

PARENT/STUDENT HANDBOOK

HOLY SPIRIT CATHOLIC SCHOOL

210 A Street

Rock Springs Wyoming 82901

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“Over 60 Years of Growing Minds, Values and Faith”

HOLY SPIRIT CATHOLIC SCHOOL PERSONNEL

Superintendent	Father Bill Hill
Associate Pastor	Father Emilio Cabrera
Principal	Linda Marcos
Pre-Kindergarten	Jennifer Miller
Kindergarten	Amy Copsey
First Grade	Linda Marcos
Second Grade	Sr. Mary Benedict O.P.
Intermediate Faculty	Renae Mivshek Sheila Hill Sr. Ma. Helen O.P. Stephanie Current
PE/Music/Health	Leigh Jones
Band	Linda Kulp
Secretary	Dina Stevenson
Bookkeeper/Religion PK	Yvonne Nelson
Paraprofessional/Office Aides	Mary Busse
Custodian/Maintenance	Maria Macias John Motto

HISTORY

- SCM Catholic School was dedicated on August 26, 1951 and opened its doors to 190 students.
- OLS opened its doors on September 4, 1951 to 85 students.
- The barracks and officer's quarters at Camp Pilot Butte, became the eight-room SCM school building and the convent for the nine Sisters of Charity of Leavenworth, Kansas who staffed both schools from 1952 to 1971 and partially until 1988.
- The present location of the Holy Spirit Catholic School is the building that first housed OLS School.
- Grades 1-6 were offered in the 1951-52 school year. The seventh and eighth grade was added in 1953.
- Both schools served students from grades one to eight and included sports and activities typical of a junior high setting.
- Grades 7 and 8 were eliminated in 1970 and the convent was closed in 1970.
- In September of 1971, the two schools incorporated into the Rock Springs Catholic School. Primary grades (1-3) were housed at OLS School and intermediate (4-6) at the SCM School.
- Kindergarten was added in 1978.
- In 1986, the pre-school became an official part of the School.
- In 1988 the SCM School was eliminated and OLS School became the sole structure of the Rock Springs Catholic School.
- The Parishes of OLS and SCM were incorporated into one Parish, originally designated to be known as the OLS/SCM Parish in 1944. As of January 1, 1998 the name was changed to the Holy Spirit Catholic Community including the mission churches of Superior and Wamsutter.
- During this time came a newly renovated building completed in September of 1997. This \$770,000 project provided two additional classrooms, additional restrooms, modernized the facility for Technology purposes and brought it up to legal building codes.
- In May, 1998, the HSCS Advisory Board approved the new name of the Rock Springs Catholic School to Holy Spirit Catholic School
- In January 2008 a computer lab was updated with new computer towers and internet access.
- In September, 2010, HSCS welcomed 2 Dominican sisters from the Philippines to our faculty.
- In September, 2011, we celebrated 60 years of Catholic Education in Rock Springs.
- In 2014, all phases of the Technology Plan were achieved with significant upgrades, thanks to the contributions from the Estate of Mario Temperini, the Rock Springs Catholic School Foundation and Wyoming Catholic Ministries.

Consistency—Deliver a quality educational experience and maintaining it year after year.

Leadership—Maintain a visible and active presence within the community and standing as a model of strong values and excellence in education.

PHILOSOPHY

As Catholic educators of Holy Spirit Catholic School, in partnership with parents, we strive to provide each student with the opportunity to acquire a personal relationship with Jesus in an atmosphere alive with the spirit of God.

Believing in the uniqueness and value of each individual, we encourage each student to develop a strong, positive self image by providing and expecting a Christian atmosphere characterized by understanding, respect, and acceptance of all people. We also believe that every child is capable of learning moral values and self-discipline skills. We emphasize the importance of individual potential, academic achievement intellectual and aesthetic growth.

We hope to teach and model behavior which will allow our students to develop the skills to become self-disciplined, reflective, discerning Catholic Christians who are eagerly committed to building the Kingdom of God and bringing the Good News to the world today and into the next century.

Our staff believes that every human being has the right to attain knowledge within his/her own abilities regardless of background, race or sex.

PARENTS AS PARTNERS

You as parents are the primary role models for your children. The development of your child-physically, mentally, spiritually and emotionally is ultimately your responsibility. Remember that GOOD EXAMPLE is always the best teacher. Your commitment to God and the Church community will affect the way your child relates to God and all that surrounds him. The spirituality taught and exhibited at Holy Spirit Catholic School is not going to be well rooted unless it is nurtured by the example being taught at home. Your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social and physical well being.

