



# HOLY SPIRIT SCHOOL STUDENT & PARENT HANDBOOK

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## Mission

The mission of Holy Spirit School is to provide students with an academically excellent program in a value-centered atmosphere that strives to instill in the children Christ-centered moral values.

## Vision Statement

We achieve our mission by focusing on three pillars: Faith. Knowledge. Community. We learn about our faith and share it daily with others in our words and actions, while encouraging all students to strengthen their relationship with Jesus Christ. We offer a rigorous academic program that both challenges and supports our students' learning. We believe in educating the whole child - spiritually, academically, socially, and emotionally. We believe each child is a unique gift from God, and the education of each child should be personalized. And we come together as a community to worship, to support and celebrate one another, and to continue to build up the Holy Spirit School Family.

## Admission Policy

Holy Spirit School is a Catholic school based on the Christian teaching of the essential equality of all persons as rooted in the fatherhood of God. Holy Spirit School does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of admission policies, educational policies, or school administered programs. Guidelines on the admissions process are posted to our website at [www.hsseg.com](http://www.hsseg.com) under the Admissions tab. All newly enrolled students begin their enrollment on a probationary basis during the first full quarter in which the student is enrolled, and the school may elect to revoke the student's enrollment at any time and for any reason during the probation period.

## After-School Care Programs

After school care is provided from 2:30 to 5:30 pm. Children must be pre-registered. Aftercare is also provided on scheduled half days and during vacation weeks and teacher conference days. If in need of a drop-in day, please notify the Main Office as soon as possible. For further information and registration fees, please call the school office or visit our website at [hsseg.com/admissions](http://hsseg.com/admissions).

## Attendance Guidelines

Faithful, timely attendance at school is important to the student's progress. All parents are encouraged to drop off students at 7:45 am. ALL students should be dropped off no later than 8:05 am. Parents who arrive to drop off students after 8:05 am MUST park, walk their student(s) to the front door, and undergo a temperature check at the door before being admitted. Dismissal begins at 2:15 for Pre K only families, 2:20 for bus students, and 2:25 for all other families. All students should be picked up by 2:45 pm. If you are unable to pick up your child on time, please make alternative plans for them after school. Any student who has not been picked up by 2:50 pm will be sent to aftercare and parents may be billed accordingly. Please call the school office before 2:30 pm if you will be arriving for pick up after 2:45 pm.

Parents should notify the school of their child's absence as soon as possible in the morning or evening prior by either calling the school office, emailing the school office or completing the "Report Child Tardy/Absent" form on our school website. Parents may wish to email the child's homeroom teacher as well, but the main office should always be notified. Reasons for legal

absences are failure of a daily health screening, personal illness, death in the family, doctor or dentist appointments, required presence in court, impassable roads, and other educational instruction or emergency situations. Absences for reasons other than the above are considered illegal by the NYS Department of Education. When students miss in-person instruction, the parent should check the Google Classroom and email the teacher to coordinate a plan for the missed day(s). Any time a child is absent from school, a note from the parent should always accompany the child upon his or her return to school or be sent through email to the homeroom teacher and main office within one week of the absence in order to be marked as a legal absence. When the absence is due to a visit to a doctor's office or being seen by a physician, a note from the physician stating the date of the visit, any changes to their health plan, and clearing the child to return to school should always accompany the student's return.

NOTE: This policy has been modified due to the COVID pandemic and additional regulations. Please see the school's Reopening Plan for full guidance on arrival and dismissal.

**Leave of Absence:** Permission to take a child from school, for a valid reason, must be requested in writing by the parents to the School Principal. There is ample time within our school recesses for family vacations. We ask that families use these times when planning such vacations. Any vacation taken while school is in session is viewed by New York State as an illegal absence and must be recorded as such.

**Leave School Early:** If for some reason a student must leave school before dismissal time, written communication stating the reason and time of pick-up must be sent in advance to the school office. When parents arrive at the school, they should report to the school office to sign out and wait for the child. No student is to be taken directly from the classroom unless approved by the main office. It is important that we know if someone other than yourself will be picking up your child. It is equally important for us to know if there is someone to whom your child should not be released. The necessary legal paperwork must be on file in our office for the protection of your child. Please note that our policy now states that any student leaving during the school day for an appointment or any other reason may not return to school for the remainder of the day.

