



HOLY SPIRIT  
CATHOLIC SCHOOL

# PARENT/STUDENT HANDBOOK

# 2021-2022 PARENT/STUDENT HANDBOOK

"OVER 60 YEARS OF GROWING MINDS, VALUES, AND FAITH"

HOLY SPIRIT CATHOLIC SCHOOL

210 A Street

Rock Springs, Wyoming 82901

Office: 307-362-6077

Office Email: [hscsoffice@wyoming.com](mailto:hscsoffice@wyoming.com)

Principal Email: [hscs2@wyoming.com](mailto:hscs2@wyoming.com)

Website: [rshscs.com](http://rshscs.com)

Facebook: <https://www.facebook.com/rshscs>

Dear Students and Parents,

Welcome to a new school year at Holy Spirit Catholic School. Each student at Holy Spirit has unique talents and gifts. We have the opportunity to not only develop their minds and bodies, but also their hearts and souls. Our educators are highly qualified and use a variety of learning strategies to deliver a strong curriculum based on the core content standards. We reinforce our values, every day, in every room, across the curriculum. With you, we share an important goal—to provide your children an education dedicated to academic excellence committed to Catholic values and ideals within a safe environment.

We feel that open and clear communication between school and home is important to the success of any learner's educational program. We encourage all parents to take an active role in the education of their children. At HSCS we believe it takes a team effort to successfully educate a child. Parent involvement is vital. We welcome your participation and support during the school year and strongly solicit your active membership in the Home and School Association. Working together we will be able to celebrate the highest achievements possible for each individual child at HSCS.

Your Holy Spirit Handbook is much more than an explanation of policies which govern the daily operations of our school. More importantly, it is an implied contract you sign, committing yourselves to a joint effort between families and school staff to assist our children in their academic, social, physical and spiritual formation. It is the responsibility of all of us to be aware of these policies and follow them accordingly.

As always, we thank you for your commitment to your child's education and look forward to working together for a successful year!

Blessings to all,  
Dr. Angie Spann & Faculty

# HOLY SPIRIT CATHOLIC SCHOOL FACULTY & STAFF

Principal..... Dr. Angie Spann  
Pre-Kindergarten..... Jennifer Miller  
Kindergarten..... Amy Copsey  
First Grade..... Linda Marcos  
Second Grade..... Michelle Moore  
Intermediate Faculty..... Renae Mivshek  
Sheila Hill  
Jennifer Carr  
Stephanie Current  
  
PE/Health/Music..... Leigh Jones  
Band..... Linda Kulp  
Secretary..... Dina Stevenson  
Bookkeeper/Religion PK.. Yvonne Melson  
Paraprofessional..... Donna Simkin  
Custodian/Maintenance.. Maria Macias  
John Motto

## **HOLY SPIRIT CATHOLIC SCHOOL BOARD OF GOVERNORS**

Father Bill Hill  
President--Mark St. Marie  
Vice President--Blaine Tate  
Secretary--Amber Kramer  
Treasurer--Heather Anderson  
Alice Paul  
Max Mickelson  
Parish Liaison – Holli Radakovich

The Board of Governors serves in governing capacity. Working collaboratively with the Principal, they oversee school improvement, finances, school policies and programs, facilities/maintenance and more.

## **HOLY SPIRIT CATHOLIC SCHOOL HOME & SCHOOL BOARD**

President--Ashley Booth  
Vice President--Donna Simkin  
Secretary--Danielle Lamb  
Treasurer--Fernando Ceballos  
Member-At-Large--Alli Goldman

The Home and School Association is composed of all families and faculty members of HSCS. Monthly meetings are held the first Tuesday of each month, unless otherwise indicated. The functions of this organization are many: to perform fundraising efforts, to assist with operating expenses and school programs and to maintain open communication between the school and home.

# OUR 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, KS 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 7th and 8th grades were added in 1953.
- Both schools served students from grades one to eight and included sports and activities typical of a junior high setting.
- 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.
- 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.
- In the Summer of 2021, a 3-year strategic plan was adopted to improve 6 areas: Administration, Academic Excellence, Operational Vitality, Marketing, and Technology.

