



U P P E R   S C H O O L

# Handbook

2016-2017

MINISTRARE NON MINISTRARI

*Revised December 2016*

# TABLE OF CONTENTS

---

School Philosophy.....	3
Respectful Communication between School and Parents .....	5
Communication Reference and Guidelines.....	5
Green & Gold.....	6
General Guidelines and Regulations .....	7
Regular School Hours.....	7
Absences .....	7
Excused Absences.....	7
Student Illness/Injuries .....	7
Unexcused Absences .....	7
Early Dismissal .....	8
College Visits.....	8
Daily Class Schedule .....	8
Half-Day/All-School Mass Schedules.....	9
Driving/Parking Privileges .....	10
School Uniform Code.....	10
Out of Uniform Days.....	11
Before and After School.....	12
During Lunch.....	12
Hair/Facial Hair .....	12
Hats .....	12
Campus Stewardship.....	13
Campus Hours.....	13
Visitors to Campus.....	13
Backpack Policies .....	13
Lockers.....	13
Lost and Found .....	14
Valuables.....	14
Food and Beverages Policies .....	14
Chewing Gum.....	14
Prohibited Items.....	14
Defacement of School Property .....	15
Emergency Drills and Protocols.....	15
Academic Policies and Expectations .....	16
Grading .....	16
Course Requirements and Sequence .....	16
Accelerated and Advanced Placement Courses.....	17
Grade Weight.....	17
General Homework and Assessment Policies .....	17
Challenged Materials.....	19
Grade Disputes.....	19
Tutorial.....	19
Academic Eligibility .....	19
Awards and Distinctions.....	19
Summer School.....	20
Student Success Team .....	20
Counseling.....	20

*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.*

College Guidance .....	21
Course Registration.....	21
Online Courses .....	21
Student Schedule Changes .....	21
Student Department .....	22
Honor Code .....	22
Plagiarism.....	22
Bullying .....	23
Rough Housing.....	23
Public Displays of Affection.....	23
Drug and Alcohol Policy.....	24
Technology Policy .....	25
Cell Phones and Music Devices .....	25
Laptop Policy .....	25
Off-Campus Internet Posting.....	25
Discipline Program.....	26
Detention Notification Process .....	26
Detention Protocols.....	26
Weekday Detentions.....	26
Saturday Detentions.....	27
Disciplinary Program Levels.....	27
Honor Council.....	29
Leadership and Student Life .....	30
Leadership Opportunities .....	30
Leadership Council .....	30
Head Girl and Head Boy.....	30
The House System .....	30
House Points.....	30
Clubs and Extra-curricular Activities .....	30
Athletics .....	30
Concussion Policy .....	30
Use of Athletic Fields .....	31
Field Trips .....	31
Class Trips .....	31
Dances.....	31
Spiritual Life .....	32
Morning Prayer .....	32
Weekly Mass.....	32
Non-Catholic Visitors to Mass.....	32
Sacrament of Reconciliation .....	32
Retreats .....	32
Service Apostolates .....	32
Annual Service Requirement .....	33
Community Service.....	33
School Service.....	33
Acknowledgement Form.....	34

*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.*

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

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

# 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” below) so that issues can be dealt with in a timely and effective manner and, above all, in an atmosphere of mutual respect.

## COMMUNICATION REFERENCE AND GUIDELINES

---

Consistent communication between home and school is essential for promoting student success. E-mail functions as the initial means of communication between parents and teachers. Parents desiring to speak with a teacher by phone or in person should make the appointment by way of e-mail. Unless otherwise directed by the administration, faculty will respond to emails within one business day.

Communication should always be directed to the individual best positioned to offer an accurate, timely response. Therefore, if a parent’s question, concern, or suggestion pertains to a particular academic course, the parent should first contact the classroom teacher via email. If additional communication is required to reach a resolution, the parent should email (a) the relevant Department Chair *if the matter is academic in nature* or (b) the Assistant Principal of Student Leadership *if the matter is disciplinary in nature*.

The following list provides the Upper School’s recommendations regarding whom to contact in matters not directly related to the classroom experience. All faculty and staff may be reached by addressing an e-mail to the staff member’s *first initial last name @holyspiritprep.org* (e.g. [tcurtin@holyspiritprep.org](mailto:tcurtin@holyspiritprep.org) to reach Tommy Curtin).

TOPIC	PRIMARY CONTACT	COPY
<b>Absence from school (daily)</b>	<a href="mailto:attendance@holyspiritprep.org">attendance@holyspiritprep.org</a>	
<b>Absence from school (extended)</b>	Heather Triggs	<a href="mailto:UpperSchoolSST@holyspiritprep.org">UpperSchoolSST@holyspiritprep.org</a>
<b>Academic Concerns</b>	Jocelyn Sotomayor	Matthew Reger
<b>Classroom Accommodations</b>	Heather Triggs	Jocelyn Sotomayor

<b>Admission to HSP</b>	Kristina Wilhelm	MaryLynn Llop	
<b>Athletics Program</b>	Kevin Evans	Jada Jordan	
<b>Business Office/Tuition</b>	Debora Brown		
<b>Catholic Identity</b>	Tommy Curtin	Kyle Pietrantonio	
<b>Apostolates, Clubs, and Activities</b>	David Rosenzweig	Beth Van de Voorde	
<b>College Guidance</b>	Jeremy Sale		
<b>Communications</b>	Timothy Durski		
<b>Curriculum</b>	Michael Rondeau	Jocelyn Sotomayor	
<b>Discipline</b>	David Rosenzweig		
<b>Dress Code</b>	Karen Browning	David Rosenzweig	
<b>Gifts to HSP</b>	Jen de Castro	Denise Gunderson	
<b>House System</b>	David Rosenzweig		
<b>Recommendation Letters</b>	Jeremy Sale (College)	Rachel Little (Transfers)	
<b>Retreats</b>	Beth Van de Voorde	Fr. Juan Hernández	
<b>Scheduling Classes</b>	Rachel Little	Matthew Reger	
<b>Service Hours</b>	Beth Van de Voorde		
<b>Social/Peer Issues</b>	Heather Triggs	Jocelyn Sotomayor	
<b>Educational/Psychological Testing</b>	Heather Triggs	Jocelyn Sotomayor	
<b>Withdrawal from HSP</b>	Jocelyn Sotomayor	Rachel Little	
<b>Rumors</b>	Jocelyn Sotomayor (US Campus)	Kyle Pietrantonio (All School)	
<b>DEPARTMENT CHAIRS</b>			
<b>Classical Languages</b>	Scott Schreiber	<b>Science</b>	Matthew Reger
<b>English</b>	Jamie Reger	<b>Social Science</b>	David Rosenzweig
<b>Mathematics</b>	Michael Rondeau	<b>Theology</b>	Tom Cole
<b>Modern Languages</b>	Jessica Askins	<b>Visual Arts</b>	Rockie Rondeau
<b>Performing Arts</b>	Tommy Curtin		

**Green and Gold:** The primary means of mass communication between the school and home is the *Green and Gold*, HSP's weekly newsletter. The Office of Communications coordinates the publication and distribution (via email and posting on HolySpiritPrep.org) of the *Green and Gold*. Students and parents should make a habit of reading the *Green and Gold* as it contains important school announcements.