**Change in Routine:** Please notify in writing any changes in your child's routine regarding dismissal. We need updated work numbers, after school routines, etc. for the safety of your child. Children often wish to go home with a friend. Local bus companies have their own policies, and we ask that you find these out in advance and not assume that a note will allow your child passage on the friend's bus. Children who are changing their routine at dismissal should have a note from their parent. Children will not be allowed to go home with someone without written permission from the parent.

## Books

Textbooks are provided by Questar III BOCES, or by your local public school district/BOCES if it does not participate in Questar III BOCES. Holy Spirit School will issue and retain all textbooks provided through Questar III BOCES. This is intended to aid the parent and the student, and avoid delays in the delivery of textbooks to the school. At the end of the school year, the teacher will collect back student textbooks to store at the school over the summer. Students from school districts that do not use Questar III will be notified where to return textbooks. During the school year, all books are to be kept in good condition. Full remuneration shall be payable to Holy Spirit School or to your local public school district/BOCES for damaged, lost or destroyed books.

## Communication

In order to provide effective communication, Holy Spirit School has instituted the following procedures:

- Emailed updates from the Principal
- Online Google Calendar detailing activities, events, early dismissals, etc.
- Special bulletins/notices as the need arises (hard copy and/or email)
- Opportunities for open house and conferences
- Email and voice-mail capability for each teacher
- Friday classroom folders (K-4)
- Website --- [hsseg.com](http://hsseg.com)
- Email --- [hssoffice@hsseg.com](mailto:hssoffice@hsseg.com) or [principal@hsseg.com](mailto:principal@hsseg.com)

## Crisis Management Plan

The school creates, updates, maintains, and (when necessary) executes its Crisis Management Plan. The Principal is the primary individual responsible for the execution of the plan. This plan is confidential and may not be shared with students, parents, family members or other community members in order to maintain its confidentiality. This plan is communicated to all employees of the school and appropriate law enforcement agencies, and is registered with the Catholic School Office each year.

## Parent School Association

All Pre-K3 through Grade 8 parents are members of the PSA, which provides invaluable assistance to Holy Spirit School. The PSA provides volunteers for classrooms, lunch and playground duty, organizes a myriad of fund-raisers, assists at special events, etc. Please check the school website (<http://hsseg.com>) for PSA dates and activities. All families are required to either volunteer a set number of hours per family or pay a fee in lieu of volunteering.

## Parent/Teacher

Individual teachers employ various methods of communication with their parents. These methods will be discussed at the Meet the Teacher Night in September. If you desire conference time with your child's teacher at any time during the school year, you should schedule an appointment via a note or phone message or through the school office. Parents may not interrupt teachers or classes during the day. Parents are asked to refrain from discussing their child's individual progress during Open House or school social events.

Telephone calls regarding school matters should be directed to the school, not to the teacher's home.

In case of difficulty, parents should schedule a meeting with the teacher before coming to the principal. If a satisfactory solution cannot be worked out between parent and teacher, the principal will then arrange a meeting of all persons concerned.

## Discipline

Here at Holy Spirit School, we believe that no one discipline policy fits all. Each student is unique, and each student is motivated to succeed in different ways. Discipline is not viewed as a punishment, but rather as a means of correcting behaviors that distract from the learning environment and the values we promote. The teachers and administration will approach each disciplinary issue as a unique situation with a unique solution. We welcome parent input and a collaborative approach to getting students back on track after a disciplinary issue. Each student is a unique gift from God, and the disciplinary measures taken will be based on what the team

believes will correct the behavior and motivate the student to get back on track. Disciplinary actions taken may include but are not limited to: conversation with teacher, conversation with principal, completion of a self-reflection, detention, parent-teacher conference, in-school suspension, out-of-school suspension, and expulsion. In each instance, our goal is to help the student succeed with the collaborative support of parents and school staff. The school reserves the right to expel any student whose actions, behavior, or the actions or behavior of the student's parents and family members, is in conflict with the policies and procedures of Holy Spirit School, the Diocese of Albany Catholic Schools, the Roman Catholic Diocese of Albany, and/or in conflict with the teachings of the Catholic Church.

## Dismissal/Closings

Parents will receive, by special written communication or the monthly calendar, notice of days off or early dismissals.

