



**UPPER SCHOOL
HANDBOOK**
2019-2020

UPDATED JANUARY 2020

HANDBOOK ACKNOWLEDGMENT

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

Please fill out the form at <https://holyspiritprep.formstack.com/forms/ushandbook>, or use the QR code below.



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MISSION STATEMENT

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

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

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

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

SCHOOL PHILOSOPHY

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

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

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

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

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

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

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

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

COMMUNICATION REFERENCE AND GUIDELINES

Consistent communication between home and school is essential for promoting student success. Email 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 email. Unless otherwise directed by the administration, faculty will endeavor to respond to emails within one business day.

Classroom Issues: Communication should always be directed to the individual best positioned to offer an accurate, timely response. If a parent’s question, concern, or suggestion pertains to an academic course, the parent should:

1. Contact the classroom teacher via email.
2. 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 appropriate Grade-Level Dean *if the matter is disciplinary in nature*.

Other Issues: The list below provides the Upper School’s contact list for matters not directly related to the classroom experience. All faculty and staff may be reached by addressing an email to the staff member’s *first initial last name @holyspiritprep.org* (e.g. jhiggins@holyspiritprep.org to reach Judi Higgins).

TOPIC	PRIMARY CONTACT
Absence from school (daily)	attendance@holyspiritprep.org
Absence from school (extended)	Isabella Tsui attendance@holyspiritprep.org
Academics and Curriculum	Matthew Reger – Assistant Principal of Academics Ed Lindekugel - Principal
Accommodations	Isabella Tsui - Guidance Counselor
Admission to HSP	Alex Sullivan
Athletics Program	Kristina Wilhelm - Athletics Director
Business Office/Tuition	Debora Brown
Catholic Identity	Kyle Pietrantonio - Head of School
Clubs	David Rosenzweig
College Guidance	Ashley Meyer - College Counselor
Communications	

Discipline	8th-9th Grades – Michelle Bertany 10th Grade – Matthew Reger 11th Grade - David Rosenzweig 12th Grade – Alex Sullivan
Dress Code Questions	Michelle Bertany
Gifts to HSP	Kyle Pietrantonio - Head of School Ed Lindekugel - Assistant Head of School
House System	David Rosenzweig
Recommendation Letters and Transfer Documents	Rachel Little - Registrar Ashley Meyer (for Colleges)
Retreats and Apostolates	Yvonne Fontaine - Campus Ministry Fr. Juan Hernández - Chaplain
Scheduling Classes	Matthew Reger - Dean of Academics
Service Hours	Yvonne Fontaine - Campus Ministry
Social/Peer Issues	Isabella Tsui - Guidance Counselor Michelle Bertany (8th – 9th grades) Sarah Giesen (10th – 12th grades)
Educational/ Psychological Testing	Isabella Tsui - Guidance Counselor
Other questions	Judi Higgins (US Campus)

DEPARTMENT CHAIRS

Foreign Languages	Paulina Faraj	Social Science	Jill Stedman
English	Pete Radosta	Theology	Tom Cole
Mathematics	Amanda Thornhill	Fine Arts	Rockie Rondeau
Science	Matthew Reger		

The Green and Gold: HSP’s bi-weekly newsletter is the primary means of mass communication between the school and home. *The Green and Gold* contains important school announcements and is published by the Office of Communications.

GENERAL GUIDELINES AND REGULATIONS

Regular school hours: School hours are from 8:00 am to 3:05 pm. Students reporting after 8:00 am are considered tardy and should report to the main office to receive a tardy slip before reporting to their classroom. Parents must email the school (attendance@holyspiritprep.org) before 8:00 am to report students who will be absent or late.

Pre-Planned Absences: When it is known ahead of time that a student will be absent from school, they must meet with their teachers, and establish agreed upon dates to complete make up work, tests, quizzes, etc.

Emergency Absences: After returning to campus, a student who was unexpectedly absent (illness, funeral, etc.) is required to meet with each teacher to establish agreed-upon dates to complete work, tests, quizzes, etc.

Absence Accumulation

10 Absences in a Semester or Class (including college visits)	Required meeting to include Student, Grade-Level Dean, and Counselor
15 Absences in a Semester or Class (including college visits)	Required meeting to include Parents, Student, Counselor, and Principal; enrollment status and course credits to be discussed

Early Dismissal: Parents are expected to provide advance notice of early dismissal to the Front Office via email (attendance@holyspiritprep.org). The student will be provided with an early dismissal form prior to the start of class from which they will be dismissed.