---

## GENERAL GUIDELINES AND REGULATIONS

---

**Regular school hours:** Regular attendance is essential for academic success. Holy Spirit Preparatory School is in session for a minimum of 180 days each school year. School hours are from 8:00am to 3:05pm. Students are considered tardy after 8:00am and should report to the main school office to receive a tardy slip before going to their classroom. Parents or guardians are asked to notify the school office between 8:00am and 9:00am to report students who are going to be absent or late. If using e-mail as a means of communication, the email address is [attendance@holyspiritprep.org](mailto:attendance@holyspiritprep.org). All cumulative absences and tardies become a part of the student's permanent record.

**Absences:** Full or partial day absences, including tardies, fall into two categories: excused and unexcused.

**Excused absences:** Absences are excused when the result of illness, an off-campus medical appointment, or bereavement. All excused absences must be accompanied by an email or note signed by a parent or physician, as appropriate, attesting to the cause for the absence. Please note, traffic does not count as an excused absence. Each family will also be given three parental discretion days for the year to use as excused absences. Parental discretion days cannot be used on class retreat days. *All other absences are considered elective and are therefore recorded as unexcused.*

Students taking a planned, excused absence will be required to obtain an [Excused Absence Request Form](#) that needs to be completed and approved at least two school days prior to the absence. The [Excused Absence Request Form](#) requires the student to obtain a signature from each teacher acknowledging the absence, along with the work that the student will be responsible to complete during the absence and prior to returning to class. An [Excused Absence Request Form](#) must be used for all school related events (such as sporting games) and parental discretion days. Forms can be obtained from the Front Office.

**Student Illness / Injuries:** A student with a contagious disease, a temperature of 100 degrees, or who has been vomiting the night before should not be sent to school. Students who become ill or injured during the course of the day must inform the front office. The Office Manager will notify the parents if a student needs to be picked up from school. Upon notification, the parent should make arrangements to pick up the student within a reasonable time. In cases of very serious injury, the school will contact emergency response personnel in addition to parents.

**Unexcused absences:** Absenteeism interferes with academic performance and is disruptive to the classroom environment. 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)

If a student accumulates five (5) unexcused absences during the school year, the student will be required to meet with the Assistant Principal of Student Leadership. If a student accumulates ten (10) unexcused absences during the school year, the student and parent will be required to meet with the Upper School Principal. If a student accumulates fifteen (15) unexcused absences, the Administration team will meet to evaluate the enrollment status of the student.

No grace period will be provided for assignments due or assigned on the day of an unexcused absence. 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.

**Early Dismissal:** Parents should give advance notice of early dismissal to the Front Office, who will provide the student with an early dismissal form prior to the start of class from which the student will be dismissed.

**College Visits:** Juniors and Seniors will be allowed three (3) excused college visit days. The Director of Academic and College Counseling must receive written notification 72 hours prior to the college visit day. Students who do not adhere to this policy will receive an unexcused absence.

### Daily Class Schedule

**\*Due to a variety of school activities, schedule rotations are subject to change**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00	A	B	D	E	G
9:00-9:15	House Meeting	Homeroom	Assembly	Homeroom	Homeroom
9:20-10:15	B	C	E	F	A
10:20-11:15	C	D	Mass/Flex	G	Mass/Flex/B
11:15-12:00	Lunch				
12:05-1:00	D	E	F	A	B/C
1:05-2:00	E	F	G	B	C/D
2:00-2:10	Break				
2:10-3:05	F	G	A	C	Mass/Flex/ D

**Half Days Schedule**  
(45 minutes classes)

	<b>Thursdays</b>	<b>Fridays</b>
Homeroom	8:00-8:10	8:00-8:10
1 <sup>st</sup> Period	8:10-8:45 (E)	8:10-8:55 (G)
2 <sup>nd</sup> Period	8:50-9:25 (F)	9:00-9:45 (A)
3 <sup>rd</sup> Period	9:30-10:05 (G)	9:50-10:35 (B)
Break	10:05-10:35	10:35-10:55
4 <sup>th</sup> Period	10:35-11:10 (A)	10:55-11:40 (C)
5 <sup>th</sup> Period	11:15-11:50 (B)	11:45-12:30 (D)
6 <sup>th</sup> Period	11:55-12:30 (C)	

**All School Mass Schedule**  
(40 min classes)

	<b>Mondays/Tuesdays /Thursdays</b>		<b>Wednesdays</b>	<b>Fridays</b>
Gym Assembly	8:00-8:10	Homeroom	8:00-8:10	8:00-8:10
All School Mass	8:15-9:15	All School Mass	8:15-9:20	8:15-9:20
Homeroom	9:20-9:35	1 <sup>st</sup> Period	9:25-10:15 (D)	9:25-10:15 (G)
1 <sup>st</sup> Period	9:40-10:20	2 <sup>nd</sup> Period	10:20-11:10 (E)	10:20-11:10 (A)
2 <sup>nd</sup> Period	10:25 – 11:05	Lunch	11:10 – 12:10	11:10 – 12:10
Lunch	11:05-12:05	3 <sup>rd</sup> Period	12:15-1:05 (F)	12:15-1:05 (B)
3 <sup>rd</sup> Period	12:05-12:45	4 <sup>th</sup> Period	1:10-2:00 (G)	1:10-2:00 (C)
4 <sup>th</sup> Period	12:50 – 1:30	Afternoon Break	2:00 – 2:15	2:00 – 2:15
Afternoon Break	1:30-1:40	5 <sup>th</sup> Period	2:15-3:05 (A)	2:15-3:05 (D)
5 <sup>th</sup> Period	1:40 – 2:20			
6 <sup>th</sup> Period	2:25 – 3:05			

**Driving / Parking Privileges:** Only juniors and seniors are eligible to apply to drive to school and park on campus. The administration reserves the right to revoke these privileges. Students must park in available spaces as close to the school buildings as possible. Authorized drivers will receive a parking permit that must be prominently displayed as directed. *Except in the case of family members, students may not transport other students without signed consent from the parents of both students being filed with the Office Manager.*

## Uniforms

**School Uniform Code:** Holy Spirit Prep expects students to wear the school uniform with pride. All variations of the HSP uniform must be worn clean and in a presentable fashion at all times (including before and after school) while on campus. Judgments as to the appropriateness of a student's dress or grooming are at the absolute discretion of the Upper School Principal and Assistant Principal of Student Leadership. *Please note that a student who arrives on campus dressed unacceptably will be required to secure alternative clothing either from school or home so as to preserve the integrity of the learning environment (this applies to school uniform and dress down attire).*

### Standard Uniform for Boys

- White, short sleeve or long sleeve Oxford cloth shirt. Undershirts, if worn, must be plain white with no printed words or images
- Tie of the proper house
- Neatly pressed, pleated charcoal grey dress trousers
- Black leather dress belt with conservative buckle
- Navy, black, or grey dress socks that are solid color only, and crew length or longer
- Black dress shoes that may be polished. Non-marking soles are required. (No Sperrys or casual slip ons)
- Optional Items: Navy school vest or long sleeved sweater embroidered with the school logo. On standard uniform days, students may wear a non-group specific (such as Athletics, Clubs, or Apostolates) HSP fleece jacket. For those students who have earned the privilege of an HSP Letter Jacket, they can wear it instead of their blazer on standard uniform days.
- No earrings or visible facial piercings

### Standard Uniform for Girls

- Shirt option A: White, short sleeve or long sleeve Oxford cloth shirt, which must be worn with a tie of the proper house
- Shirt option B: White 2/3 sleeve button over-blouse, which should be worn with the skirt, may be un-tucked and does not require a tie. When worn without a tie, the House Pin must be worn. Undershirts must be plain white with no printed words or images
- Solid grey dress skirt (#134) or plaid wrap skirt (#907, color 44). *Skirts must reach the top of the knee.* Please note that this rule is strictly enforced whenever students are in uniform.
- White, navy, or dark green crew or knee socks or opaque white or navy tights. No ankle socks.