**Emergency Cards:** Emergency cards will be sent home with each child in September, to be completed and returned by parent/guardian. These cards provide critical information about your child should he/she become ill or injured. Cards are kept on file in the school office. Be sure to list all individuals who have permission to pick up your child. Likewise, please list anyone who is NOT authorized to pick up your child.

**Closings:** There will be instances when school will be closed early after already being in session. In such cases, the families will be notified through an electronic message either by email and/or phone.

**Individual Alternate Dismissal:** If a child's dismissal is to be other than the daily routine, such a change MUST be presented to the teacher IN WRITING. If a child does not have a note from a parent/guardian, he/she will be dismissed as usual. Students taking alternate bus routes MUST obtain a bus pass from the school office.

**Weather Closings/Delays:** Holy Spirit School closings will generally follow East Greenbush Central School District closings. Should school be cancelled/delayed due to weather, notice will be given over local television stations. Also, families will be alerted via the emergency phone system via text, call and email.

If you reside in a district other than East Greenbush and your district is closed and/or will not provide transportation on a certain day, we encourage you to bring your child to school if the weather and road conditions permit. Should our school be open when your local school district is closed or delayed, please use caution and your best judgment in deciding on whether to travel to the school. Please note that impassable roads are a legal excuse for being absent from school.

\*\* A two hour delay means that everything moves back two hours. Thus, arrival will begin at 9:45 AM. PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE THIS TIME.

## Drug & Alcohol Policy

The use or possession of alcohol, illegal drugs and drugs used for non-medical purposes on school property or at any school-related activities by students is strictly prohibited at all times.

This prohibition extends to the use of the substances mentioned above insofar as one is under the influence, is in possession of, or is passing or selling drugs or alcohol or attempting to pass or sell drugs or alcohol.

## Electronics Use Policy

Holy Spirit School students must keep cell phones, tablets, and other electronic gaming devices in their locker or backpack, turned off at all times before school and during the school day. Cell phones, tablets, and other electronic gaming devices may not be removed from the locker/backpack before school or during the school day, unless authorized by a teacher or staff member for use in the classroom or for educational purposes. These devices may not be used in the school building or on school grounds to make a phone call, text, or any communication at any point before or during the school day. Students should utilize the school office phone if they need to contact a parent or family member during this time. If a parent or family member must contact a student before school or during the school day, they should call the school office. Cell phones, tablets, and other electronic gaming devices will be allowed in class for educational purposes at the discretion and supervision of the teacher. Cell phones, tablets, and other electronic gaming devices will be allowed in after-care at the discretion and supervision of the teacher. Devices used for a medical purpose that are approved by the administration may be carried and used as needed.

- Prohibited devices include, but are not limited to:
  - Cell phones
  - BlackBerry devices and other PDAs
  - iPods and MP3 players
  - iPads, tablets, and other eReaders
  - Laptops, notebooks or any other personal computing devices
  - Cameras or other photographic equipment
  - Headphones, headsets, or in-ear headphones such as ear buds
  - Any device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.
  - Gaming devices
  - Any device deemed to be unnecessary to the educational setting of the school and classroom

Discretion with regard to the approval or prohibition of these devices is held by the principal in coordination with the teachers and staff. The school is not responsible for the loss or damage or any electronic devices that a student, parent, family member, or any other person should bring onto school property.

## Extra-Curricular Activities:

These vary depending on student choice and the availability of coaches/teachers, as well as the current State guidance with regard to the ongoing pandemic. Currently, we seek to offer Soccer, Basketball, Volleyball, Track and Field, and Cheerleading for athletics. We seek to offer clubs such as Yearbook Club, Girl Scouts, Lego Robotics Club, Amazing Athletes, and Gaming Club. Homework Haven may also be available to middle school students depending on availability and demand. We will look to add additional clubs where there is student interest and teacher/parent/adult availability to lead clubs. Parents will be made aware of these activities throughout the school year. There is no late transportation for students participating in after-school activities; transportation is the responsibility of the parent.

### Field Trips:

Forms are provided for field trips by the individual teacher. It is required that we have WRITTEN PERMISSION of a parent/guardian when students leave school for educational field trips.

### Health Requirements:

All children entering school **MUST** show proof of immunization. Children who are not up to date on immunizations will not be allowed in school unless a religious or medical exemption has been documented and approved by the Principal.

