

**SCHOOL
HANDBOOK**



2023-2024



2024-2025 Parent/Student Handbook

“Guided by Faith, Grounded in Knowledge”



HOLY SPIRIT CATHOLIC SCHOOL
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RIGHT TO AMEND

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

Welcome to a new school year at Holy Spirit Catholic School!

Education and student learning is a partnership between home and school. We believe that cooperation is critical for our success. We must work together to motivate each child to reach his/ her maximum level of spiritual, academic, and physical potential. Each student at Holy Spirit has unique talents and gifts. We work very hard to develop the God-given talents in each of our students. 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 and committed to Catholic values and ideals within a safe environment.

In order that a school functions most effectively, full understanding of the goals, policies, and procedures of the school is necessary. For that reason the school has prepared this Parent/ Student Handbook. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school and Diocese. The school has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed, or implied, and none of the policies or provisions should be construed as such. If you have any questions concerning the school's policies, please feel free to call the school.

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.

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 Mission Statement

Holy Spirit provides a safe, nurturing environment for children KinderPrep-Sixth Grade by continuing to foster each child's unique intellectual, moral, social, emotional and physical development. Through a cooperative partnership with our families and community—HSCS strives to offer the highest quality Catholic education with an emphasis on faith formation and service to others based on Gospel Values—allowing students to succeed academically and socially as they continue on in their education and life journeys.

Our 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 courtesy and encourage students to exhibit the same behavior in the community.

Discipline—Establish clear boundaries and create 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 maintain 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. Faculty and staff are welcomed, included and acknowledged for their contributions.

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.

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 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

NON-DISCRIMINATION POLICY

We welcome families of all denominations, who desire a quality academic and Christian education. We do not discriminate on the basis of race, sex, age (in accordance with Wyoming State law), national origin, disability (if, with reasonable accommodation on the part of the school, the child's needs can be met), or religion.

RIGHT TO AMEND

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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 1-8 and included sports and activities typical of a junior high setting.
- In September of 1971, the two schools were 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 OLS/SCM Parish in 1994. As of January 1, 1998 the name was changed to the Holy Spirit Catholic Community including the mission churches of Superior and Wamsutter.
- In September of 1997, a newly renovated school building was completed. 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.

HOLY SPIRIT CATHOLIC SCHOOL FACULTY & STAFF

Principal.....	Dr. Angie Spann
Kindergarten Prep.....	Jennifer Miller
Kindergarten.....	Amy Copsey
First Grade.....	Linda Marcos
Second Grade.....	Tatiana LaFond
Intermediate Faculty.....	Renae Mivshek Sheila Hill Gail Weidner Stephanie Current
PE/Health/Music.....	Leigh Jones
Band.....	JoAnn Stevens
Secretary.....	Dina Stevenson
Bookkeeper/Para.....	Phylicia Lukacik
Custodian/.....	Ron Cheese-Martinez
Maintenance	
Extended Care.....	Amy Copsey

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

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

HOLY SPIRIT CATHOLIC SCHOOL HOME & SCHOOL BOARD

President: Kristy Kauppi
Vice President: (Vacant)
Secretary: Danielle Lamb
Treasurer: Jeff Curran
Member-At-Large: Misty Hay

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.

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."

ADMISSION PROCEDURES

Admission to Holy Spirit Catholic School requires the following:

- Kindergarten Prep must be four (4) years of age on or before the 15th day of August of the enrolling year and toilet trained.
- Kindergarten must be five (5) years of age on or before the 15th day of August of the enrolling year.

The following enrollment documents and forms completed and signed:

- Birth Certificate
- Copy of Social Security Card
- Immunization Record
- Baptismal Record (if applicable)
- Student Information Sheet
- Tuition Contract
- Diocesan Safe Environment Training/Background check
- 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.

FORMAL ADMISSIONS WILL NOT BE GRANTED UNTIL THE CONTRACT AND ADMISSION FEES ARE PAID. OTHER PAPERWORK MUST BE COMPLETED OR STUDENT WILL BE ASKED TO LEAVE THE SCHOOL.