- Black and white lace-up saddle Oxford shoes with white laces and non-marking soles. Black soles are not allowed.
- Optional Items: Navy school vest or long sleeved sweater embroidered with the school logo. On standard uniform days, students may wear a non-group specific (such as Athletics, Clubs, or Apostolates) HSP fleece jacket. For those students who have earned the privilege of an HSP Letter Jacket, they can wear it instead of their blazer on standard uniform days.
- Accessories: Green and gold or House-colored hair clip, tie, or ribbon as desired. Jewelry accessories should be conservative and modest in nature.
- Nail Polish: Female students should keep their nails well-manicured and conservative. Students cannot wear black, neon colored, or glitter nail polishes. In addition, no designs can be worn on individual or all nails. We ask that female students use the same color on all nails. At the discretion of the Administration, students may be required to remove nail polish that does not meet these standards before returning to the classroom.

#### Dress Uniform

*(required for all Masses and Special Occasions)*

- From the standard uniform, remove HSP fleece, or letter jacket
- Add navy blazer with the school emblem sewn in place and a House Pin. For girls, shirt option A must be worn under the blazer.

#### PE Uniform

- Upper School students are required to purchase PE uniforms (HSP shirt and shorts) from the following website: <http://www.hspgear.com/collections/physical-education-uniforms> for all junior high and high school PE classes. In addition, non-marking tennis shoes are required for PE classes.

#### Summer Uniform (optional)

- From the standard uniform, remove the Oxford shirt and house tie.
- Add polo shirt (navy for junior high, green for high school) with proper house logo.

**Out-of-uniform and dress “up” days:** From time to time, the administration may announce out-of-uniform days. For dress “up” days, male students are expected to wear a tie. The specific guidelines of other days may change depending on the circumstances. Regardless of the guidelines, students are expected to dress modestly at all times. Students not in proper attire will be issued a minor infraction and asked to find suitable attire before returning to class. At all times, school faculty are asked to err on the side of modesty and high standards when evaluating student clothing choices. Please note that the following are considered unacceptable at all times unless a special allowance has been made:

- Shorts
- Skirts not reaching the top of the knee

- Skorts not reaching the top of the knee
- Heels more than 3” in height
- Leggings, yoga pants, jeggings, pajama pants, sweatpants, athletic pants, and skinny jeans/pants, joggers
- Undergarments visible through outer layers of clothing
- Bare shoulders, even when partially covered by a dress
- Flip flops
- Clothing promoting other junior high and high schools
- Clothing that suggests endorsement of alcoholic or tobacco products or of illegal or immoral activity of any kind

Any student concerned that his or her clothing choice may not meet these expectations is encouraged to wear the school uniform, in part or whole, just to be safe.

**Before and After School:** Unless otherwise notified, students who wearing the uniform before or after school may remove their ties, but their shirts must remain tucked and worn appropriately.

**During lunch:** Students who are actively involved in a physical activity during lunch may relax the uniform code in appropriate and modest ways while engaged in such activity. This may include the loosening of ties, un-tucking of shirts, and other reasonable modifications.

**Hair:** Natural colors are the only colors permitted; students should not wear streaks of color. For boys, hair must be above the ear and eyebrows when fully straight. Side burns must be no longer than the bottom of the ear. No student should have a shaved head. Hair styles that cause unnecessary distractions – Mohawks and spikes, for example – are not permitted. Students uncertain of the appropriateness of a hair style should consult with administrators before wearing it.

**Facial Hair:** Student faces must be clean-shaven at all times. Students may be required to shave any facial hair before returning to their classroom.

**Hats:** Hats may never be worn indoors without permission.

## CAMPUS STEWARDSHIP

---

Holy Spirit Prep takes pride in providing its families with a beautiful, safe campus. We greatly respect the work done by all those who maintain these facilities in such excellent condition. The students at the Upper School help make our campus the most welcoming and respectful in Atlanta. It is the responsibility and privilege of each member of the HSP community to act as a steward of the Upper School campus. The following guidelines foster this attitude of shared stewardship within the learning environment.

**Campus hours:** Administrative staff is present on campus from 7:30am to 4:30pm on Monday through Friday when school is in session. Please keep in mind that students on campus after daily dismissal are generally unsupervised, and parents should not allow students to remain on campus outside of class times. Students should not be on campus after 4:30 p.m. unless they are participating in a school sponsored activity. Parents should be aware that students who arrive on campus before 7:30 a.m. may not have access to buildings and will be unsupervised.

At no time may students linger in classrooms unsupervised by a teacher, whether during or outside of school hours.

**Visitors to campus:** All visitors to campus are required to sign in and get a visitor's pass from the Front Office located in the Liberal Arts building. As a safety precaution, no visitor under the age of 18, including former HSP students, may be on the campus unless accompanied by a parent or guardian. For lunch and other extended visits, prior approval must be received in advance from the administration. Students will greet visitors with a smile, introduce themselves with confidence, offer directions freely, and hold open doors whenever the opportunity presents itself.

**Backpack policies:** The leaving of backpacks and other bags unattended in hallways creates a safety hazard for students and visitors. All backpacks are to be carried, stored in the student's locker, or placed in the student's next classroom. Any backpack left in the hallway or other unauthorized space will be considered misplaced and sent to Lost and Found.

**Lockers:** Lockers on the Upper School campus remain unlocked at all times. No student is permitted to open the locker of another student without direct administrative approval. Opening another student's locker without this permission will result in a detention. Administrators may carry out locker inspections at any time and will confiscate any inappropriate items.

- *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. Items must not be left on top of the lockers, and any items left on the top of a locker will be moved to Lost and Found.
- *Locker Interior:* Adhesive tape, adhesive, or pins may not be utilized on the inside of any wooden locker; however, temporary adhesive can be obtained from the Office Manager to affix appropriate photographs or other decorations or information. 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. Perishable food items are also not permitted in lockers.

- *Athletic Bags & Equipment:* Athletic equipment and uniforms that do not fit into the locker should be neatly stored in a bag in the locker room during the school day. Bags must be dropped off in the locker room before 8:00am. Locker rooms will be locked between 8:00am and 3:05pm. Other items left in the locker room, including other bags and loose uniform items, will be taken to Lost and Found.