NEW ADMISSION POLICY

New admission procedures will include, but are not limited to an interview with the principal, and the evaluation of prior academic records (with a copy of all transcripts placed on file at the school office. In the event that some grades have more applications than places available at registration, those students will be placed on a waiting list. Places for admission will be subject to the following priority assignments to a class or waiting list.

- Siblings of registered parish students currently enrolled at HSCS
- Siblings of non-parish students currently enrolled at HSCS
- Applications received completed will be dated with "first come"

PIP Hours... Parental Involvement Program:

Each Family is required to perform a certain number of PIP Hours a year. Any incomplete PIP hours will be charged at the rate of \$25.00 per hour, payable at the end of the school year. Please review your PIP Handbook to review current policies.

The following activities are opportunities to earn PIP hours:

- Attending monthly Home and School meetings.
- Welcome picnic.
- Various duties for school and classroom (upon staff's request/approval)
- Library duty (within Child's grade)
- Homeroom Captain/Co-captain
- Field Day
- Collecting Box tops and/or soup labels
- Rummage sale fall/spring.
- Cookie Dough fund raiser.
- Halloween carnival.
- Santa's secret shop.
- Breakfast with Santa.
- Bake sales (when applicable)
- Celebrity Auction
- Book Fair
- Golf Tournament.

TUITION ACCOUNTS

Holy Spirit Catholic School relies on prompt payment of tuition in order to provide for each student's educational needs and to maintain our monthly expenses. Past due tuition accounts will be subject to tuition review procedures with consideration of the student's continuation in the school. A letter from the Principal requesting arrangements be made to bring the past due account current will be sent to any family whose account reaches two months in arrears. If after 15 days from the date of the letter no attempt has been made to remit the past due amount or make other payment arrangements, a formal tuition review meeting will take place. The family, Superintendent, Principal, Advisory Board President and Finance committee chairman will meet to arrange payment of the account. If the family does not honor these payment terms agreed upon during the formal tuition review, the student(s) will be dropped from Holy Spirit Catholic School effective immediately. If unforeseen financial hardship occurs, please contact the Principal to discuss your financial situation.

In the event that default on tuition occurs, HSCS will assess upon delinquent accounts, in addition to full payment of the unpaid balance, all reasonable and necessary costs of collection incurred to collect monies for services provided by Holy Spirit Catholic School, including but not limited to costs of any collection agency, court costs, reasonable and necessary attorney's fees and prejudgement interest at the minimum rate allowed by law.

Any academic records will not be provided to a student's parent/guardian or to other schools, nor will students be allowed to graduate until accounts are paid in full. All fees and tuition must be paid in full in order for a student to re-register. If prior to the first day of the new school term, the parent is transferred from the area, registration and general fees may at the Principal's discretion be refunded. Proof of transfer/move is required. Otherwise all fees are non-refundable.

SCHOLARSHIPS

Application for based on need can be made to the Principal and/or Superintendent at the time of registration. Minimum \$500.00 will be awarded to qualified applicants. Applications are available at the office. After all documents are received, notification will be made in a timely manner.

LANGUAGE ARTS:

Our students will be exposed to a variety of literature from the very early grades. Reading skills are a priority throughout the grades, but most especially in K, 1, 2 and 3. Language development is further broadened by the study of English grammar, vocabulary and spelling. Writing skills including handwriting is included in the language arts program.

TECHNOLOGY:

Lifelong skills are provided students to enable them to use various media to enhance their learning. This includes computer keyboarding, word processing, spreadsheets, Internet skills, desktop publishing and graphics. Mobile iPad stations and classroom computers incorporated to reinforce classroom instruction, interventions and enrichment.

FOREIGN LANGUAGE:

Spanish is part of the K-6 curriculum, schedules permitting.

SOCIAL STUDIES:

We incorporate history, geography, economics, civics, and current events in our social studies. Primary students study family, friends, and communities. Fourth grade traditionally studies Wyoming History.

SCIENCE/HEALTH:

Hands- on science is evident from the earliest classes. Students learn scientific inquiry methods with exploration in such areas as air and weather, solar systems and energy, structures of life, motion, electricity and land formation. Laboratory skills are emphasized. Health is covered both in science classes from K-2 and in the physical education component of classes 3-6. General physical care is taught as well as growth and development.