PIP Hours... Parental Involvement Program:

Each family is required to perform 35 PIP Hours in a year. Any incomplete PIP hours will be charged at the rate of \$30.00 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, but is not an inclusive list:

- Attending monthly Home and School meetings
- Bake sales (when applicable)
- Welcome picnic
- Auction & gala
- Various duties for school and classroom (upon staff's request/approval)
- Book Fair
- Library duty (within child's gr̃ade)
- Golf Tournament
- Homeroom Captain/Co-captain
- Field Day
- Collecting Box Tops and/or soup labels
- Fundraisers
- Fall/Spring Rummage sale
- Halloween Carnival
- Breakfast with Santa

CLASS SIZE LIMIT

At Holy Spirit Catholic School, we believe that small classes help students receive more one-on-one attention with a teacher. Therefore, we do all within our power to cap class sizes to **16 students per class**. Additional students may be added to a class with approval from the Principal and Teacher, but not to exceed 20 students per class unless a full-time paraprofessional can be hired.

2023-2024 REGISTRATION FEES

TYPES OF FEES:

BOOK	\$190	One student - \$300.00, Two students - \$560.00, Three students - \$815.00, and Four students - \$1020.00.
ACTIVITY	\$40	These fees are paid at the time of registration and are non-refundable.
TECHNOLOGY	\$35	Upon receipt of the registration application, and the registration fee, your child is officially enrolled.
HOME & SCHOOL	\$10	

YEARBOOK \$25

2023-2024 TUITION FEES

ALL GRADES TUITION RATE:

ONE STUDENT:	\$3805	Payment in full by September 1, 2023 receives a 5% discount.
TWO STUDENTS:	\$6080	Payments made each semester receive a 3% discount. Payments due Sept. 1, 2023 & Jan. 8, 2024
THREE STUDENTS:	\$7600	Ten equal installments due by the 15th of each month. This begins August 15, 2023.
FOUR STUDENTS:	\$8210	

All tuition is processed through the school office. Tuition may be paid by money order, cash, check, or online via TADS. A processing fee is charged by the family for online payments. Checks returned for insufficient funds will insure a \$25.00 processing fee.

We use TADS as a tuition management system. This system allows us to keep better track of tuition payments and provides reports that inform decisions. Moreover, this system allows parents to access their account, make online payments, and choose communication preferences.

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 prejudgment 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 a need-based scholarship 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

PROFILE OF HSCS GRADUATE

It is the goal of our school to educate the whole child—mind, body and spirit. We look to our Catholic Identity of teaching service, academic excellence, faith, and living the fruits of the Holy Spirit as a basis for what we want students to leave our school knowing. Therefore, we strive to instill in our students habits of the heart, habits of the mind, and habits of academics. Together these make up the HSCS profile of a graduate.

Habits of the Heart (Faith)

- Respect
- Compassion & Kindness
- Service-oriented
- Strength of character
- World-view from a Catholic/Christian lens
 - Love thy neighbor (solidarity)
 - Seeking knowledge & understanding
 - Life & dignity of the human person
 - Call to family, community & participation
 - Rights & responsibilities
 - Looking out for the poor & vulnerable
 - Care for God's creations
- Sacraments (for Catholic students)

Habits of Academics

- Well-rounded

- ELA
- Science (STEAM)
- Social Studies
- Math
- Art
- Technology
- Music
- Health/PE
- Religion
- Communication skills
- Problem-solving
- Study skills
- Critical thinking

Habits of the Mind

- Growth Mindset
- Adaptability
- Perseverance
- Mindful
- Responsibility
- Accountability
- Self-Discipline
- Leadership/Participation in community
- Studious
- Modesty

GRADE SCALES

KinderPrep-2nd Grade

4 = Outstanding

3 = Satisfactory

2 = Progressing

1 = Unsatisfactory

0=

NI = Need 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 Wyoming State

Standards, 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. **Participation in faith based practices outside of school is strongly encouraged. This participation demonstrates the faith and values we wish to instill in our students.**

CURRICULAR SUBJECTS

- **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.
- **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.
- **Technology:** Lifelong skills are provided to 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.

- 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 3-6.
- 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.
- Foreign Language: Spanish is part of the 1-6 curriculum, schedules and finances permitting.

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 & CUSTODY

Holy Spirit Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act-FERPA) 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.