**Lost and Found:**

- Personal items left in areas other than those designated for student storage will be taken to Lost and Found located in the storage room in the gym.
- Items may be picked up from Lost and Found before school, during lunch, and after school each day.
- Students will be required to pay a collection fee of \$3 per item. There is no collection fee for items lost by parents or visitors to campus.
- Lost and Found hours of operation are 7:40am-7:55am, 11:40am-11:55am, and 3:10pm-3:25pm daily.

**Valuables:** Students are discouraged from bringing valuable items to campus that do not directly support the learning process. Expensive items such as jewelry, watches, sunglasses, smart phones, and music devices are considered the sole responsibility of the student who brings them to campus.

**Food and beverage policies:** Any violation of these food and drink policies results in a minor discipline infraction.

- *Designated eating areas:* The Cafeteria interior and patio seating are the designated eating area of the Upper School campus and are available for all students to consume whatever food and beverages they like. The Cougar Café interior and patio seating are also available as a designated eating area but only before school, during afternoon break, and after school. \*Seniors, as a class privilege, may use the Cougar Café and patio during the lunch hour.
- *Inside campus buildings:* Only water in a sealable container may be consumed by students inside campus buildings. Exceptions may be made by faculty or administration to accommodate lunch meetings or special occasions. \*Seniors, as a class privilege, may drink other beverages inside buildings, but always at the discretion of the supervising teacher. Certain locations, such as the gym, chapel, and science labs are always off limits, even for seniors. The only food or beverage permitted in the library is water.
- *Outside campus buildings:* Before school, during afternoon break, and after school, food and beverages may be consumed by any student in outside campus areas such as the quad.

**Gum chewing:** The Upper School campus and buses are gum-free zones. Students are not permitted to chew gum on school grounds or in school vehicles nor bring it to campus. Bringing gum to school will result in a detention and additional consequences as deemed appropriate by the administration.

**Prohibited items:** Drugs, alcohol, tobacco products, and weapons of any kind are strictly prohibited on campus. To ensure the safety of all students, HSP reserves the right to search lockers, backpacks, and student vehicles for prohibited items. Students who require prescription medications during school hours must deposit them with the Front Office as soon as they are on campus.

Students may not bring ibuprofen, acetaminophen, or other over the counter pharmaceuticals to campus, unless directly authorized by the administration.

**Defacement of school property:** Littering, defacement of any furniture, or damage caused to school property is a serious matter and may lead to suspension or expulsion. Any student that defaces furniture or other school property in any way (whether in a permanent or semi-permanent manner) will automatically assume ownership of that item and be required to make arrangements to have it delivered to his or her home at the student's expense.

**Emergency drills and protocols:** Emergency drills for fire, tornados, and intruder lockdown are held during the school year. The drills are not announced in advance to the student body. During the duration of any drill, students may not be dismissed from campus.



# ACADEMIC POLICIES AND EXPECTATIONS

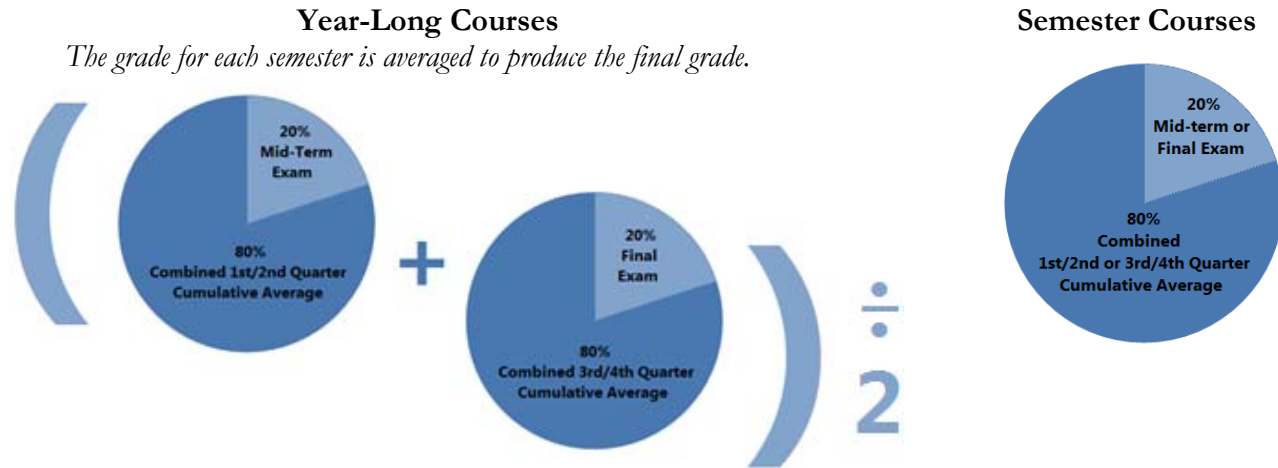
---

**Grading:** The grading scaled used in the Holy Spirit Prep Upper School is outlined below:

NUMERIC	LETTER	QUALITY POINTS	NUMERIC	LETTER	QUALITY POINTS
95 – 100	A+	(4.2)	75 – 79	C+	(2.75)
91 – 94	A	(4.1)	71 – 74	C	(2.5)
90	A-	(4.0)	70	C-	(2.0)
85 – 89	B+	(3.75)	60 – 69	D	(1.0)
81 – 84	B	(3.5)	Below 60	F	(0.0)
80	B-	(3.0)			

Semester exams are given for every academic courses in core subjects at the end of the semester. Semester exams count as a regular test grade for students in grades 7-8. For students in grades 9-12, semester exams in core subject courses each count for 20% of a student’s overall semester grade for students in grades 9-12.

Course grades are calculated using the following formulas:



**Course Requirements:** To successfully earn a diploma, students must complete a minimum of the following in high school:

- 2 credits (2 consecutive years) in the same foreign language. If the student chooses a foreign language other than Latin or Greek for their two consecutive year requirement, a high school credit in a classical language is also required.
- 4 credits in English
- 4 credits in Mathematics
- 4 credits in Science
- 4 credits in Theology

- 4 credits Social Sciences
- 1 credit (2 semesters) of Fine Arts
- 1 credit (2 semesters) of Physical Education. Full participation in two seasons of a sport while in high school will fulfill this requirement.

For more information about course requirements and sequences, please refer to the Upper School Course Catalog.

**Accelerated and Advanced Placement Courses:** Holy Spirit Preparatory School offers numerous accelerated and advanced placement courses. Accelerated courses provide for a deeper engagement in the subject material and a more advanced paced course. Participation in accelerated courses may be a pre-requisite for Advanced Placement courses. The Advanced Placement (AP) program is administered by the College Board and offers students the opportunity to earn college credits via examination. AP courses will carry additional homework obligations, and should the teacher believe such to be necessary (and with the permission of the Department Chair), may also require attendance at lunchtime, after-school, or weekend study sessions. Students are selected for participation in these courses based upon their prior course performance, standardized test scores, and teacher recommendations. **Students enrolled in an AP course are required to take the corresponding AP Exam in May. There is a fee associated with every AP exam and the family bears the responsibility for covering these fees.**

**Grade Weights:** Students who earn a grade in an AP course taken at HSP will have additional weight added to their cumulative GPA. HSP will calculate the grade earned at a factor of 1.25 for all AP courses (instead of 1.00 for all other year-long courses). There are no internal enhancements made to the earned grade in the AP class and no other courses at HSP will receive this weight when the cumulative GPA is calculated.