HOMEWORK

Any homework assignments are extensions of what has been taught in the classroom. Homework is meant to reinforce daily lessons. Since all learners are unique, we cannot determine the specific amount of time to be spent on each assignment. If the work seems to be overwhelming for your student, the teacher should be contacted immediately. Homework is assigned Monday through Thursday—it will **NOT** be assigned to students on Friday.

LOST AND FOUND/UNIFORM DONATION

There is a Lost and Found Box located across from the office. Any items found at school will be placed in that box. Please take the time to check for misplaced items. There is also a box in the same location for donated uniforms. Please make sure these uniforms are clean and in good condition before donating.

UNIFORMS AND DRESS CODE

All students are expected to follow and abide by the dress code every day. All uniforms should be neat, clean and fit the student properly. Uniforms must be worn during the entire school year, except on Free Dress days. The Principal will on occasion distribute coupons for good deeds or other positive actions and your child may CHOOSE THE DAY he/she wants free dress and simply give an earned coupon to the principal upon arriving at school.

On the First Friday of each month, we will observe a "spirit day". Students are NOT required to be in uniform on this day. Parents are responsible for sending their child to school in appropriate clothing. That would include clean jeans or walking shorts with the spirit day t-shirt or sweat shirt.

If the temperature reads higher than 40 degrees, uniform shorts may be worn with the uniform shirt. Shorts must extend to slightly above the knee. The child's fingertips should touch the bottom edge of the shorts.

UNIFORMS CONSIST OF THE FOLLOWING:

SOLID NAVY BLUE PANTS OR SHORTS (NO KNITS, BUT CORDUROY IS ACCEPTABLE)

BLUE AND GREEN TARTAN SKIRTS, SKORTS, JUMPERS

WHITE, LT. BLUE & HUNTER GREEN SHIRTS – LONG OR SHORT SLEEVE POLO, OXFORD OR TURTLENECK (NO LACE OR EMBROIDERY)

NAVY BLUE OR WHITE CARDIGAN SWEATERS, VESTS OR PULLOVERS WITH NO LOGO

ARRIVAL /DISMISSAL

All grades begin at 8:00 a.m. and dismiss at 3:00 p.m. PreK morning session begins at 8:00 a.m. and dismisses at 11:00 a.m. The afternoon session begins at 12:00 p.m. and dismisses at 3:00 p.m. The doors open at 7:40 a.m. Children may arrive between 7:40 and 7:55 a.m. to assemble for Morning Prayer. All children should be picked up promptly at 3:00 p.m.

PreK -3rd grade must be picked up in the parish center. Upon dismissal 4th-6th graders may exit the building when they see their ride on the premises. They may safely accompany younger siblings to their vehicles.

Only those individuals approved by the parents or guardian are authorized to pick up a student. The approved list must be on file in the office. When unforeseen circumstances arise, written permission must be given by the parent/guardian.

Drop-off and pick-up should be done with extreme caution. There is **NO PARKING IN THE DROP OFF ZONE** (located on 3rd St between orange cones at parish center entrance). Park in designated **ONLY** areas to maintain smooth traffic flow.

COMPULSORY ATTENDANCE

Under the Wyoming Education code, every parent or guardian, or other person having control or charge of any child who is a resident of this state and whose seventh birthday falls on or before September 15 of any year and who has not yet attained his sixteenth birthday or completed tenth grade shall be required to send such child to and such child is required to attend, a public or private school each year, during the time when that said school shall be in session.

ABSENCE

When a student is absent, a parent should call the office by 10:00 am. on the day of that absence. The calendar year provides for extended time off through the year. Non-calendared vacations are discouraged as they are disruptive to your child's learning. If parents choose to take their child/children out of school for a non-calendared vacation, they should not expect the teacher to prepare assignments ahead of time. The student's assignments will be ready for him/her upon their return to school. Missed assignments are the student's responsibility. The student will have one day for every day absent to do any make-up work or tests. If an appointment must be scheduled during the day, the child must be signed out by the parent/guardian at the office.

TARDIES

Children who are tardy miss a portion of their lessons. It is also disruptive to the class. **THREE TARDIES IN A MONTH'S TIME WILL BE CONVERTED TO ½ DAY ABSENCE.** Being on time should be part of the student's learning of organization and accountability. Extenuating circumstances will be considered.

MEDICATION

If a child must take ANY medication in school which is prescribed by a doctor, that medication must be sent to the school office along with a written doctor's order and written permission from the parent to dispense in the container received from the pharmacy and in a plastic bag – clearly marked with:

- Child's name
- Name of doctor prescribing the medication
- Frequency
- Dose
- Date

All non-prescription items including Tylenol, cough drops etc. must follow these same requirements.