On-Site College Visits: Students must have approval from their teacher before missing class and must not miss a test in order to attend a meeting. Students should sign up online by at least the night before the school visit so that the college counselor can prepare enough space for the meeting. If any student abuses the opportunity to meet with colleges, they will no longer be allowed this privilege.

Off-Site College Visits: Juniors and seniors are allowed three college visitation days each year, counted toward overall absences.

Parking Privileges: Any student with a driver’s license and a vehicle may register to park on campus. Parking is limited, so priority will be given to upperclassmen – seniors, then juniors, then sophomores, etc. As a disciplinary consequence, 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.*

SCHEDULES

Daily Class Schedule

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

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:55	A	G	F	D	C
9:00 - 9:10	Homeroom	Homeroom	Assembly	Homeroom	House Meetings
9:15 - 10:10	B	A	G	E	D
10:15 - 11:10	C	B	Mass	F	E
11:10 - 12:00	Lunch				
12:05 - 1:00	D	C	A	G	F
1:05 - 2:00	E	D	B	A	G
2:00 - 2:10	Break				
2:10 - 3:05	F	E	C	B	Flex

Half Day Schedule (Friday)

C	8:00 - 8:45
House Meetings	8:50 - 9:00
D	9:05 - 9:50
E	9:55 - 10:40
Break	10:40 - 10:55
F	10:55 - 11:40
G	11:45 - 12:30

All-School Mass Schedule

Mondays/Tuesdays/Thursdays		Wednesdays/ Fridays	
Homeroom	8:00 - 8:10	Homeroom	8:00 - 8:10
All School Mass	8:15 - 9:15	All School Mass	8:15 - 9:15
1 st Period	9:20 - 10:05	1 st Period	9:20 - 10:15
2 nd Period	10:10 - 10:55	2 nd Period	10:20 - 11:15
Lunch	10:55 - 11:40	Lunch	11:15 - 12:00
3 rd Period	11:45 - 12:30	3 rd Period	12:05 - 1:00
4 th Period	12:35 - 1:20	4 th Period	1:05 - 2:00
Afternoon Break	1:20 - 1:30	Afternoon Break	2:00 - 2:10
5 th Period	1:30 - 2:15	5 th Period	2:10 - 3:05

6th Period

2:20 - 3:05

Wednesday Late Start – with Mass

F	9:30 - 10:05
Assembly	10:10 - 10:20
Mass	10:25 - 11:25
Lunch	11:25 - 12:20
G	12:25 - 1:00
A	1:05 - 1:40
Break	1:40 - 1:50
B	1:50 - 2:25
C	2:30 - 3:05

Wednesday Late Start – no Mass

F	9:30 - 10:20
Assembly	10:25 - 10:30
Mass	10:35 - 11:25
Lunch	11:25 - 12:15
G	12:20 - 1:10
A	1:15 - 2:05
Break	2:05 - 2:15
B	2:15 - 3:05

UNIFORMS

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

Dress Down and Dress Up Days: Administration may announce dress down or dress-up days. For dress-up days, male students are expected to wear a tie and dress shoes and females should wear a dress or blouse and trousers with dress shoes. The specific guidelines of other days may change depending on the circumstances. Regardless of the guidelines, students are always expected to dress modestly. Students not in proper attire will be asked to find suitable attire before returning to class, which could include sending the student home to change. For house dress down days, the school issued house polo will be worn instead of the blue polo.

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

- Shorts of any kind
- Skirts more than two inches above the top of the knee at all points
- Heels more than 3" in height
- Leggings, ripped jeans of any kind, yoga pants, jeggings, pajama pants, sweatpants, athletic pants, and skinny jeans/pants, joggers
- Undergarments visible through outer layers of clothing
- Bare shoulders, even when partially covered
- Flip flops, sleepers or Crocs
- Clothing promoting other junior high and/or high schools
- Cropped or midriff bearing shirts
- See thru clothes
- Shirts showing cleavage
- Clothing that suggests an endorsement of alcoholic or tobacco products or of illegal or immoral activity of any kind
- Boys may not wear earrings

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

Hair: Students may not come to school with hair dyed unnatural colors (bright blonde, reddish purple, heavily bleached hair, etc.) or any other color deemed by the administration to be unacceptable. Solid white, gold, or green headbands/ribbons may be worn. Scarves of any length or color are not permitted.