### **General Homework and Assessment Policies:**

Homework and Assessment: Homework will be assigned by teachers as necessary to support both mastery and retention of course material. Students' understanding of the course material will be assessed regularly by means of various strategies including, but not limited to, homework, quizzes, tests, papers, and projects. The offering of extra credit is generally discouraged. However, when provided, extra credit opportunities will be made available equally to all students enrolled in the course. No individual extra credit opportunities will be provided.

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

In instances where the student misses a test due to an excused absence, the student will be granted the appropriate number of grace days. The student must make up the test on a day agreed upon by the faculty member and the student within that grace period. In instances where the student returns on the day that a test is scheduled, and the test was announced prior to the student's absence and no new material has been covered during the student's absence, the student is expected to take the test

with his or her classmates on the scheduled day, unless other arrangements have been made with the teacher.

Exceptions to the above can be granted only by the administration and will be granted only in cases where undue hardship exists. Documentation of undue hardship (e.g., a physician's note) may be required prior to the granting of an exception. No grace period will be provided for assignments due or assigned on the day of an unexcused absence. Students who miss school due to an unexcused absence will earn a grade of zero for any tests, quizzes, or other graded assignments completed in class on the day of the unexcused absence.

Students involved in a school-sponsored activity (including travel back to school from such an activity if applicable) that extends until 9:00pm or later are automatically granted a one-school-day extension for any assessment assigned on the day of the school activity and due the following day. Students involved in a school-sponsored activity are required to acquire assignments from any classes that will be missed prior to their participation in the activity.

Late work policy: Junior High Courses: Students who fail to turn in an assignment at the start of class on the day it is due will be assessed a grading penalty of 10% of the assignment's value for each school day (not class meeting) the assignment is late (3 day late unexcused assignment receives 30% grade penalty). Assignments overdue by more than three school days will receive a grade of zero. Parents may expect to receive regular communication regarding their student's progress in the course.

High School Courses: Any unexcused, overdue assignment will be docked 50% if not submitted at the start of class on the day it is due. On the second day the assignment is overdue, it will receive a zero. Parents of students in high school courses may expect to receive communication in the event that a student fails any assessment worth 25 points or more.

Advanced Placement Courses: No unexcused late work will be accepted for credit. Parents of students in AP courses may expect to receive communication in the event that a student fails a test or project but not necessarily for other assessments.

Concussions and extended absence makeup work: This policy will apply to extended excused absences or presence at school (but with academic limitations) caused by illness, concussion, bereavement, or other situations with administrative approval. This policy does not apply to parental discretion days even if they are grouped together. In the case of those days, students should meet with their teachers and plan accordingly.

The following will occur:

- The Director of SST will notify all teachers of the student once the school has received physician's paperwork or notification of extended absence. Teachers will be informed of the student's particular limitations.
- All daily assignments including quizzes, classwork, homework, etc. should be voided (retroactive to time of incident) in their grade column by marking it with an "X". Students are responsible for any and all work after the date they are cleared.
- This does not apply to AP courses. However, AP teachers may excuse work as they see fit. Individual AP teachers will work with the student to develop a reasonable timetable for

completion of make-up work (non-test) acknowledging they may be taking multiple AP courses. This timetable should be emailed to the Director of SST.

- All make up tests (AP and non-AP) need to be given to the Director of SST as soon as possible. The schedule of make-up tests will be determined by the Director of SST who will proctor the tests and return them upon completion. The schedule will be emailed by the Director of SST to parents, teachers, and the student so that all parties are aware of assessment dates.
- Upon return, no student will be allowed to take more than 1 make up test per day.

**Challenged Materials:** Any material challenged by a staff member, student, or parent should be taken to the Head of School's office. The material is reviewed by the Head of School in consultation with the Department Chair and Principal. If he determines it appropriate, the Head of School may also consult with the Head Chaplain. The Head of School has final say on the appropriateness of the material.

**Grade Disputes:** On the rare occasion that a student disputes a grade or how a grade was determined, the student is required first to resolve the issue with the teacher. Failing that, the student should appeal his case to the appropriate Department Chair and, if still unsatisfied, to the Principal.

**Tutorial:** Faculty are available for tutorial from 7:40am-7:55am each morning and from 3:05pm-3:35pm each afternoon. Because faculty also oversee clubs, apostolates, and House activities, students are encouraged to avail themselves of these regularly scheduled tutorial sessions before requesting faculty assistance at other times. Students whose grades fall below a passing standard may be required to attend mandatory tutorial.

**Academic eligibility:** Any student who earns two or more D's or one F for a quarter will be placed on an academic accountability plan and deemed academically ineligible until reinstated by the school administration. A designation of ineligibility restricts participation in athletic as well as any other school sponsored extracurricular activity, excluding school service, community service, and extra-curricular activities that are designated by the administration as being in direct service to the school community. A student's eligibility to participate in sports and extracurriculars may at any time be restricted by the school administration if that is deemed in the best interest of the student. Students on an academic accountability plan may be required to attend Study Halls after school.

### **Awards and Distinctions:**

*The Order of the Gownsmen:* Students who meet the following criteria will receive the distinction of being named to the Order of the Gownsmen:

Classical criteria:

- A high school grade point average of 3.5 or higher
- The completion of a minimum of five Advanced Placement courses offered by Holy Spirit Prep or sanctioned by the administration
- 3 credits in Classical Languages, including two consecutive years of the same language during the high school years

Catholic criteria:

- The completion of 80 community service hours during high school
- No violations of the Honor Code as established by the Honor Council or the Administration
- A lifestyle that exemplifies Christian values and virtues within the Holy Spirit Prep community

Complete criteria:

- Faithfully executing a leadership position within a House, Apostolate, club, or athletic team during high school as approved by the Assistant Principal of Student Leadership
- Active engagement in the extracurricular life of the school as confirmed by the receipt of four signatures of faculty members
- No more than five unexcused absences during Senior year
- Continuous enrollment at Holy Spirit Prep from 9<sup>th</sup>-12<sup>th</sup> grade (any exception would require the expressed consent of the Head of School)

Privileges of Membership:

- No student except for members of the Order are eligible to be named Valedictorian or Salutatorian
- Members of the Order will wear a sash at Graduation
- Members of the Order may wear an HSP academic gown and process with faculty when returning for future Commencement ceremonies
- Senior Exams: A graduating senior who is nominated as a member of the Order of Gownsmen may exempt second semester examinations

Graduating with Distinction: The term "Graduating with Distinction" will apply to any student graduating with a grade of A- or above in every class taken at Holy Spirit Prep for all four years of high school.

\*\*\*

National Honor Society: HSP sponsors a chapter of the National Honors Society. Qualifying students will be notified in the summer. Eligibility is based on scholarship, service, leadership and character.

**Summer School:** Students who fail a course required for graduation may be obligated to complete the course during summer school. Courses may be taken through any summer school program approved by the Registrar. The enrollment status of any student who fails two or more courses in a year will be reviewed.

