers at the appropriate grade levels will use the following pledge against plagiarism:

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

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

1. If you use someone else's thoughts, concepts, ideas, in part or wholly, and their way of expressing them, even if you paraphrase them, you should cite the source.
2. Anything not original to you, and that is not commonplace knowledge, should have a clear reference.
3. If you receive specific help from someone or something, e.g., the Internet, in writing a paper, you must acknowledge the source.

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

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

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

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

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

Participation in the in-school *Seton Center* requires that the student earn a total composite score at or above the 95th percentile on a grade-level standardized achievement test taken within the past year, or on a mental ability test battery taken within the past two years. Continued recommendation from the student's homeroom teacher is also a criterion for participation in the program.

The Seton Center Club was established at Holy Spirit Prep as an after-school program to serve academically gifted students in 3rd-6th grades. The club offers a variety of multi-sensory learning opportunities, as well as participation in school-wide service projects. A fee is required to attend the Seton Center Club.

Participation in the Seton Center Club requires a student to have earned a score at or above the 90th percentile on a core subtest of a grade-level standardized achievement test or mental ability test taken within the past year, as well as a recommendation from the student's homeroom teacher.

TECHNOLOGY

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

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

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

Students should exercise care and caution in using school equipment. This includes hardware (computers, monitors, printers, cables, etc.) as well as software and infrastructure (including the school network). Parents and / or students will be charged for costs incurred to repair or replace technology resources consequent to accidental, irresponsible or inappropriate actions on their part.

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

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

Cellular telephones: Cell phones may be brought with written permission from a parent or guardian. A note indicating this permission must be provided to the student's homeroom teacher. Cell phones must be turned off during class and stored in the student's locker or bag. Students must seek staff approval for use of a cellular telephone. Cell phones that are used without express permission from an HSP staff member or that disrupt class (ringing or vibrating) will be secured by the classroom teacher or administration and returned to the parent/guardian upon notification. Use of cellular telephones on field trips and at school-sponsored events is subject to the approval of the supervising staff. The camera/recording functions on cell phones are not to be used on school property or while attending a "school event" off school property in any circumstance in which the person being photographed may have a reasonable expectation of privacy.

Google Chromebooks (5th and 6th grades and Seton Center): In an effort to be good stewards of the Google Chromebooks, which are property of the school, there are several basic rules that should be followed by all users. Any violation of these rules may result in students losing the privilege to use the Chromebooks.

1. Chromebooks are to be kept at school at all times.
2. Chromebooks are not to be left in cubbies, lockers, or any common space.

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

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

UNIFORM CODE

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

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

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

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

School uniforms are purchased through Buckhead Uniforms. There are many locations throughout the Atlanta area. Copies of the school uniform requirements are listed on the [school's website](#) and are also available at Buckhead Uniforms and Sue Mills Uniforms. They offer sales throughout the summer and school year.

Please visit their websites for more details and exact dates.

Standard Uniform for Boys, Grades K–4

Clothing	Details	Notes
Slacks	Khaki pleated slacks	Required for Dress Uniform; no double-stitched seams, logos, or insignias
Shirts	Hunter green short- or long-sleeved pique knit shirt with white school logo	Kaynee brand permitted this year as we transition to Parker brand; no banded sleeves
	White short- or long-sleeved pique knit shirt with green school logo	Kaynee or Parker brand; no banded sleeves
	White long-sleeved Oxford cloth shirt with green school logo	Required for Dress Uniform
Sweaters	Hunter Green V-neck pullover or sweater vest with embroidered school monogram	--
Jacket	Hunter Green full-zip or half-zip polar fleece with embroidered school monogram or school applique	The jacket is optional; fleeces and other jackets may not be worn in classrooms
Ties	Plaid tie, color #79	Required for Dress Uniform
Belts	Black or brown leather	--
Socks	Dark green, black, or white crew	Socks must be long enough to fold over.
Shoes	Black or brown conservative shoes	Bucs and loafers are acceptable; <u>no</u> boots or athletic shoes; heels no higher than 1”; and no ridged, thick-soled shoes