The Buckley Amendment also provides provisions with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no

information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

TESTING

NWEA MAP reading, literacy and math 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

Homework is an expectation that is meant to reinforce daily lessons, learn time management skills, and develop study habits as well as responsibility. 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.

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.

BEHAVIORAL AND ACADEMIC KEYS TO SUCCESS

Based on Catholic Social Teaching, the Beatitudes, the Ten Commandments, Fruits of the Holy Spirit, Six Pillars of Character Development, Mother Mary (our school-wide patron saint) & HSCS Profile of a Graduate & Catholic Identity

FAITHFULNESS

Be honest in communications and actions†Don't deceive, cheat or steal†Be reliable–do what you say you'll do†Have the courage to do the right thing†Build a good reputation†Keep your promises†Look out for everyone†Love thy neighbor

RESPECT

Respect life & dignity of the the human person†Treat others with respect and follow the Golden Rule†Use good manners, not bad language†Be considerate of the feelings of others†Don't threaten, hit, or hurt anyone †Don't interfere with the opportunity of other students to learn†Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Make good choices†Plan ahead and manage your time†Be diligent†Persevere†Do your best†Use self-control†Be self-disciplined†Think before you act†Be accountable for your words, actions and attitudes†Set a good example for others†Choose a positive attitude†Strive to adapt and grow

CARING

Be kind†Be compassionate and show you care†Show empathy†Express gratitude†Forgive others and show mercy†Help people in need†Be charitable and big-hearted†Be patient

CITIZENSHIP

Use your God-given talents to make your home, school, community and world a better place for the greater good of all†Cooperate†Get involved in community activities†Stay informed†Be a good neighbor†Obey laws and rules†Respect authority†Respect each other's rights†Be service-oriented

ACADEMICS

Be studious†Take responsibility for your learning and grades†Develop a positive work ethic†Seek wisdom and new information†See help when needed†Make an effort to build new skills†Try to always do your best†Show a desire to learn

TOLERANCE & COURTESY

Play by the rules†Take turns and share†Be open-minded; listen to others†Don't take advantage of others†Don't blame others carelessly†Treat all people fairly†Seek knowledge and understanding†Be tolerant and accepting of differences†Be modest and humble

These expectations will apply throughout the school—classrooms, hallways, lunchroom, playground and any school-sponsored event. Some examples of appropriate behavior in these areas include but are not limited to the following:

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 playground 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

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.

STUDENT DISCIPLINE

Student discipline is a prerequisite to effective teaching and learning. Discipline is also an important part of the total learning experience. Discipline is intended to foster student growth while assuring each student of an acceptable environment in which to learn. This philosophy means the most effective teaching is done in a positive manner and disciplinary efforts are to be as positive as possible. Positive means of working with students include individual discussion and counseling; involvement of students in defining acceptable behavioral standards; and involvement of the parent in cases where a student has repeatedly exhibited lack of responsibility or of self discipline.

CONSEQUENCES OF BEHAVIOR

All teachers will keep a record of behavior within their supervisory area. Most discipline will be handled by the classroom teacher. If inappropriate behavior is noted, the teacher will issue a verbal warning and record it. A second offense may result in further disciplinary action being taken such as: time-out in hallway or classroom, missed recess, phone call home, or natural consequences. A third offense, considered repeated, will result in the student being sent to the office to conference with the principal. The teacher may also be called in to discuss the matter. Parents may be notified by phone and/or a written note, email, or SchoolCues incident email at any time during this process.

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 the contract. If the behavior contract does not modify the behavior in a month's time, parents will again be called and further consequences will be put in place, which may include suspension or possibly expulsion.

EXAMPLES OF BEHAVIORAL INFRACTIONS AND POSSIBLE CONSEQUENCES:

Level 1 Infractions:

- Handled in the classroom.
- Possible inappropriate behaviors include, but not limited to:
 - Disrupting class (excessive talking, calling out, distracting others, being out of seat, etc.)
 - Not having homework,
 - Arguing
 - Talking back
 - Not following directions

- Excluding others
- Rude comments
- Inappropriate language
- Unsportsmanlike behavior
- Minor physical contact
- Consequences include, but not limited to:
 - Time out
 - Loss of privileges
 - Missed recess time
 - Discussion with students
 - Parent contact

Level 2 Infractions:

- Handled by the principal with information from the student and teacher.
- Possible inappropriate behaviors at this level include, but are not limited to:
 - Repeated Level 1 infractions
 - Abusive language/Profanity
 - Deliberate and abusive physical contact
 - Major disrespect/insubordination
 - Major verbal altercation between students
 - Plagiarism
 - Cheating
 - Vandalism of school property or other's property
 - Cell phone/Smartwatch not in backpack
- Consequences include, but are not limited to:
 - Detention/Restitution
 - Loss of privileges
 - Behavioral contract
 - Behavioral probation

Level 3 Infractions:

- Principal handles.
- Possible inappropriate behaviors at this level include, but are not limited to:
 - Bullying
 - Harassment/Discrimination
 - Alcohol, drugs, tobacco, vaping
 - Immoral conduct
 - Theft
 - Weapons

- Arson
- Fighting
- Consequences include, but are not limited to:
 - Suspension
 - Expulsion
 - Restitution
 - Mentoring
 - Law enforcement intervention

*Administration may impose a wide range of consequences dependent on the student's age, understanding, and appropriateness for the infraction. Legal involvement may be necessary in certain situations.

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 harassment 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. See below for expulsion criteria.

CONFLICT RESOLUTION

The School is committed to the following principles to ensure complaints are addressed appropriately.

- All complaints will be dealt with at the lowest level in the first instance and in a timely manner. **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).** 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. **If an issue arises that is not classroom related, the issue should be expressed to the principal or staff person by written note, email or phone message.**
- 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.
- Complaints will be dealt with in a fair and impartial manner.

- A respondent is entitled to know sufficient, relevant information about the substance of the complaint(s) and to have the opportunity to respond. The respondent has the right to obtain legal representation.
- Confidentiality and privacy require that all parties must ensure that information is restricted to those who genuinely need to know.
- The complaint processes will be conducted in a manner that is respectful of all parties.
- Victimization of a person for making a complaint or allegation is unacceptable.
- Complaints which are vague and non-specific cannot be addressed.
- Anonymous complaints will be addressed to the extent possible.
- It is expected that complaints are made in good faith and are not vexatious or malicious.

The following procedure is to be followed in investigating complaints and/or in resolving conflicts, other than those involving student or employee discipline:

1. The complainant shall attempt, where possible, to resolve the complaint directly with the respondent or person involved in the complaint; e.g., student with teacher, parent/guardian with teacher/principal, parent with principal, etc.
2. If the complainant is unable to resolve the complaint or conflict with the respondent or involved party, the complainant must submit the complaint to the complainant's direct supervisor unless the complainant's direct supervisor is involved in the complaint. If the complainant's direct supervisor is involved in the complaint, the complainant shall submit the complaint to the next supervisor in the chain of command. The complaint or conflict shall be properly investigated and every attempt will be made to resolve the situation at this level.
3. If the involved parties are unable to resolve the complaint or conflict, the principal shall conduct a confidential investigation of the situation promptly, fairly, and impartially, with due regard to the rights of both parties. The principal will make a decision following the investigation.
4. For this policy to be invoked, the person who has the complaint or conflict must file it with the appropriate administrative authority within 30 calendar days from the date of the initial incident.
5. **Right of appeal.** If the complainant or respondent believes the complaint was not handled properly, she/he may appeal in writing, within 30 days to the Board of

Directors. The written statement of appeal must include in detail the reasons why the resolution of the complaint was unsatisfactory to the appealing party. Within 45 days of receiving the written appeal, the Board of Directors will:

- Review all relevant material/evidence;
- Conduct an investigation if necessary;
- Assess whether the findings reflect the evidence;
- Make a determination and advise the party/ies making the appeal of the decision and the reasons for the decision;
- Determine what further action (if any) is necessary.

The final decision of the Board of Directors is not subject to appeal.

6. Legal process. At all times complainants have a right to seek remedy through the legal process.
7. The School reserves the right to continue a grievance process. A complainant may decide not to submit a complaint or discontinue a complaint that has already been submitted. If the circumstances are such that, in the reasonable opinion of the School, the issues raised are of significance to the School or the reputation of the School, the employer may proceed with the complaint, irrespective of the complainant's wishes.