The following hairstyles are NOT permitted:

- Heavily bleached hair or hair which is dyed unnatural colors, Ombre hair coloring or gray hair coloring.

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

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

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

Hats: Hats may never be worn indoors.

Attire Expectations for Dances and Extracurricular Events: Extracurricular activities are an extension of the school experience and we expect our students to dress in a manner that represents the Catholic values of our school. Students attire should reflect modesty and good taste. If a student is not in compliance with these expectations, is the school's discretion to call the parents and send the student home.

Dances

Girls:

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

Boys:

1. Earrings, visible piercing and/or tattoos are never permitted.
2. Students should not wear any clothing that advertises alcohol, drugs, or offensive content, including political affiliations.

CAMPUS STEWARDSHIP

It is the responsibility 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. Parents should not allow students to remain on campus outside of normal school hours. Students on campus after daily dismissal are unsupervised and no students should be on campus after 4:30pm unless they are participating in a school-sponsored activity. Students should not arrive on campus before 7:30am. They may not have access to buildings and will be unsupervised.

At no time may students be on campus unsupervised, whether during or outside of school hours.

Visitors to Campus: All visitors 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 may not have lunch or other food delivered to the school during school hours.

Backpack Policies: Leaving backpacks and other bags unattended in hallways creates a safety hazard for students and visitors. All backpacks are always to be carried or stored in the student's locker, except for during lunch. At the start of lunch, students may place their backpack in their House location of the gymnasium. No backpacks should ever be left on the floor of the Dining Hall or on top of the lockers in the Dining Hall. Any backpack left in the hallway or other unauthorized space will be considered misplaced and sent to the Office of the Deans.

Lockers: Lockers on the Upper School campus may be locked. A student is responsible for providing their own lock. In cases where administration deems it necessary to open a locker and the student utilizing the locker is not available to open it, the lock will be cut off. No student is permitted to open the locker of another student without direct administrative approval. Administrators may carry out locker inspections at any time and will confiscate any items deemed inappropriate.

Locker Exterior: No exterior decoration of lockers is permitted except for school spirit decorations expressly authorized by staff and attached in a temporary, non-destructive manner. 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 or pins may not be utilized on the inside of any wooden locker. 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 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. The school is not responsible for valuable items left unattended on campus.

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 Liberal Arts building. Items may be picked up from Lost and Found after school each day. Lost and Found hours of operation are 3:10pm-3:25pm daily. At the end of the school year, items left in the Lost and Found will be donated to the used uniform store.

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, headphones, smart phones, music devices, as well as cash are considered the *sole responsibility of the student* who brings them to campus. The school is not liable for any personal items that are damaged, lost, or stolen on campus.

Food and Beverage Policies: Students must request permission to eat/drink in classrooms. Students may NOT eat or drink in the following areas:

- Science Labs
- Library
- Building Hallways
- Chapel
- Church

Chewing Gum: No gum is allowed on campus or in school vehicles. Chewing gum at school will result in a disciplinary referral.

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

Defacing School Property: Damaging school property is a serious matter and may lead to suspension or expulsion. The student responsible will be required to replace the damaged item or restore the item to its original condition.

Emergency Drills and Protocols: Emergency drills for fire, tornados, and intruder lockdown are held during the school year. During any drill students may not be dismissed from campus and must continue to participate in the active drill.

ACADEMIC POLICIES AND REQUIREMENTS

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

NUMERIC	LETTER	QUALITY POINTS	NUMERIC	LETTER	QUALITY POINTS
97 – 100	A+	(4.2)	80 – 83	B-	(3.0)
94 – 96	A	(4.1)	77 – 79	C+	(2.75)
90 – 93	A-	(4.0)	74 – 76	C	(2.5)
87 – 89	B+	(3.75)	70 – 73	C-	(2.0)
84 – 86	B	(3.5)	0 – 69	F	(0.0)

Semester exams are given for every academic course in core subjects at the end of the semester. Semester exams count as a regular test grade for students in 8th grade. For 9th – 12th grade courses, semester exams count for 20% of the semester grade.