Summer Uniform for Boys, Grades K–4

Clothing	Details	Notes
Shorts	Hunter green pleated or khaki pleated shorts	No logos or insignias
Shirts	White short-sleeved pique knit shirt with green school logo	Kaynee or Parker brand; no banded sleeves
	Hunter green short-sleeved pique knit shirt with white school logo	Kaynee brand permitted this year as we transition to Parker brand; no banded sleeves; worn with khaki shorts only
Belts	Black or brown leather	--
Socks	Dark green or white crew socks	Socks must be long enough to fold over
Shoes	Black or brown conservative shoes	Bucs and loafers are acceptable; <u>no</u> boots or athletic shoes; heels no higher than 1”;

no ridged, thick-soled shoes

Standard Uniform for Girls, Grades K-4

Clothing	Details	Notes
Jumper	Plaid jumper, style #172, color #79	Hemmed no shorter than top of the knee
Blouses	White Peter Pan blouse, short- or long-sleeved	--
Privacy Shorts	Navy biker shorts	To be worn under jumpers
Sweaters	Hunter Green crew neck pullover, sweater vest, or crewneck cardigan with embroidered school monogram	--
Jacket	Hunter Green full-zip or half-zip polar fleece with embroidered school monogram or school applique	The jacket is optional; fleeces and other jackets may not be worn in classrooms
Ties	Plaid cross tie, color #79	Required for Dress Uniform
Socks	White or dark green crew or knee socks	--
Tights	White or dark green opaque tights	--
Shoes	Black or navy Mary Janes or Saddle Oxfords	--
Hair	Plaid headband, scrunchie or bow on barrette, Color# 79	Optional

Summer Uniform for Girls, Grades K-4

Clothing	Details	Notes
Skorts	Plaid wrap skort, style #907, color #79	Hemmed no more than 2" above any point of the knee
Shirts	Hunter green short-sleeved pique knit shirt with white school logo	Kayne brand permitted this year as we transition to Parker brand; no banded sleeves; worn with khaki shorts only
	White short-sleeved pique knit shirt with green school logo	Kayne brand only; no banded sleeves
Socks	Dark green or white crew socks	Socks must be long enough to fold over
Shoes	Black or Navy Mary Janes or Saddle Oxfords	--

Standard Uniform for Boys, Grades 5 and 6

Clothing	Details	Notes
Slacks	Charcoal gray, flannel slacks	No logos or insignias
Shirts	White short- or long-sleeved Oxford cloth shirt	No logo
Sweaters	Navy V-neck pullover or sweater vest with embroidered school monogram	No fine gauge
Blazer	Navy blazer with school emblem	Required for Mass and dress occasions; The blazer may be worn as part of the winter uniform with or instead of the V-neck pullover sweater or sweater vest.
Jacket	Navy full-zip or half-zip polar fleece with embroidered school monogram	The jacket is optional; fleeces and other jackets may not be worn in classrooms
Ties	Plaid tie, color #79	Required until House tie is assigned
Belts	Black or brown leather	--
Socks	Navy, black or white socks	Socks must be long enough to fold over
Shoes	Black, conservative shoes	Polishable, lace-up shoes required for Dress Uniform (no suede); Bucs and loafers are acceptable; no boots or athletic shoes; heels no higher than 1"; no ridged, thick soled shoes

Summer Uniform for Boys, Grades 5 and 6

Clothing	Details	Notes
Shorts	Khaki pleated shorts	No logos or insignias
Shirts	White short-sleeved pique knit shirt with navy school logo	No banded sleeves
	Navy short-sleeved pique knit shirt with white school logo	No banded sleeves
Belts	Black or brown leather	--
Socks	Navy or white crew socks	Socks must be long enough to fold over
Shoes	Black or brown conservative shoes	<u>No</u> boots or athletic shoes; heels no higher than 1"; and no ridged, thick-soled shoes