SUSPENSION OF STUDENTS

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred or in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation. After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

EXPULSION OF STUDENTS

The School shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school

and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled. The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

Only the Principal of the School has the authority to expel a student. If the student is a member of the Catholic church, the Principal is to inform the student's Pastor. When a student is guilty of an action that merits the punishment of expulsion, the principal is to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to the Board. The expelled student cannot attend classes during the appeal process.

UNIFORMS & 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 on each school day during the year, except on Out of Uniform Days specifically designated by the principal. The principal will, on occasion, distribute coupons for good deeds or other positive actions that can be used for an Out of Uniform day. The student may choose the day he/she wants to redeem their coupon for non-uniform dress and simply give the coupon to his/her teacher upon arriving at school that morning. Immoral messages printed on clothing and torn/ragged clothing is not permissible. Students may not wear cropped tops or blouses or tank tops, especially those that expose their midriff or

undergarments on Out of Uniform Days. Non-uniform dress privileges may be taken away from any student who continually dresses inappropriately.

On the First Friday of each month, we will observe "HSCS Day". Students are NOT required to be in uniform on this day. On these days, **clothing with the school logo or mascot are acceptable**. Parents are responsible for sending their child to school in appropriate clothing, which means clean jeans or walking shorts with the school t-shirt or sweatshirt.

If the temperature reads higher than 40 degrees, navy blue shorts or capri pants may be worn along with the uniform shirts. The length of the shorts must extend to slightly above the knee. The child's fingertips should touch the bottom edge of the shorts. This will also be the case when wearing shorts for non-uniform dress. **SHORTS AND CAPRI PANTS CAN ONLY BE WORN WHEN THE TEMPERATURE IS HIGHER THAN 40 DEGREES FAHRENHEIT AND AT NO OTHER TIME**. These shorts and capri pants must still be in accordance with the uniform requirements.

UNIFORMS CONSIST OF THE FOLLOWING:

SOLID NAVY BLUE PANTS, SHORTS, SKIRTS/SKORTS OR JUMPERS

No tight-fitting pants (i.e., knits, stirrup pants or leggings). During winter months, corduroy navy-blue slacks may be worn. No cargo pockets, elastic or gathered cuffs, rolled up cuffs of a different color, or jeans. A navy blue or black belt may be worn with pants that have belt loops.

BLUE AND GREEN PLAID SKIRTS, SKORTS, & JUMPERS

Girls may wear plaid or navy-blue jumpers, skirts and skorts. Plaid items must be a blue/green plaid with no white or yellow stripes. The plaid name is Black Watch plaid. Navy blue or black shorts may be worn under jumpers/skirts/dresses during P.E. classes provided they are not longer than the jumper/skirt.

WHITE, LT. BLUE & HUNTER GREEN SHIRTS

Long or short sleeved polo, oxford or turtleneck shirts with no embroideries or laces. Shirts must be tucked in. T-shirts are not allowed on uniform school days.

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

No logos or crests are permitted on clothing, except those sewn into the waist band.

Jewelry or hair accessories are acceptable if they do not prove to be unsafe or become a distraction. In such cases, the principal or teachers may request for their removal.

Shoes and socks must be worn. Sandals may be worn with socks, must have a heel strap. No clogs, thongs or open-backed shoes are allowed. Socks should be white or navy. Girls may wear navy or white anklets or tights as well.

Violation of the uniform code – Students wearing incorrect uniforms will be sent to the office to call his/her parents. Parents will be required to pick up the student or bring the correct uniform attire to school.

For P.E. classes, non-marking, rubber soled shoes must be worn.

Scout uniforms may be worn with the principal's permission.

SPECIFIC DRESS CODE REGULATION:

- Shirts must be tucked in at all times.
- No logos or crests on clothing.
- Leggings may only be worn under a skirt or dress during cold months. They must be a solid color, black or navy preferred. Leggings are not to be worn as uniform pants or on non-uniform days.
- Skirt/skort length no shorter than 3 inches above the knee.
- Shoes must be worn with socks 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 Out of Uniform Dress **ONLY**.
- No flip flops, clogs, clunky heels or open-toe/heel shoes, no hee-lies -- shoes must be functional and neat. Open-backed shoes are not allowed at any time.
- Sneakers with laces or velcro **MUST** be worn on PE days or child may not participate.
- Shoes must be always tied and secure. Slip-on shoes **MAY NOT** be worn to PE.
- 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 or hunter green fleece vests are acceptable.
- Pants must fit properly. Baggy, spandex or hip hugging styles are not acceptable. Joggers, jogging pants, lounge pants, or yoga pants are not considered uniform pants.
- Sweaters should be white or navy or hunter green.