## **MISSION STATEMENTS**

### ***Diocese of Cheyenne***

The Catholic Schools in the Diocese of Cheyenne in partnership with the Church will form the whole person through the Catholic culture of Christian discipleship, moral leadership and academic excellence for life-long service in a changing global environment.

### ***Holy Spirit Catholic School***

In partnership with families, the Holy Spirit Catholic School provides the academic, spiritual and social environment for the personal growth of each child as a whole person with responsibilities to God, the nation, human kind, all creation and self.

## **VALUES**

Catholic Faith—Assist families in teaching traditions of the Catholic Church and promoting the practice of our faith to HSCS students.

Excellence in Education—Make the best use of available resources with the most effective educational practices in a nurturing environment. Giving students a strong foundation based on faith and a quality education.

Community—Foster an environment within the school and parish community where parents, students, faculty and staff are welcomed, included and acknowledged for their contributions.

Respect—Expect students, faculty and school families to treat each other with the courtesy and encourage students to exhibit the same behavior in the community.

Discipline—Establish clear boundaries and creating a structured environment conducive to quality education.

Accountability—Encourage students, faculty and families to take responsibility for those things that are in their control and to follow through with commitments.

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.



## **ADMISSION PROCEDURES**

Admission to Holy Spirit Catholic School requires the following:

- a. Pre— Kindergarten must be four (4) years of age on or before the 30th day of August of the enrolling year and toilet trained.
- b. Kindergarten must be five (5) years of age on or before the 30th day of August of the enrolling year.

The following enrollment documents and forms completed and signed:

- Birth Certificate
- Copy of Social Security Card
- Yellow Immunization Record
- Baptismal Record (if applicable)
- Student Information Sheet
- Tuition Contract
- Diocese — required Background Check Form
- Authorization to Release School Records Form (if applicable)
- Media Release Form
- Internet Access Policy/Permission /Denial Form
- Student Release Authorization Form
- Field Trip Permission
- PIP hours

Registration fee —a non- refundable registration fee will be assessed to each family and is due with all completed paperwork. This fee is in addition to the tuition cost and will not be applied to the annual tuition for the school year.

APPLICATION PACKETS WILL NOT BE ACCEPTED IF INCOMPLETE AND NOT ACCOMPANIED WITH THE REGISTRATION FEE. ADMITTANCE TO THE SCHOOL WILL BE PERMITTED ONLY WHEN THE PACKET ACCOMPANIED BY THE REGISTRATION FEE ARE RETURNED TO THE OFFICE.

## **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
- Bake sales (when applicable)
- Welcome picnic
- Celebrity Auction
- Various duties for school and classroom ( upon staff's request/approval)
- Book Fair
- Library duty (within child's grade)
- Golf Tournament
- Homeroom Captain/Co-captain
- Field Day
- Collecting Box Tops and/or soup labels
- Fundraisers
- Fall/Spring Rummage sale
- Halloween Carnival
- Santa's secret Shop
- Breakfast with Santa

## **CLASS SIZE LIMIT**

PK - 12 students per class

K-6 - 16 students per class

\*Any adjustment on approval by Superintendent, Principal, & Teacher  
PK & K are full day program five days a week

## **2021-2022 REGISTRATION FEES**

### **TYPE OF FEES**

BOOK FEES:	\$170.00	One student - \$255.00, Two students - \$475.00, Three students - \$695.00, and
ACTIVITY FEES:	\$40.00	Four students - \$865.00. These fees are paid at the time of registration and are
TECHNOLOGY FEES:	\$10.00	non-refundable.
HOME & SCHOOL FEES:	\$10.00	Upon receipt of the registration application, and the registration fee, your child
YEARBOOK FEES:	\$25.00	is officially enrolled.