**Medication:** Procedures for the dispensation of medication at school is governed specifically in the New York State Education Law. The written order from a physician must include the dosage and frequency of the prescribed medication. The parent/guardian must sign permission for each medication at school. A new and updated medication order is required **each** school year, medication orders and care plans are not carried over from the previous school year. All medications, including prescription and non-prescription drugs, can be given in school ONLY if: a medication order has been received and signed by the physician, a parent permission form has been received by the parent/guardian and the medication is given during school hours. The parent/guardian must bring the medication to the health office in a properly labeled container; students may not deliver medication to the health office. At the end of the school year, the child's parent/guardian must pick up all medication in the health office; otherwise, the medication will be discarded per school policy. If your child has a known allergy to a food, drug, insect or other known cause, please advise the school nurse so the proper medications and care plan is in place for your child. These regulations have been formulated for the protection of all pupils as well as school personnel, and it is hoped that parents & guardians will recognize their need and importance. Your cooperation is appreciated.

**Immunizations:** Immunizations must be completed and verified by the school nurse before a student may attend classes. Currently, the immunizations that are required to start school are: DTap/DTP/Tdap: 4 doses (4<sup>th</sup> dose must be received at age 4 or older), Polio: 3 doses (3<sup>rd</sup> dose must be received at age 4 or older), MMR: 2 doses, Hepatitis B: 3 doses, Varicella: 2 doses. Additionally, all 6<sup>th</sup> graders must receive one TDap, and all 7<sup>th</sup> and 8<sup>th</sup> graders must receive one dose of Menactra. As the requirements for immunizations to attend school can change, the nurse will advise the child's parent of any outstanding immunizations that are required for school. For any **new** student to Holy Spirit, the child has **14** days from the start of the school year to receive any outstanding vaccines before possible exemption from school (unless the new student is from out of state in which the child has **30** days). All immunizations must be properly spaced per guidelines. Your child's family physician may advise you of the spacing requirements for immunizations.

**Physical Examination:** students must have a complete physical examination upon original entry to school including Kindergarten, and also in grade 2, 4 and 7.

**NYS Mandated Screening:** distance vision, hearing, height & weight, color perception, near vision and scoliosis screening is done by the school nurse per NYS recommendations.

Parents are strongly encouraged to take their children to the child's family physician or pediatrician for their physical exam to provide continuity of care. If a situation arises where your family physician is unable to provide the necessary care, please contact the health office so the nurse may contact the school physician in regards to the required services. You will be provided with the appropriate forms and paperwork when physical examinations are required.

**Emergency Cards:** Each student must have a completed emergency card on file in the school office. This card designates a parent or "substitute parent" to be notified in the event of a serious illness or injury at school. The "substitute parent" should be someone who can assume responsibility for the sick or injured child. This is a serious undertaking and should be arranged by mutual consent. Please be sure the alternate person is a local resident. To keep information current, emergency cards are issued to all students each school year. Please contact the school whenever there is a change to the information. Remember, emergency action is dependent upon correct information. Parents or guardians who plan to be away from home for an extended period of time are encouraged to notify the school, in writing, of alternate emergency caregivers and phone numbers.

Please be sure to keep your child home if they are sick. If your child has had a recent fever or had vomiting/diarrhea, please ensure it is at least 24 hours before bringing them back to school. While we understand this may be difficult to coordinate with other family members and jobs, by keeping your child home, you not only protect the health of your own child by allowing them to heal properly, but the health of his/her classmates and school staff. Please notify the school that your child will be absent. When your child returns to school, please provide a written excuse stating the reason for absence and applicable dates. This excuse must be signed by the parent/guardian and if your child is out of school for more than 3 days please provide a note from your child's physician. Any student suspected of having a communicable disease may not return to school without written permission from their family doctor.

**Allergic Reactions to Insects/Peanuts** – Parents of children with known bee or insect sting or peanut allergies must alert the school and provide medication and written instructions for emergency treatment.

**Allergic Reactions to Food and/or Other Substances** – Parents of children with known allergies to food and/or other substances must provide written instructions for emergency treatment using the standard NYS form. All necessary information must be on file with the school nurse. Please see the school nurse immediately to discuss your child's individual needs with regard to allergies.

**Communicable Diseases** – Any student suspected of having a communicable disease may not return to school without written permission from their family doctor.