Standard Uniform for Girls, Grades 5 and 6

Clothing	Details	Notes
Skirts	Charcoal gray skirt, style #134	Hemmed no shorter than top of the knee
Blouses	White short- or long-sleeved, Oxford blouse	No logo
	White ³ / ₄ sleeve princess overblouse	No logo; must be worn with a white undershirt
Sweaters	Navy V-neck pullover or sweater vest with embroidered school monogram	--
Blazers	Navy blazer with school emblem	Required for Mass and dress occasions; the blazer may be worn as part of the winter uniform with or instead of the V-neck pullover sweater or sweater vest.
Jacket	Navy full-zip or half-zip polar fleece with embroidered school monogram	The jacket is optional; fleeces and other jackets may not be worn in classrooms
Ties	Plaid cross tie, color #79	Required until House tie is assigned
Socks	White or navy or knee socks	--.
Tights	White or navy opaque tights	--
Shoes	Black and white Saddle Oxfords with light colored, non-marring soles	--
Hair	Accessories that are the same colors as the uniform pieces are acceptable	--

Summer Uniform for Girls, Grades 5 and 6

Clothing	Details	Notes
Skorts	Plaid wrap skort, style #907, color #44	Hemmed no shorter than top of the knee
Blouse	White short-sleeved pique knit shirt with navy school logo	No banded sleeves
	Navy short-sleeve pique knit shirt with white school logo	No banded sleeves
Socks	White or navy crew socks	Socks must be long enough to fold over
Shoes	Saddle Oxfords	--

Additional Uniform Requirements

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

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

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

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

Clothing must always be in conformity with standards of decency and morality appropriate to the Catholic School environment.

Logos or wordings that depict violence are prohibited as are any references to or depictions of illegal substances, alcoholic beverages or tobacco products.

Use good taste and common sense.

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

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

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

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

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

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

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

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

Hats: Hats may not be worn indoors



HOLY SPIRIT

PREPARATORY SCHOOL

Lower School Tutorial Agreement Form Grades 3 – 6

PURPOSE

The purpose of tutorial is to provide students with an extra hour of independent work time. After attending tutorial, students should have finished close to half of that night's homework.

HOW TO ASK FOR HELP

Students may ask a teacher to provide assignment help or clarification during tutorial. However, this is subject to the availability of the teacher. Students should always have a book with them in tutorial in case they are finished with their homework before 4:00 or the teacher they need to see is not available.

WHAT TUTORIAL IS NOT

Tutorial is NOT an individual tutor time. Teachers are happy to answer brief questions as they arise. However, if a student is in need of in-depth explanation or "re-teaching," an appointment will need to be scheduled with the teacher in advance. Tutorial is NOT a time for socializing, wandering the school, drawing, etc.

EXPECTATIONS

Students will independently and silently work on homework or read. In addition, students will be respectful to tutorial staff and peers at all times. **Students who are disruptive or who are not doing any work will be suspended from tutorial for one full week. If the student continues to be disruptive or unproductive after the one week suspension, he or she will not be permitted to attend tutorial for the rest of the semester.**

By signing below, I indicate that I understand and agree to the rules and regulations of tutorial set forth above.

STUDENT NAME	
PARENT NAME	PARENT SIGNATURE
DATE	



HOLY SPIRIT

PREPARATORY SCHOOL

Lower School Campus 2016-2017 Handbook Acknowledgment Form

Holy Spirit Preparatory School provides each parent and student in grades K-6 an outline of school policies as written within the *Parent/Student Handbook*. Please read this handbook carefully. Each parent and student (to an age appropriate level) is responsible for understanding and complying with the guidelines contained in the handbook. To signify this undertaking, the parent and student are expected to sign and date the statement below and return this page to the main office.

We have read and understand the information contained in the Parent/Student Handbook.

STUDENT SIGNATURE	STUDENT SIGNATURE
STUDENT SIGNATURE	STUDENT SIGNATURE
PARENT SIGNATURE	DATE