Course grades are calculated using the following formulas:

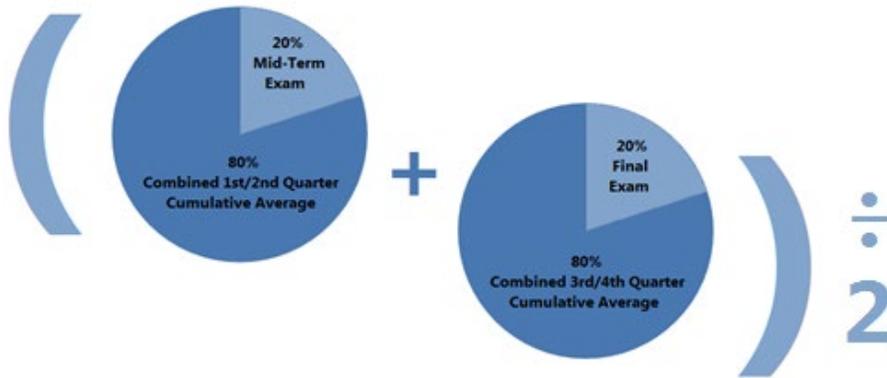
Year-Long Courses

The grade for each semester is averaged to produce the final grade.

Semester 1: 80% Cumulative Average + 20% Mid-Term Assessment

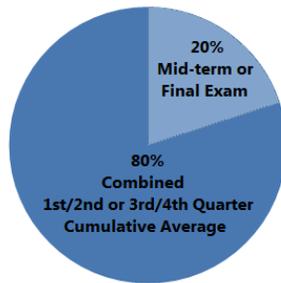
Semester 2: 80% Cumulative Average + 20% Final Assessment

Course Grade: (Semester 1 Average + Semester 2 Average) / 2



Semester Courses

80% Cumulative Average + 20% Final Assessment



Course Requirements: To successfully earn a diploma, students must complete a minimum of the following in grades 9 – 12:

- 2 credits in the same Foreign Language
- 1 credit of Latin or Greek (This credit may also count towards the Foreign Language requirement.)
- 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. Managing a sport will not meet the requirement for receiving credit for physical education.

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

Accelerated and Advanced Placement Courses: Accelerated courses require deeper engagement in the subject material. Participation in accelerated courses may be a prerequisite 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. Students are recommended for enrollment 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. If a student fails to sit for an AP Exam in May, the student will receive a zero for a final exam grade (worth 20% of the semester average).*

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.

Please be advised, many colleges/universities and scholarship programs (such as HOPE and Zell Miller Scholarship), will re-calculate a student's GPA based on the specific weighting for that school or program.

General Homework and Assessment Policies:

Homework and Assessments: 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. Extra credit is generally discouraged. However, when provided, extra credit opportunities will be made available equally to all students in the course.

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

In instances where the student returns on the day that a test is scheduled, and the test was announced prior to the student's absence and no new material has been covered during the student's absence, the student is expected to take the test with his or her classmates on the scheduled day unless other arrangements have been made with the teacher.

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

Late work policy:

8th Grade 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.

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.

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.

Concussion Protocol: 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 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 SST 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.

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.

The following will occur when a student is placed on the Concussion Protocol:

- The 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 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 reviewed and approved by the SST Director.
- All make up work be given to the SST Director as soon as possible. The schedule of make-up tests will be determined by the SST Director, who will proctor the tests and return them upon completion.
- 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 Principal's office. The material is reviewed by the Principal in consultation with the Department Chair and Principal. If he determines it appropriate, the Head of School may also consult with the Head Chaplain.

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 3:05pm-4:00pm each afternoon and by appointment. Because faculty also oversee clubs, apostolates, and House activities, students are encouraged to avail themselves of these regularly scheduled tutorial sessions before requesting faculty assistance at other times. Students whose grades fall below a passing standard may be required to attend mandatory tutorial.

Academic Probation: Any student who has an "F" in two courses will be placed on academic probation for the length of two weeks. After the two-week period, a student will be removed from

academic probation if he/she is passing ALL courses. Should a student still hold two failing grades, he/she will be suspended from all extracurricular activities. After two weeks of extracurricular suspension, the student and family will be required to meet with the counselor, SST, and principal to determine a future course of action.