## **Insurance**

All students are automatically covered by a diocesan accident insurance policy. Should a child require medical care due to an accident which happened in school, expenses are covered by the family's personal insurance. Diocesan insurance takes up where personal insurance stops. Parents needing a claim form may obtain one from the school secretary.

## **Kindergarten Screening**

All students registered to enter kindergarten will be screened for readiness at a date to be determined prior to the opening of school. If a student is registered in close proximity to the start of the school year, the teacher and principal will meet and discuss the child's academic and other records and determine if a screening is necessary prior to enrollment, or if the student may enroll and be screened thereafter.

## **Lost & Found**

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS! Lost items will be stored in a box in the gym or entrance area for a brief period and then will either be donated to a charitable organization or disposed of.

## **Lunch & Lunchroom Conduct**

Holy Spirit School does not currently offer a lunch program due to low demand and restrictions due to the ongoing pandemic. All parents are asked to send their child to school each day with a full water bottle, a morning snack, a lunch, and (if staying for aftercare) an afternoon snack. It is recommended that you pack several snack options for your child. During lunch time in the cafeteria, students are to remain seated unless given permission to leave the table. Noise should be held to a normal conversational level. Food throwing is not allowed at any time. For safety reasons, students are not allowed to use the microwave or bring food/drink in glass containers.. Each student is responsible for cleaning up his/her own lunch area – table, chair and floor. All refuse should be placed in the containers before the students leave the lunch room.

## **Playground Rules & Conduct**

Our playground is opened to our students when there are two adults available to supervise. For safety reasons, we have strict rules which will be observed by all students. Rules will be discussed in class at the beginning of the year and reviewed periodically. Any student not obeying the rules will be given "time out." Frequent infractions will result in loss of playground privileges. Teachers will review and post a copy of playground rules in September. Because we feel that fresh air and exercise are beneficial to every child's mental as well as physical well-being, we expect that EVERY child will go out at recess, weather permitting. Exemptions will be honored ONLY with a note from a parent or physician stating the reason and number of days for the exemption. Please dress your child appropriately for the cold weather; boots, hat, mittens, warm jacket, and, for snowy days, snow pants. Students will not be able to use the playground equipment unless we have two adults to supervise. Please consider becoming a volunteer to help supervise our playground so that we may maximize the time the students may use the playground.

## Prayer Services & Liturgies

Prayer Service will be held each Friday afternoon at 1:40 in the Gym (except Liturgy days). On half days, prayer service will occur in the morning. On Holy Days and designated feast days, the school children will attend Mass in Holy Spirit Church at 8:30 a.m. Parents will be invited to attend in person when your students are leading prayer services or liturgies. All others may participate in prayer services through Google Meet. Liturgies will not be live streamed this year and attendance may be restricted.

## Registration

Re-registration forms will be distributed to all current students for the upcoming school year in January. Current students and families are given priority registration prior to the January/February Open House. Families of current students who submit their registration form with the non-refundable registration fee for each student prior to the January/February Open House are given registration priority to returning families (first to those with students currently enrolled, and second to those who had students previously enrolled). In the event of multiple registrations exceeding available spaces within our programs, students will be admitted in the following order: students who have siblings (K-8) at Holy Spirit School; second, to members of Holy Spirit Parish; third, to students already in our Pre-K program; fourth, to Catholic students who are members of other Catholic parishes; and finally to other applicants in order of receipt. Beginning at the start of the Catholic Schools Week Open House in January/February, the school will accept registrations in the order of receipt, for both new and returning students, for all open spaces until the class has reached capacity, and will employ a waiting list thereafter if necessary.

## Report Cards & Interim Reports

Report Cards are issued to Grades 1-8 four times a year at the end of each academic quarter: typically in November, February, April, & June (approximately every 10 weeks). The dates for sending progress reports and report cards home are indicated on the school calendar. A parent or teacher may request a conference at any time. Kindergarten sends home report cards for Q2, Q3, and Q4. Pre K 3 sends home a progress report in Q2 and Q4. Pre K 4 sends home a report card in Q2 and Q4. Please note that all progress reports and report cards will be available digitally through FACTS SIS. A hard copy will not be sent home for Q1, Q2 or Q3 unless requested by the parent. The final report card at the end of the school year will be printed and sent home, and will also be available online.