- OUT OF UNIFORM 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 non-uniforms 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

Attendance is necessary to your child's academic success. 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. Therefore, students who are absent from school for an excessive period of time may be considered habitually truant. Medical reasons and sickness may prevent students from attending and we understand this can happen. Please make every attempt to have your child in school and on time.

ABSENCES

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 throughout 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. Being on time should be part of the student's learning of organization and accountability. Extenuating circumstances will be considered. **If you have to drop your child off after 7:55am, please have them enter through the front doors and check-in at the main office.**

LUNCH PROGRAM

Holy Spirit School offers a hot lunch program daily in partnership with Sweetwater School District #1. Free and reduced lunch forms are available from the office and are reviewed according federal guidelines.

Lunch Periods:

KinderPrep-1st: 11:00-11:30

2nd-6th: 11:40-12:10

Price for Meals:

Child's meal: \$3.75 meal + milk

Milk only: \$.50

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 permitted. 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 LUNCHROOM. 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 **on the first Friday of the month only**. 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.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

05/05/2022

MEDICATION

If a child must take ANY medication in school which is prescribed by a doctor, parents must fill-out the permission form located in SchoolCues or obtained from the office. This form will allow school personnel to administer medication to your student. If you want your student to administer the medication themselves, we will need a written doctor's order and written permission from the parent. **ALL medication** must be sent to the school office 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, but do not need a doctor's written orders.

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) or on a doctor's letterhead at the time of enrollment.
- If there are exceptions to this law for your child, please fill out the required paperwork from the Wyoming Department of Health.

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 feelings 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 the 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.

PERSONAL ELECTRONICS & SCHOOL TELEPHONE

Students may have their own personal cell phones or smartwatches **IN THEIR BACKPACKS ONLY**. They must be **turned off** while in school. Cell phones and/or smart watches pose a distraction to the learning process. Abuse of cell phones and texting will result in cell phones being collected by the teacher or office. If parents wish to contact their children during school hours, please call the front office at 307-362-6077.

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.

SAFETY AND CRISIS MANAGEMENT

PARENTS AND VISITORS: Holy Spirit School has a locked procedure in place at all times. Parents and visitors are required to enter through the main entrance of the school building (door 1). Individuals must check in at the office and receive a visitor's badge before going elsewhere in the building. No unauthorized visitors are allowed in the building. We require that parents/guardians who are picking up their children up for appointments to check in at the office. The office will call your child from class, minimizing disruptions to the learning process. All visitors must wear a visitor's badge at all times in clear sight of school personnel and students.

SAFETY DRILLS: State law requires that fire drills be held monthly. During the fire drills, students will follow the posted and practiced procedures. Other safety drills will be practiced throughout the school year. We use drills similar to those used by the school district so when students leave our campus they are used to these drills.

SCHOOL EMERGENCIES AND CRISIS MANAGEMENT: A primary responsibility of Holy Spirit Catholic School is to provide a safe and secure environment for all; therefore; we have established procedures for dealing with the following foreseeable crisis for our school: bomb threat, earthquake, emergency school closure, environmental disaster/hazardous materials, explosions, exposure to blood borne pathogens, fire, post-vention for school tragedies, search and seizure, tornado, violence, weapons in school, and others. Each of the plans includes a prevention, intervention, and postvention component. Teachers are expected to teach and review emergency procedures with all students. There will be occasional practice drills to review evacuation procedures (i.e. fire drills). The school leadership will review these procedures on a regular basis.

THIS FORM MUST BE RETURNED TO THE CLASSROOM TEACHER

Signing below indicates you have received a copy of the parent/student handbook and understand it outlines the policies, procedures, and goals of the school. Your signature indicates you know the school and/or Diocese has the right to amend this handbook at any time with or without notice.

Furthermore, parent/guardian and HSCS student signatures indicate you have read and agree to follow the procedures and policies outlined within this handbook.

Parent/Guardian Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date