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:

Criteria:

- A high school grade point average of 3.5 or higher
- The completion of a minimum of five Advanced Placement courses
- 3 credits in the same Classical or Modern Languages, with at least two of those consecutive years being in high school. If the student chooses a Modern Language, one additional credit in a Classical Language is required.
- The completion of 100 community service hours during high school
- Never having been placed on disciplinary probation
- A lifestyle that exemplifies Christian values and virtues within the Holy Spirit Prep community
- Faithfully executing a leadership position within a House, Apostolate, club, or athletic team during high school as approved by the Dean of Houses
- Active engagement in the school community as confirmed by the receipt of four signatures of faculty members
- Continuous enrollment at Holy Spirit Prep from 9th-12th grade
- Administration reserves the right to extend exceptions for special circumstances

Privileges of Membership:

- A graduating senior who is nominated as a member of the Order of Gownsmen may exempt second semester examinations (this does NOT include AP Exams).
- 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

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. Exceptions can be made to students that transferred during high school, upon the discretion of the Principal.

Summer School: Students who fail a course required for graduation will be obligated to complete the course elsewhere. Courses may be taken through any summer or online program approved by the Principal. 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 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.

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.

Course Registration: The course registration process kicks off during second semester 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 Portals with individualized recommendations for students in the early part of second 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 approval for an Accelerated or AP Class for which 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 prior to the upcoming school year. There typically will be a brief drop/add period for three days during final exams for students to request schedule changes, in addition to another drop/add period during the first week 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 administrative 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 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 fees associated with taking an online course. Students who are failing an online class will be placed on academic probation.

Student Schedule Changes:

Withdrawing from a course after drop/add: Students who wish to withdraw from a course after the drop/add period must submit a change request form to the Registrar. The student's transcript will reflect whether the student withdrew while passing (WP) or while failing (WF). 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-year 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. 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 are the property of Holy Spirit Preparatory School. To obtain school records the parent or guardian must submit a written request to the Registrar. 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 BEHAVIOR

The Catholic Church teaches, and Holy Spirit Prep emphasizes, that we treat all human beings with dignity and respect because they are created in the image and likeness of God. Consequently, students are expected to act with appropriate dignity and integrity at all times. Students should treat all faculty, staff, classmates, and visitors with charity.

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 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.

Academic Dishonesty: Plagiarism is 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, 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.

Similarly, cheating is a dishonest and unfair attempt to gain an advantage on an assignment or examination. The student providing the assignment to be copied and the student copying said assignment are both considered to be in violation of the Honor Code. Students should always turn in work, including homework and labs, produced individually. Homework and labs should never be worked on collaboratively, unless instructed by the teacher. When in doubt, a student should ask the teacher before collaborating on an assignment with another student.

The first cheating offense will result in a zero on the assignment or assessment, an email to parents, and a meeting with their Dean who will help them learn from this mistake and avoid repeating it. The second offense during their high school years will result in a meeting with the Grade Dean and Counselor and may be referred to the Principal's office.

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

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

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

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

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

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

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

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

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

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

Rough Housing: Students who engage in rough housing, whether intentional, accidental, or good-natured will receive consequences as deemed appropriate by the administration.

Public Displays of Affection: Students should always refrain from excessive public displays of affection at school. Students who engage in PDA on campus will receive consequences as deemed appropriate by the administration.

PREGNANCY POLICY

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

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

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

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

DRUG AND ALCOHOL POLICY

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

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

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

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

TECHNOLOGY POLICY

Cell phones and Digital Devices: No cell phones or digital devices may be turned on or visible inside the building after 7:40am until after the end-of-day announcements and formal dismissal from class. 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 confiscation of the device and a disciplinary referral to the Grade Dean. A second violation of this policy requires a parent meeting where they can pick up the phone from the Dean. Headphones are not to be used on campus unless part of a teacher-approved lesson with laptops/tablets.

As a class privilege, seniors may use cell phones during the lunch period in approved locations.

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 with the Microsoft Office Suite. 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 and videos at any point during the school day. Any violation of this policy results in confiscation of the device and a disciplinary referral to the Grade Dean. A second violation of this policy requires a parent meeting where they can pick up the laptop from the Dean. Laptops are not permitted to be used during lunch unless being used for academic reasons in the Lower Library or under direct supervision of faculty or staff.