## **2021-2022 TUITION FEES**

<b><u>PK-6 TUITION</u></b>	<b><u>RATE</u></b>
ONE STUDENT:	\$3452.00
TWO STUDENTS:	\$5519.00
THREE STUDENTS:	\$6899.00
FOUR STUDENTS:	\$7452.00

All tuition is processed through the school office.  
Payment in full by September 3, 2021 receives a 5% discount.  
Payments made at each semester, receives a 3% discount.  
Ten equal installments due by the 15th of each month.  
This begins August 15th, 2021.  
Tuition may be paid by money order, cash, or check. Checks returned for  
insufficient funds will insure a \$25.00 processing fee.

## **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 pre-judgement 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.

## ACADEMIC INFORMATION

### GRADE SCALE

#### KINDERGARTEN -- 2ND GRADE

O - Outstanding  
S - Satisfactory  
P - Progressing  
U - Unsatisfactory  
NI - Needs Improvement

#### 3RD GRADE -- 6TH GRADE

A - 90 - 100  
B - 80 - 89  
C - 70 - 79  
D - 60 - 69  
F - 59 and below

### CURRICULUM

The curriculum at Holy Spirit School is formulated in a manner to assure that we are aligned with educational research. Holy Spirit Catholic School's mission is to prepare students with a strong foundation in basic skills. The curriculum is reevaluated in a timely manner to assure that we are aligned with educational research, the Common Core State Standards Initiative and the National Standard and Benchmarks of Effective Catholic Elementary and Secondary Schools.

**RELIGION:** Students in all grades are presented with instruction in the basic beliefs of our faith, prayer and worship, sacraments, Christian morality, and scripture. Students are given opportunities to celebrate special seasons of the liturgical year and participate in preparing and serving in various roles at Mass. Catholic customs and devotions are taught and practiced as a regular part of the school program. Student involvement in community and parish service projects is encouraged. **Monthly participation in All School Masses for the parish community is strongly encouraged. This participation demonstrates the faith and values we wish to instill in our students.**

**MATHEMATICS:** Students are challenged to develop skills in operations and concepts, geometry, measurement, algebra, data analysis and probability. Strong emphasis is placed on number theory, computation and problem solving.



**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 1-6 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.

**MUSIC:** Music education is provided to students with their own personal development at the core. The curriculum includes singing, performing with musical instruments, reading music, and dance. Participation in the Winter and Spring programs is included in the curriculum. Choir is included for grades 2-6.

**PHYSICAL EDUCATION:** Students are encouraged to develop good sportsmanship as well as opportunities to develop fitness. Health and social skill development is a big part of the curriculum, taught so as to allow for opportunities to explore a variety of experiences.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are an important form of communication. Report cards will be given four times a year at the end of each quarter. Progress reports will be given mid —way between each grading period. Please consult the school calendar for dates. All assigned work must be submitted to the teacher within three days of the progress report.

## **PARENT TEACHER CONFERENCES**

Formal conferences are scheduled at the end of the first quarter and at the mid-term of third quarter. Conferences at other times may be scheduled with teachers or principal at the request of both parents and staff.

## **STUDENT RECORDS**

Holy Spirit Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) in regard to accessing any student records. Students requesting records must make that request to the school office. All such records will be forwarded by U. S. Mail to the requesting institution. No records will be sent to another school for students whose financial commitment is in arrears.

## **TESTING**

DIBELS literacy assessments are given in grades K through 6. Standardized testing (WYTOPP) is given to students in grades 3 through 6. These tests are administered by the teachers. Results are distributed to parents when scores become available.

## **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**

A Lost and Found Box is 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.