Interim Reports will be available approximately halfway through the report card period to parents in K-8 to inform them of their child's progress.

**Retention Policy** - Retention in all grades is handled on an individual basis in dialogue with the parents, teacher, and principal. We make every effort to notify parents early when a child is experiencing extreme difficulty which may result in retention in order that we might work closely together for the good of the child. Any student who fails more than one core subject for the year, as per our requirements, may be retained. The principal has discretion regarding retention of students, and will make this decision in consultation with parents and teachers.

Official report cards will not be issued to any student whose tuition and/or fees are in arrears. Unofficial documents may be obtained prior to the fulfillment of tuition agreements.

## Parent Volunteers

We welcome parents and family members to volunteer at our school. In addition to the PSA volunteer opportunities, our office and our teachers welcome parent volunteers. If you are interested in helping out, please contact the main office or your child's teacher if you wish to be a volunteer. Please note that all requirements in the Volunteer Handbook will need to be satisfied prior to the first day of volunteerism. Please call the main office for more information.

## School Board

Parish elementary schools have school advisory boards. Advisory boards are able to recommend policy for consideration by the pastor and principal. Likewise, policies being considered by the school's administration may be offered to the advisory board for input. Ultimately, the role of the advisory board is consultative while striving to expand the various resources available to the school through their areas of expertise and experience.

The parish school's advisory board is appointed by the pastor.

**Meetings:** The School Board meets on a monthly basis, and as needed, and meetings are typically open meetings. A list of all meeting dates will be posted to the school's website, and copies of the meeting minutes will be made available on the site as well. The right of non-members to address the board will be limited to those who petition the board prior to the meeting and are approved for the agenda. Executive sessions may be called at the discretion of the Board. If you wish to address the School Board during a meeting, please see the Principal, Pastor, or School Board President at least one week prior to the next scheduled Board meeting. Please note that the Principal, Pastor, and School Board President have discretion in adding items to Board agendas.

## Search and Seizure

The school reserves the right to search at any time all persons and items brought into the school building. This includes but is not limited to back packs, lunch boxes, purses, pockets, electronic devices, and any other item a person brings into the building. The school does not need reasonable suspicion or probable cause to conduct these searches.

## Toys/Games

Toys and Games may be permitted in school at the discretion of the student's Homeroom/After Care Teacher. If a student wishes to bring a toy or game, it should be clearly identified with the initials or name of the owner. These items will remain in the child's backpack until recess time and replaced in the backpack immediately following recess. The school is not responsible for these properties.

All playground equipment will be used at the discretion of the adult supervisors. Teachers may permit students to bring in electronic devices (such as an iPad or cell phone) to be used in the classroom for instructional purposes.

## Telephones

Our phone is a business line. Students are discouraged from using the phone unless it is an emergency. We have phones in each classroom and office with voicemail capability. These phones are also used as a P.A. system.

HSS students must keep personal cell phones in their locker or backpack, turned off at all times. Cell phones may be used before and after school to contact parents or guardians only. Student phones may not be removed from the locker/backpack during the school day. If a parent must contact a student during the day, they should call the school office. Students may be permitted to bring a cell phone to class for instructional purposes with permission from the teacher.

## Supplies

Parents will receive a list of necessary school supplies prior to the beginning of school. This list will typically be posted to our website, and an email notification sent out to parents.

## Student Council

The student council functions to provide students with the opportunity to be actively involved in the direction of school development and to experience forms of government and decision making. All students in grades 4-8 participate in the election of officers.

## Transportation

Students are assigned buses according to the guidelines of their local school district. Parents are required to communicate their child's transportation plan including changes made throughout the school year. Any deviation from this routine should be made in advance with the bus company and on file in the school office. We consider the bus ride to and from school an extension of the student's day at Holy Spirit School. Students are expected to behave appropriately. We take "bus write ups" very seriously. Any student "written up" will lose recess privileges and risk suspension from bus service. Your support and cooperation in this matter will help ensure the safety of all students.