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

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 Dean will notify the student that he has earned a detention and will post the detention on Plus Portals.
2. The student will serve the detention on the school day after earning the detention or, if he chooses, the day he receives the detention.

Detention Protocols: Detention occurs after school except Wednesdays from 3:20pm-4:00pm. Detention must be served the day it was issued or the next school day. Detentions may only be missed in cases of emergency, as determined by the Grade Dean. A skipped detention will result in the assignment of a second detention. In the event of an emergency, the student's parent will have to contact the Office Manager via email or phone call. Three detentions will result in a Saturday detention (see below)

Weekday Detentions: Students must arrive by 3:20pm., or they will serve an additional detention.

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

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

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

Duration At the discretion of administration

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

Restrictions Determined by the Principal

Further consequences Any further discipline action during the probation period will result in consequences ranging from extension of the probation period up to expulsion. If no additional disciplinary action is earned during the probation period, the student is removed from probation.

Colleges may be notified of disciplinary records for any student on Disciplinary Probation during grades 9-12.

Reporting Disciplinary Infractions: It is HSP's policy to report disciplinary infractions to colleges and other educational programs when it would be irresponsible or unprofessional not to do so. If the application asks if the student has been suspended, expelled, arrested, or faced severe disciplinary action while in high school, the student must answer truthfully and completely. The student should write an explanation of the incident and his/her thoughts regarding the incident and punishment. The counselor must review this information before the student sends it to the college because the counselor may be asked the same questions and may also be asked to write an explanation. If the student is suspended or expelled after completing the applications, then the student and counselor must notify the colleges that previously asked for that information on the application. The student and counselor should tell the institution(s) the facts that led to the punishment. If the student is not sure how to proceed, speak with the college counselor.

Colleges understand that high school students make mistakes. They are most concerned about patterns of behavior, behaviors that endanger, and violations of honor. Most suspensions are not a factor in an admissions decision, but failure to disclose one could certainly jeopardize a student's chance of admission.

LEADERSHIP AND STUDENT LIFE

The House System: The House System organizes the student body into four distinct school communities each comprising students in grades 5-12. 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 5th 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.

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 an event close to the end of the school year. All 11th grade students who maintain eligibility status for the Order of the Gownsmen may be nominated for these positions.

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 Dean of Houses.

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 contact the Athletic Director.

Full participation in two seasons of a sport while in high school will fulfill HSP's Physical Education requirement. Managing a sport does meet the requirement for receiving credit for physical education. Students who have not paid athletic fees will not receive progress report cards, transcripts, or a class schedule for the following school year.

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 and are under direct supervision of a coach or teacher.

Field Trips: Optional field trips that extend and enhance the content of a course or courses are occasionally scheduled. Students are responsible for the cost of the trip. A transportation and activity waiver is required for all students, and additional permission forms are available as needed from the Front Office or the teacher sponsoring the field trip.

Class Trips: The cost of optional class trips, when offered, is not included in tuition or any scholarship award. Students are responsible for paying the total cost of class trips. 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 spirit, 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

Optional Morning Mass: Morning Mass is offered on Mondays, Tuesdays, and Thursdays beginning at 7:30am in Saint Joseph's Oratory, 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 on Wednesdays as part of the regular rotation schedule. On Mass days, students are expected to wear full dress uniform.

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, dress expectations, and comportment apply during retreats. 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.

Any student missing a retreat will be required to meet with the Chaplain or Campus Ministry Director and may be required to complete an assignment related to the topic of the retreat.

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 and clubs are coordinated by Campus Ministry and led collaboratively by faculty and students.

ANNUAL SERVICE REQUIREMENT

In keeping with our school motto, *Ministrare non ministrari*, Upper School students are expected to complete twenty-five (9th-12th graders) or fifteen (8th graders) hours of community service each year. Final report cards, transcripts, and diplomas will be held until a completed service hours form is received by Campus Ministry.

Community Service: Community service hours may be earned any time outside of the school day. Students should record their community service hours on the official service hours form and submit it to Campus Ministry by the deadline, which can be found on the online master calendar. 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: 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.

Eighth grade students, under the supervision of their House leaders, are responsible for cleaning up the dining hall after lunch. Cleaning the dining hall satisfies the service requirement for 8th graders.

HOUSE CHORE DINING HALL ROTATION

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