A box is 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, which means 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**

## **SPECIFIC DRESS CODE REGULATION**

- Shirts must be tucked in at all times.
- No logos or crests on clothing.
- Skirt/skort length no shorter than 3 inches above the knee.
- Socks must be worn at all times.
- Knee high socks, anklets, or tights in solid coordinating colors are required **(BLACK, WHITE, NAVY)**.
- Colored or patterned socks should be used with Free Dress **ONLY**.
- No flip flops, clogs, clunky heels or open-toe/heel shoes, no heelies -- shoes must be functional and neat. Open-backed shoes are not allowed at any time.
- Sneakers **MUST** be worn on PE days or child may not participate. Shorts under jumpers are recommended.
- Shoes must be tied and secure at all times.
- During PE classes, shorts may be worn under skirts or jumpers, but pants are really recommended.
- Hoodies/sweatshirts may be worn as a coat but must be removed during school hours. Spirit hoodies are an exception.
- Navy blue fleece vests are acceptable.
- Pants must fit properly. Baggy, spandex or hip hugging styles are not acceptable.
- Sweaters should be white or navy.
- No leggings unless worn under uniform for recess during cold weather. They must be a solid color (black or navy).
- FREE DRESS COUPONS should be presented on a free dress day.
- SPIRIT DAY is the first Friday of each month unless otherwise specified. Spirit shirts are to be worn with free dress pants.
- Uniforms are to be worn on all Mass days unless otherwise specified.

## **ARRIVAL/DISMISSAL**

All grades begin at 8:00 a.m. and dismiss at 3:00 p.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. 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 (WY Stat § 21-4-102), 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 1/2 DAY ABSENCE.** Being on time should be part of the student's learning of organization and accountability. Extenuating circumstances will be considered.

## **LUNCH PROGRAM**

Holy Spirit School offers a hot lunch program daily. Free and reduced lunch forms are available from the office and are reviewed according to the directives of School District #1 Nutrition Services.

### **LUNCH PERIODS:**

- 11:00 - 11:20--Pre-Kindergarten - Kindergarten
- 11:30 - 11:50--1st & 2nd Grade
- 12:00 - 12:20--3rd - 6th Grade

### **PRICE FOR MEALS:**

- Student: \$2.85 (with 1 milk)
- Milk only: No additional charge

Lunch money for the ensuing month is collected on the **LAST THURSDAY OF EACH MONTH** except for the month of September. Kindly see to it that the lunch money is delivered promptly to the office (through your child's teacher) on the last Thursday of each month. Make sure the check or money is in a CLEARLY MARKED envelope with your child's name and grade on it.

Lunches made at home (if not using the Lunch Program) are fine. We also have two microwaves that the children may use to heat items from home or microwavable meals. However, do not send items that take more than ten minutes to prepare as time is a consideration. We would STRONGLY discourage fast food being brought into the lunch room at any time. It tends to hurt the feelings of other children who are not included and statistics show that it is very unhealthy. We want to use the lunch room as another teaching medium which would include healthy eating.

Encourage your child to get milk from the lunch program. ONLY MILK, WATER OR JUICE WILL BE ALLOWED IN THE LUNCH ROOM. NO SODA AT ANY TIME for students or adults eating with the students. Excessive amounts of candy should not be a part of a child's sack lunch.

Please monitor what your child is bringing in his/her lunch box.

Parents are welcome to come and eat with their children at any time. You are also welcome to purchase a hot lunch if you let the office know ahead of time. Students are expected to use the same manners required in the classroom during lunch. Proper table manners ARE THE RULE. Inside voices are required as well as cooperation and courtesy to others. Second helpings will be given when available; however, items on the tray need to have been consumed before a second helping will be given.

**A balanced, nutritional lunch is the expectation for all students.**

## **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 PERSONNEL CANNOT BE RESPONSIBLE FOR THAT DETERMINATION.**



## **NOTIFICATION PROCESS FOR MEDICAL RELATED INFORMATION**

The office will notify all classroom teachers about the nature of any life threatening allergies faced by students. If the parent agrees, this information will be distributed to designated staff that will come into contact with that student. Staff is always reminded that all medical information is confidential and shared on a need to know basis. Teachers will be responsible for keeping an updated substitute folder containing information that needs to be shared.