IMMUNIZATION REQUIREMENTS

The State of Wyoming mandates certain immunizations for all students in public and private schools. We urge you to check with your personal physician to determine if your child is appropriately immunized as required by state statute.

We require:

- Proof of proper immunization as required by law – presented on the State of Wyoming Official Record of Immunization (yellow card) at the time of enrollment
- If there are exceptions to this law for your child please have physician verification

FOOD ALLERGY POLICY

We understand that food allergies are threatening and dangerous. In order to better serve your child and minimize any incident regarding food allergy, **PARENTS MUST PROVIDE THE SCHOOL WITH A PHYSICIANS NOTIFICATION OF SAID ALLERGIES.** If your child needs special lunch considerations, **IT IS THE RESPONSIBILITY OF THE PARENT TO DOUBLE CHECK THE HOT LUNCH MENU AND DETERMINE IF IT IS APPROPRIATE – OR PROVIDE A LUNCH FROM HOME THAT IS APPROPRIATE FOR THAT CHILD. SCHOOL PERSONAL CANNOT BE RESPONSIBLE FOR THAT DETERMINATION.**

STUDENT EXPECTATIONS

Our philosophy at Holy Spirit Catholic School is to provide an environment that is safe, responsible and respectful. Students are expected to work toward their highest potential. Therefore, our priority is to provide an atmosphere which is conducive to the highest level of learning. We expect our students to be responsible for their learning with our guidance. We will provide each student with the maximum opportunity to meet this potential.

- No student has the right to interfere with the opportunity of other students to learn.
- Disruptive behavior, bad manners and an overall lack of consideration will NOT be tolerated.
- These expectations will apply throughout the school—classrooms, hallways, lunchroom, playground and any school-sponsored event.
- **EXPECTATIONS AT SCHOOL ARE OF NO VALUE IF THERE IS NO FOLLOW THROUGH AT HOME. PARENTS ARE AN INTEGRAL PART OF THE CONSISTENCY OF OUR STUDENT EXPECTATIONS.**

CLASSROOM EXPECTATIONS

- Follow classroom rules
- Be respectful of everyone and their personal space-students and faculty
- No gum chewing
- Complete assignments/homework on time
- Keep all toys, electronics and other valuables at home (with teacher's permission, show-n-tell days may be designated)
- Use appropriate language at all times

LUNCHROOM EXPECTATIONS

- Line up quietly as you enter and leave the lunch room
- Use inside voices while talking during lunch
- Eat the lunch that was provided for you
- Sharing food is not an appropriate behavior
- Use appropriate table manners
- Dispose of trash in the proper containers
- No running in the lunchroom

CONFLICT RESOLUTION

If an issue is a classroom related, the issue should be expressed to the teacher first either by written note or phone message left with the school office (the teacher will not be called from class to discuss the issue).

Every effort will be made to contact you the day of the issue. Notes and phone calls will be responded to within 24 hours (at least notification from the teacher that an effort is being made to resolve the issue) after they are received, barring any unforeseen circumstances.

Parents and the teacher should work to resolve the issue.

If there is a need to address an issue with more than one teacher, a meeting can be arranged by the homeroom teacher,

If the issue is not adequately resolved by the parents and teacher, the parents and teacher should meet with the principal in an effort to resolve the issue, but it is very important that parents make first contact with the teacher. Often the issue is a misunderstanding that can be solved easily with the teacher.

If the issue is not adequately resolved after meeting with the principal, the parents, teacher and principal should meet with the pastor/superintendent in an effort to resolve the issue.

If an issue is addressed by a parent to a member of the School Advisory Board, it will be discussed and appropriate recommendations will be made.

Confidentiality will always be maintained and anonymous issues will generally not be addressed.

If an issue arises that is not classroom related, the issue should be expressed to the principal or staff person by written note or phone message.

These guidelines are meant to help insure fairness and respect toward our teachers and staff and also to maintain confidentiality regarding the issue. Please note that we will do everything we can to help resolve any issues that may arise.

A Catholic school is most successful when the administration, the teachers and the parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

THIS FORM MUST BE RETURNED TO THE CLASSROOM TEACHER

PARENT/STUDENT SIGNATURE

Parent: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Student: _____ Date: _____

Right to Amend

HSCS reserves the right to amend this handbook. Notice of amendments will be sent to the parents