**Student Success Team (SST):** The Student Success Team works to ensure that all available resources are made available to support students in overcoming individual academic, social, or other challenges. The Student Success Team consists of a group of administrators led by the Upper School Principal.

**Counseling:** From time to time a student may need or desire counseling. Such students should contact the Director of Student Success or another member of the administrative team. For further clarification or questions regarding HSP counseling policy and procedures, please contact the Director of Student Success.

**College Guidance:** The college guidance program helps students identify colleges that meet their needs and expectations, assists in designing an academic program that will present the student as an attractive candidate for college admission, and supports students and families throughout the application process. *All requests for letters of recommendation for colleges, universities, summer programs, or other opportunities must be submitted only to the College Counselor.*

**Course Registration:** The course registration process kicks off during 2nd semester of the given school year via the Registrar's Office. Department Chairs review student transcripts, standardized testing to date, and current grades to make placement recommendations for the next school year. In addition, Department Chairs meet with members of their departments to have an in-depth discussion to decide on the most appropriate placement for each student. Placement decisions are made with great care and thought from Department Chairs and teachers to set the stage for a successful academic year.

The school will publish online course request forms through Plus Portal with individualized recommendations for students in the early part of the Spring semester, followed by a two week drop/add period and optional advising appointments with an administrator. During this time, a student can request to meet with the Department Chair (NOT the teacher of the specific course he/she would like to take) to seek a recommendation for an Accelerated or AP Class that he/she was not originally recommended. No student will be permitted to enroll in an Accelerated or AP course without a recommendation from the Department Chair for the specific course.

Once the two week drop/add and advising period ends in the Spring, course request changes will no longer be accepted. If there is a conflict with a requested course once the master schedule is created, the Registrar will contact the student about making alternative selections.

The school will distribute schedules for the upcoming school year in mid-May. There will be a brief drop/add period for three days during final exams for students to request schedule changes, in addition to an additional drop/add period during the first week in and half of school without penalty.

**Online Courses:** If a student wishes to enroll in an online course due to a specific subject interest not offered at HSP or due to a scheduling conflict, the student must contact the Registrar to request approval prior to registering for any online course. All requests must be approved by the Registrar and Upper School Principal with advance notice. In addition, the course must be taken at an accredited online provider as approved by the Registrar and Upper School Principal. Credit may not be awarded if students do not adhere to the outlined approval process for online courses. Online courses are considered transfer courses and are therefore not included in the student's HSP GPA calculation. Families will be responsible for any additional fees associated with taking an online course.

### **Student schedule changes:**

Withdrawing from a course after drop/add: Students who wish to withdrawal from a course after the drop/add period must submit a change request form to the Registrar. The student's transcript may reflect whether the student withdrew while passing (WP) or while failing (WF). This information may be reported to colleges and universities if required to complete an application file. Students may

drop a course within the first week and half of school at the beginning of each semester without the change being recorded on the transcript.

Mid-term enrollment: Students who enroll at Holy Spirit Prep will not have any grades in progress from their previous school included in the calculation of their HSP grade point average (GPA). Semester grades from previous schools will be honored.

Withdrawal from School: If a student withdraws from Holy Spirit Prep during the school year, the parent(s) must give prior written notice to the Upper School Principal and Registrar stating the date of withdrawal. A withdrawal form documenting the fulfillment of all HSP obligations will be completed by a representative of the administration. The student's withdrawal report will reflect all grading up to the date of withdrawal. Decisions on how that grade average will be used are at the discretion of the receiving school.

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

---

## STUDENT DEPARTMENT

---

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

**Honor Code:** The essential principles of honor upon which the Holy Spirit Prep community must rely are encapsulated by the following pledge, which will be signed by every Holy Spirit Prep Upper School student and symbolically recited by every High School student upon Matriculation:

*As a member of the Holy Spirit Preparatory School Community, I pledge that  
I will not lie, steal, cheat, or bully, nor condone others doing so.*

**Plagiarism:** Plagiarism is the act of presenting another's ideas or writings as if they were one's own and failing to acknowledge that work. Because it may constitute a violation of the Honor Code, 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 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.*

To avoid the charge of plagiarism, the student should cite sources in the following instances:

- The student uses someone else's thoughts, concepts, ideas, in part or in whole, even if paraphrased
- The student uses any information that is not common knowledge

**Bullying:** Holy Spirit Preparatory School seeks to be a community in which every individual is treated with sensitivity and respect. The school encourages consideration of others and will neither condone nor tolerate harassment or discrimination of individuals based on race, color, religion, sex, national origin, age, or disability, or that 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 and (2) intended to ridicule, humiliate, or intimidate the student.

Bullying is a serious issue with possible long-term effects for both the victim and the bully. Bullying at HSP will not be tolerated in any form. Any student who feels himself or herself to be the victim of bullying, hazing, or harassment, or who witnesses or learns of any such behavior should discuss the matter with the Assistant Principal for Student Leadership, the Director of Student Success, or any other adult with whom the student feels comfortable.

**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. Students who engage in rough housing while on campus will receive a detention and additional consequences as deemed appropriate by administration.

**Public Displays of Affection:** Regardless of grade level, students should at all times refrain from public displays of affection (PDA), as such displays lead to distraction for those involved, uncomfortable experiences for bystanders, and a general sense of disunity among the student body. Students who engage in PDA on campus will receive a minor infraction and additional consequences as deemed appropriate by the administration.



## **DRUG AND ALCOHOL POLICY**

---

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

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

In the case of a positive test, or in the case of other violation of this policy, disciplinary action shall be within the discretion of the Head of School and may include, without limitation, prescribed, verifiable steps such as professional assessments, treatment programs, pastoral counseling, psychological examinations, and additional random testing. Any additional testing shall be at the expense of the student's parent(s) or legal guardian. Disciplinary action also may include, without limitation and within the discretion of the Head of School, loss of privileges such as parking, transportation to school other than by the student's parent or legal guardian, and participation in extracurricular activities and school events. Depending on the severity or frequency of violation, disciplinary action also may extend to temporary or permanent removal from the school community and/or referral to law enforcement.

Holy Spirit Prep's policy is intended to be preventive in nature and to protect both the student and the general school community. In discouraging and testing for prohibited substances, the school's goal is not to be punitive but rather to provide loving support to students and to offer students struggling with substance abuse a partnership toward recovery. Accordingly, any student using alcohol or drugs in violation of this policy is encouraged to communicate proactively with the school. The school will deem such communication an act of good faith when determining the consequences a student may face.

## TECHNOLOGY POLICY

---

**Cell phones and music devices:** No cell phones or MP3 players may be turned on or visible from 7:40am to after the end-of-day announcements and teacher dismissal from class. As a class privilege, seniors may use cell phones during the lunch period; however, the library is off limits to cell phones all day. Texting or other communications from other devices (e.g., smart watches) are understood to be prohibited under this policy. Violation of this policy results in an automatic detention and confiscation of the phone/music device. A second violation of this policy results in a Saturday detention and placement on Level 1 of the discipline program. In the event of a second violation, the parent must pick up phone/music device from the Assistant Principal of Student Leadership. Headphones are not to be used on campus unless part of a teacher-approved lesson with laptops/tablets. Violation of this policy results in a minor infraction.