## School Bus Rules and Regulations

- Courtesy, good manners, and promptness are required.
- Students should be at their bus stops 10 minutes early. Time schedules do not permit the bus to wait or make undesignated stops.
- Students are not permitted to ride on buses not assigned to them unless they have a bus pass from the office.
- The bus driver has the right to refuse projects or other items that could pose a safety issue on the bus.
- No eating, gum chewing, or drinking on the bus.
- Students are to remain seated on the bus. The driver's key responsibility is to keep all students safe.
- No radios or ipods allowed for students. Noise level should be appropriate so that the bus driver can concentrate on driving.
- Rough-housing and teasing of other students (especially younger students) is not acceptable behavior. Students incur on themselves suspension from riding the bus when their behavior is inconsiderate and unacceptable.
- Please follow all directives from the bus driver with regard to COVID protocols

Students depending on bus transportation are required to fill out a transportation request form with their respective school districts by April 1. Bus schedules are published in local newspapers prior to the first day of school.

## Tuition

Payments shall be made in 12 installments, July 1 – June 30 for grades Pre K 3 - 8. New students who enroll during the summer may be given an 11 or 10 month pay schedule in the first year,

depending on the time of enrollment. FACTS Tuition Management, which electronically withdraws tuition payments from your account, will be used. Parents will receive a discount for enrolling multiple students. Parents are expected to keep their tuition current and to be on time with all payments. The following diocesan tuition policy will be followed when payment is delinquent:

**30 Days Delinquent:** Written notice will be given, and the account must be made current within 30 days. The letter will include notice to the parent that, if payment is not made within 30 days, admittance to class will be denied to their child or children until payment becomes current.

**60 Days Delinquent:** Students of families who are 60 days or more in arrears for tuition will be denied entrance to class until the account is made current. Parents will receive a second written notice that this is occurring.

As per the Albany Diocesan School Board Policy regarding tuition in arrears, "The diocesan school board supports the school's decision to restrict students from all extracurricular activities such as sports, clubs and recreational class trips, as well as academic ceremonies. The Diocesan School Board supports the practice of refusing class admittance to any student whose account is delinquent more than two months (60 days). The student may return to school when the delinquent account is current or arrangements are made with school administration."

Students may not be registered for the following school year if tuition is in arrears. Additionally, students who are transferring to another school must have their tuition paid in full before records will be released to the student and family. Graduating students whose families are in arrears for tuition will have their diploma, report card, and all records withheld from the student and family until the full balance of payment is received. Registration fees and paid tuition is not reimbursable. As per your tuition agreement, once signed, you are committed to the payment of your tuition. If you were to withdraw your child from our program prior to the start of the Christmas recess, you would be responsible for the payment of 50% of your tuition. If you were to withdraw after the start of the Christmas recess, you would be responsible for the payment of 100% of your tuition.

### Uniform Code

A neat and tidy appearance reflects a responsible and caring attitude, pride in ourselves and in our school. We expect that children will be properly attired each day. A note must be sent with the student if there is an emergency situation that arises which causes them to be out of dress code. All students must come to school in dress code and leave in dress code. On designated out of uniform days, students may dress casually, but appropriately - no tank tops, short shorts or ripped jeans. All uniforms must be purchased at B. Lodge and Co. Parents may not acquire uniforms from any other source, and may not have different items of clothing modified to include the logo of Holy Spirit School. The logo is a trademark of Holy Spirit School, and any misuse of this logo without the school's permission may be subject to legal action being taken against the responsible party or parties.

\*\*Please note that Holy Spirit School athletic gear is not a part of the uniform.

## Holy Spirit School Dress Code

### Boys K-8<sup>th</sup> Grade

Dress Uniform	Warm Weather
<ul style="list-style-type: none"> <li>• navy pants</li> <li>• dark belt</li> <li>• white button down dress shirt</li> <li>• red plaid tie (K-3<sup>rd</sup> grade)</li> <li>• plain red tie (4<sup>th</sup>-8<sup>th</sup> grade)</li> <li>• red V-neck sweater with white Holy Spirit logo</li> <li>• solid black dress sock</li> <li>• black dress shoes</li> </ul>	<ul style="list-style-type: none"> <li>• navy blue dress shorts</li> <li>• dark belt</li> <li>• white polo with red Holy Spirit logo</li> <li>• plain black dress socks</li> <li>• black dress shoes</li> </ul>