## **GIFTS AND GIFT DELIVERIES**

Students will not be allowed to exchange individual gifts at school. This can cause hurt feeling among other students. **IF YOUR CHILD IS HAVING A PARTY OF ANY KIND - INVITATIONS MAY NOT BE DISTRIBUTED AT SCHOOL UNLESS EVERY CHILD IN THE CLASS IS BEING INVITED.** This again is being done in consideration of feelings of all the children. Since some children would include children from other classes in their invitations, it is really a better idea to mail such invitations.

**PLEASE DO NOT HAVE BALLOONS. FLOWERS. OR ANY OTHER KINDS OF GIFTS** delivered to your child at school. This too causes hurt feelings among the other children. It also disrupts the learning day. Keep in mind that such deliveries will not be accepted at the office.

## **TELEPHONE**

Students may have their own personal cell phones **IN THEIR BACK PACKS ONLY. They must be turned off while in school.** Permission to use the school telephone must be obtained from the teacher and the office. The office phone is a business phone and students may use it ONLY FOR an emergency. Forgotten homework, snacks etc. are not considered emergencies. Students and parents should make arrangements for after- school visits with friends and lunch for the day at home before coming to school.

## **EMERGENCY DRILLS**

Holy Spirit School has a locked procedure in place at all time. Parents are asked to use the front doors when coming to the school during school hours. Ring the buzzer for entrance and check in at the office. The office will notify the classroom to send your child to the office. State law requires that fire drills be held monthly. During the fire drills, students will follow the posted and practiced procedures.

## **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



## **PLAYGROUND EXPECTATIONS**

- Follow playground rules as reviewed by your teacher
- Line up quickly and quietly at the sound of the bell
- Stay in the play ground **AT ALL TIMES**
- Be responsible for any equipment you use-return to the appropriate place
- Do **NOT** throw rubber mulch, rocks or snow
- **SHOW GOOD SPORTSMANSHIP AT ALL TIMES**

## **CONSEQUENCES OF BEHAVIOR**

All teachers will keep a record of behavior within their supervisory area. If inappropriate behavior is noted, the teacher will issue a verbal warning and note it. Second Offense will result in Time-Out during recess or free time period. Third Offense will result in the student being sent to the office for a conference with the principal, teacher and student. Parents will be notified by phone and note. Every child has an opportunity to modify his/her behavior. If the behavior is not corrected and the behavior continues, a behavior contract will be put into place with all parties (student, teacher, parents, principal) to witness contract. If the behavior contract does not modify the behavior in a month's time, parents will again be called and in-school suspension will be put into place for an agreed amount of time.

**HSCS provides a safe environment for all students. Verbal or physical harassment made against the physical or emotional well-being of any individual are taken seriously. Anyone making such threats (seriously or in jest) will face expulsion from school. Bullying/peer harrassment of any type will not be tolerated. The principal will investigate all complaints and meet with students and parents to resolve the issue. If no solution can be reached. expulsion will result. Any student who has been expelled may not return to Holy Spirit Catholic School without an interview with the Principal and the Superintendent.**

## **CONFLICT RESOLUTION**

If an issue is 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.

It is of the utmost importance that your child takes full responsibility for his behavior and achievement while attending Holy Spirit School. This responsibility hinges on the support of his/her parents.

As parents it is your responsibility to set rules, times, and limits so that your child:

- Gets enough rest during the school week
- Arrives on time and is picked up on time
- Follows the uniform dress code
- Completes assignments on time
- Has lunch money or appropriate lunch each day

As parents you should also:

- Actively participate in school activities
- Be an active participants in parent/teacher conferences
- Notify the school when your child is absent
- Be an active member of the Home and School Association
- Volunteer in fund-raising activities sponsored by the Home and School Association
- Meet all financial obligations to the school in a timely manner

**WHAT OUR CHILDREN BELIEVE IS JUST AS IMPORTANT AS WHAT THEY KNOW**

# **THIS FORM MUST BE RETURNED TO THE CLASSROOM TEACHER**

## **PARENT/GUARDIAN & STUDENT SIGNATURE**

Parent/Guardian: \_\_\_\_\_ 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 parents.*