**Laptop policy:** Any student enrolled in a high school course as listed in the High School Course Catalogue is required to have a laptop for classroom use. Students of any grade may use a Chromebook/laptop during class only when permitted by the instructor. Any use of the computer that is not required for an instructional or school activity is considered a violation of the acceptable use policy. This includes any and all computer games at any point during the school day. Any violation of this policy results in an automatic detention. A second violation results in being placed on Level 1 of the discipline program and a Saturday detention. In the event of a second violation, the parent must pick up the laptop from the Assistant Principal of Student Leadership. Students who are issued a school device at 7:45 am for use on a given school day, and who do not return the device by 3:20 on a school day it was issued will receive a minor infraction for each day the device is not returned.

**Off-Campus Internet Posting:** Students who send text messages or post content on the Internet are expected at all times to maintain a standard of conduct in keeping with HSP's Honor Code and the principles of Christian virtue. They should also, before making any post, consider the many individuals in the HSP community who might have access to these postings. Student text messages and online postings may result in school disciplinary measures, even though the content in question did not originate at school, if the content is nonetheless deemed by administration to threaten the well-being of HSP students or the integrity of the learning environment.

## **DISCIPLINE PROGRAM**

---

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

### **Detention notification process:**

1. The teacher will notify the student that he has earned a detention.
2. The teacher will complete a detention notification form (carbon copy) and sign it. The teacher will provide the student with the yellow copy of the form.
3. The student will bring the yellow form when he reports for detention, which is always the school day after earning the detention or, if he chooses, the day he receives the detention. In the event that the student misplaces his detention form, he will receive a minor infraction.

### **Detention protocols:**

No detention will be held on Wednesday. Detentions earned on Tuesday will be served on Thursday, or Tuesday if the student chooses to serve the detention on the same day it was received. There are no excuses for missing a detention if the student was in school except in case of an emergency. If a student misses a detention for any non-emergency, they will still have to serve the detention and earn a second detention as a consequence for missing the initial detention. In the event of an emergency, the student's parent will have to contact the Assistant Principal of Student Leadership via email or phone call.

- 3 minor infractions = 1 detention (Minor Infractions reset to zero at the end of each quarter)
- 3 detentions = 1 Saturday detention (Detentions reset to zero at the end of the quarter)
- 1 serious infraction = automatic detention and potential Saturday detention/In-School Suspension (I.S.S.) at the discretion of the Principal.

Serious infractions can result in an immediate Honor Council at the discretion of the Principal. In this instance, the Honor Council will determine which level of the discipline program the student will be placed on.

### **Weekday Detentions:**

- Student must arrive before 3:20pm and stay until 4:00pm.
- Any student arriving late - tutorial is not an excuse - will serve another detention.
- Any student who does not follow instructions during the detention will serve another detention.
- Seventh grade students will fill out a "think sheet" and will have a parent sign the form and return it to the Assistant Principal for Student Leadership. Failure to do so results in a minor infraction. All other Upper School students will write a five-paragraph essay on the reason

they are in detention, including a statement on how they will attempt to avoid the situation from happening again.

**Saturday Detentions:**

- Proctored by a teacher from 8:00am-11:00am. Students do not need to be in school uniform.
- Students should arrive prepared to engage in any of the following:
  - Maintenance projects
  - Silent contemplation time
  - Filing and other administrative tasks
  - Academic work

For 9<sup>th</sup>-12<sup>th</sup> grade students, two Saturday Detentions in the same semester earns a lunch conversation with the Assistant Principal of Student Leadership and placement on Level 1 of the Discipline Program. For 7<sup>th</sup>-8<sup>th</sup> grade students, three Saturday Detentions will earn the lunch conversation and placement.

**Disciplinary program levels:** Two Saturday detentions or a serious offense, determined at the discretion of the Assistant Principal of Student Leadership or Principal, earns placement onto the discipline levels.

LEVEL 1	
Type	Probation
Duration	Eight weeks
Required meeting	Student meets with the Assistant Principal of Student Leadership.
Restrictions	--
Further consequences	Any further detention or consequence received during a quarter results in an automatic progression to the next level. If no additional disciplinary action is earned during the quarter, the student is removed from probation.  If a student has already been on probation twice before, the third time they are placed on Disciplinary Contract instead of a third time on probation.

*Colleges may be notified of disciplinary records for any student on Disciplinary Contract or Full Restriction during grades 9-12.*

<b>LEVEL 2</b>	
<b>Type</b>	Disciplinary Contract
<b>Duration</b>	Sixteen weeks
<b>Required meeting</b>	Student and parent will sign a contract acknowledging the restrictions below.
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Student may not run for House President, Head Boy, or Head Girl</li> <li>• Loss of school dance privileges for a semester, including prom</li> <li>• Loss of class trips and senior privileges, if applicable</li> <li>• Loss of house leadership position, if applicable</li> <li>• Loss of ability to remain on campus after 4:00pm for a semester unless in a sport, apostolate, or club with a teacher signature. The student can only be on campus as long as the activity is monitored by a coach or faculty member</li> <li>• If the student avoids further discipline during the contract period, they are removed from the discipline levels. If, in the future the student is placed back onto the discipline program, he will start on a Disciplinary Contract instead of probation</li> </ul>
<b>Further consequences</b>	Any further detention or worse results in an Honor Council. The Council will make a recommendation to the Principal regarding whether the student should remain at level 2, progresses to level 3, or is a threat to the school's culture. The Principal reserves the right to place additional requirements on the student in order to help restore his standing in the HSP community.

<b>LEVEL 3</b>	
<b>Type</b>	Full Restriction
<b>Duration</b>	Thirty-two weeks
<b>Required meeting</b>	Student and parent will meet with the Assistant Principal of Student Leadership and the Principal.
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Loss of school dance privileges for a year including prom</li> <li>• Loss of ability to remain on campus after 4:00pm</li> <li>• Student will have weekly meetings with the Assistant Principal of Student Leadership</li> <li>• No participation in sports or extra-curricular activities is allowed</li> </ul>
<b>Further consequences</b>	Any further detention or worse results in an Honor Council. The Council will make a recommendation to the Principal regarding whether the student should remain at level 3 or is a threat to the school's culture. The Principal reserves the right to place additional requirements on the student in order to help restore his standing in the HSP community.

*Colleges may be notified of disciplinary records for any student on Disciplinary Contract (Level 2) or Full Restriction (Level 3) during grades 9-12.*

**Honor Council:** The Honor Council is the representative voice of the Upper School community on all matters relating to the Honor Code and other serious breaches of the school's trust. The Honor Council makes recommendations to the Principal when violations of the Honor Code have occurred.

The Honor Council consists of the Principal, the Assistant Principal of Student Leadership, the Head Boy, the Head Girl, the House Master of the student in question, and two faculty or representatives. The student brought before the Honor Council is encouraged to choose a faculty member to provide support during the proceedings.

## LEADERSHIP AND STUDENT LIFE

---

**Leadership Opportunities:** The Upper School provides many and diverse opportunities for students to assume leadership responsibilities among their peers. Forums for leadership include but are not limited to the House System, service apostolates, clubs, athletics, and arts programs.