### Girls

Dress Uniform (K-3 <sup>rd</sup> Grade)	Dress Uniform (4 <sup>th</sup> -8 <sup>th</sup> Grade)	Warm Weather K-8 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>• red plaid jumper</li> <li>• white button down shirt with crisscross red tie</li> <li>• red cardigan sweater with white Holy Spirit logo</li> <li>• plain white socks or plain white stockings</li> <li>• dark solid color dress flat</li> </ul>	<ul style="list-style-type: none"> <li>• navy blue pants or navy blue skort</li> <li>• white button down dress shirt</li> <li>• red cardigan sweater with white Holy Spirit logo</li> <li>• plain white socks or plain white stockings</li> <li>• black dress flats</li> </ul>	<ul style="list-style-type: none"> <li>• navy blue dress shorts or navy blue skort</li> <li>• white polo with red Holy Spirit logo</li> <li>• plain white socks or plain white stockings</li> <li>• dark solid color dress flat</li> </ul>

### Gym Uniform for All

Winter	Warm Weather
<ul style="list-style-type: none"><li>• solid grey sweat pants with red Holy Spirit logo</li><li>• solid grey or red t-shirt with Holy Spirit logo (long or short sleeved)</li><li>• plain grey or red crewneck sweatshirt with red Holy Spirit logo</li><li>• plain white socks</li><li>• sneakers</li></ul>	<ul style="list-style-type: none"><li>• red mesh shorts with white Holy Spirit logo</li><li>• grey or red t-shirt with Holy Spirit logo</li><li>• plain white socks</li><li>• sneakers</li></ul>

NOTE: Pre-Kindergarten students in both the 3 and 4 year old program wear the Gym Uniform every day.

NOTE: Warm Weather Uniform is worn September 1<sup>st</sup> - October 15<sup>th</sup>, and May 1<sup>st</sup> through June 30<sup>th</sup>. Winter Uniform is worn October 1<sup>st</sup> - May 15<sup>th</sup>. When the temperature exceeds 65 degrees during the Winter Uniform period, the Warm Weather Uniform may be substituted at the parent's discretion.

All uniforms can be purchased at:

B. Lodge & Co.

75 North Pearl St.

Albany, NY 12207

518-463-4646

<http://blodgeandcompany.com/>

Monday-Saturday 8:50 am - 5:25 pm (Closed Sunday)

Order in store, by phone, or online. Delivery to Holy Spirit available upon request.

A Used Uniform Sale is held in the beginning of each school year and throughout the year depending on the availability of volunteers and the availability of donated uniforms.

### Visitor Policy

Due to the protocols and guidance surrounding the ongoing pandemic, visitors are not allowed into the school building during school hours. ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE, UNDERGO A HEALTH SCREENING, AND REMAIN IN THE LOBBY UNLESS OTHERWISE GIVEN PERMISSION BY THE OFFICE. Volunteers and outside agencies providing services are considered essential staff, not visitors. In case of an emergency, visitors should report to the nearest classroom or office and follow the teacher or staff member's directions.

## Volunteers

Volunteers are always needed in the classroom (per request of the individual teacher), lunchroom, at arrival and dismissal, and on the playground. We are also seeking volunteers to help with specials classes and after school clubs and activities. Other volunteer positions may arise throughout the school year. In case of an emergency, volunteers should follow the directions of the classroom teacher and/or staff member's directions. All volunteers must complete all requirements to be approved to volunteer, including Safe Environment training and a background check. Please email [principal@hsseg.com](mailto:principal@hsseg.com) and [halo@hsceg.org](mailto:halo@hsceg.org) to get started as a volunteer. Thank you for helping our students, our teachers, and our school.

Holy Spirit School retains the right to modify any section of this handbook. Change notifications will be provided as they arise.

By enrolling your child at Holy Spirit School, you agree to follow the policies and procedures of Holy Spirit School. Your signature here is requested to confirm your receipt of these policies, but these policies are binding upon students, parents, and family members regardless of the return of this signature page.

### Parent/Guardian Signature

I, \_\_\_\_\_, the parent/guardian of

\_\_\_\_\_, have read fully and understand fully the following Student Handbook. I pledge to adhere to the guidelines contained within and to encourage my child to do the same.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Student Signature

I, \_\_\_\_\_, a student in the \_\_\_\_\_ grade, have read fully and understand fully the following Student Handbook. I pledge to adhere to the guidelines contained within.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

This page of the handbook should be signed and returned by October 1, 2021. This handbook remains in full effect regardless of the return of this signature page.