**Leadership Council:** The Leadership Council is comprised of the Head Girl, Head Boy, and the four House Presidents. It is the responsibility of this team to direct the activities of their Houses and to represent the student body at Honor Council hearings.

**Head Girl and Head Boy:** The Head Girl and the Head Boy oversee the House System and serve as exemplary representatives of the student body both within Holy Spirit Prep and to the broader community. The Head Girl and the Head Boy are elected by the Upper School faculty and administrators and take office at the May Crowning. All 11<sup>th</sup> grade students who maintain eligibility status for the Order of the Gownsmen may be nominated for these positions.

**The House System:** The House System organizes the student body into four distinct school communities each comprising students in grades 7-12. This structure encourages students to form positive peer relationships across grade levels and entrusts them with meaningful responsibilities within the larger school community. Each of the Houses (Nicaea, Trent, Chalcedon, and Lyons) is named after a Church Council. Students are assigned to a House in 5<sup>th</sup> grade or upon entering Holy Spirit Prep. Throughout the school year, the Houses compete with one another to earn House points and determine which House will be crowned winner for the year.

**House Points:** House points are awarded to students for achievements that particularly reinforce HSP's mission as a Catholic, classical, and complete school. Both "green" and "gold" points may be awarded depending on the circumstance. Green points accrue to the individual earners personal point total as well as to their House's total. Gold points only accrue to the whole House. Junior high students may receive either green or gold points, whereas high school students may only earn gold points. A catalogue of opportunities to earn gold points is available to students motivated to increase their House's total.

**Clubs and extra-curricular activities:** A variety of clubs and extra-curricular activities are available to interested students. Any student desiring to participate in a club or activity not currently offered at the Upper School should contact the Assistant Principal of Student Leadership.

**Athletics:** Holy Spirit Prep offers a wide array of opportunities to participate in competitive and recreational sports to foster a spirit of camaraderie and to instill the virtues of healthy living throughout the student body. For detailed information about our athletics program and policies as well as the specific sports in which our students compete, please refer to the Athletics Department Handbook.

**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.

**Use of athletic facilities:** As a consequence of zoning restrictions, the fields may be used only for authorized athletic activities. As a general rule, athletic facilities and equipment may be used by students before school, during lunch, and after school, subject to the approval of the Athletic Director. The weight room may be used only by students who have received prior approval from the Athletic Director. Approved PE or other school sports uniform must be worn at all times by any student utilizing the track or athletic fields.

**Field trips:** Optional field trips that extend and enhance the content of a course or courses are occasionally scheduled. Students are required to obtain parental permission to participate in a field trip and are responsible for the cost. A transportation and activity waiver is required for all students and additional permission forms are available as needed from the Main Office.

**Class trips:** The cost of optional class trips, when offered, is not included in tuition or in any scholarship award. Faculty chaperone these trips.

**Dances:** The Upper School hosts two high school dances during the school year, a Homecoming dance in the fall semester, and a spring dance in the spring semester. These dances are open to students in grades 9-12. In addition to these two dances, juniors and seniors may attend the school's prom, held at the end of the school year.

Because the Homecoming dance caps a week of Homecoming events celebrating school pride, it is an event for HSP students only. Students may invite students not enrolled at HSP to the spring dance and prom. Those students must complete a form and submit it to the Upper School administration at least one school day in advance of the dance. The form is available on the HSP website's [School Forms and Resources page](#), found under the Quicklinks menu.



## SPIRITUAL LIFE

---

**Morning Prayer:** Morning Prayer begins at 7:30am in the Saint Joseph Chapel located on the second floor of the Liberal Arts building. All members of the Holy Spirit Prep community are invited to attend and participate.

**Weekly Mass:** Every Upper School student attends Mass at least once a week as part of the regular rotation schedule. On days when they are scheduled to attend Mass, students are expected to wear full dress uniform. Students are encouraged to attend additional daily Masses as they are able. Daily Masses may be offered both before school and during lunch consistent with the availability of our clergy. Parents and families of students are invited to join us for worship whenever Mass is offered. Please visit [the Mass schedule on the website](#) for the most current information.

**Non-Catholic Visitors to Mass:** Holy Spirit Prep welcomes students and parents 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. Further clarification of these norms can be sought from any priest.

**Sacrament of Reconciliation:** The Upper School schedules regular penance services so that students may be able to receive the Sacrament of Reconciliation during the school day. When the Sacrament of Reconciliation is offered, non-Catholic students are also welcome to speak with the priest. In addition to scheduled penance services, students are also encouraged to visit the school chaplain whenever they would like an additional opportunity to receive this sacrament.

**Retreats:** Retreats are scheduled for students throughout the year. Attendance at overnight retreats is expected. Students who do not attend an overnight retreat must have written permission from parents clearly explaining the reason the student will be unable to attend. School rules governing conduct and comportment 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.

**Service Apostolates:** The Upper School supports a wide array of service apostolates. These apostolates provide students with opportunities to engage and to serve those in need beyond the school community. The apostolates are coordinated by the Campus Ministry Team and led collaboratively by faculty and students.

## ANNUAL SERVICE REQUIREMENT

---

In keeping with our school motto, *Ministrare non ministrari*, high school students are expected to complete twenty hours of community service each year. Junior high students are expected to complete ten hours of community service each year. Students who neglect to complete their yearly service requirement may be asked to forfeit certain school privileges.

**Community Service:** Community service hours may be earned any time outside of the school day. Logging the hours online is the responsibility of the student completing the service. Students should record their community service hours on the official service hours form and submit it to Campus Ministry. Students with questions about whether a particular activity may be counted as community service should contact the Campus Ministry Team for clarification before completing the service.

**School Service:** School service hours may be earned when a student offers extra time in support of school programs and events.

- High school students should take advantage of the many opportunities that will be communicated to them throughout the year by the Campus Ministry Team to donate their time and talent. Seniors will have the opportunity to complete some or all of their school service hours through their spring senior service project. However, seniors must still report these hours the way they would for any school service.
- Junior high students, under the supervision of their House leaders, are particularly responsible for cleaning up the cafeteria after lunch and ensuring that the buildings, the hallways, and the grounds are kept litter free.

HOUSE CHORE ROTATION	
Monday	HSP Student Service Fraternities
Tuesday	Lyons
Wednesday	Chalcedon
Thursday	Trent
Friday	Nicaea



# HOLY SPIRIT

PREPARATORY SCHOOL

## 2016-2017 Handbook Acknowledgment Form

*Upper School*

Please read the 2016-2017 Upper School Student Handbook carefully. Each student and parent is responsible for understanding, complying with, and consenting to the guidelines and policies contained in the Handbook. To signify this undertaking, the student and parent are required to sign and date the statement below and return this page to the main office at the Upper School.

We have read and understand the information contained in the Handbook, and we consent to and agree to comply with the guidelines and policies contained therein.

STUDENT SIGNATURE	DATE
STUDENT SIGNATURE	DATE
STUDENT SIGNATURE	DATE
STUDENT SIGNATURE	DATE
PARENT SIGNATURE	DATE
PARENT SIGNATURE	DATE