

# **STUDENT-PARENT HANDBOOK AND CALENDAR 2011-2012**



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## **STUDENT/PARENT HANDBOOK**

- All parents and their students enrolled at Holy Spirit Catholic School are required to sign the form at the end of this handbook stating they have read the rules and regulations outlined in it and that they agree to abide by those rules.
- The form must be signed and returned as soon as possible, but no later than two weeks from first day of attendance.
- Failure to have a signed form on file will not prevent the school from enforcing its policies but may result in the student not being able to continue enrollment at the school until it is signed.
- In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this handbook. In addition, in view of the religious mission of Holy Spirit Catholic School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Great Falls-Billings or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Catholic Church.
- This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes.
- Any section headings are for convenience of use, and shall not affect the interpretation of any provisions.

If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## **PARENTAL ROLE**

- Holy Spirit Catholic School recognizes parents as the primary educators of their children.
- In this handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.
- Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:
  - ✓ Supporting the school's mission and commitment to Christian principles;
  - ✓ Supporting the school policies as outlined in the school handbook and regulations;
  - ✓ Ensuring their son/daughter has read this handbook;
  - ✓ Participating fully in school programs that are developed to support the education of their children;
  - ✓ Remaining informed about and involved in the religious instruction of their children.
- A cooperative relationship between Holy Spirit Catholic School employees and parents is essential for the overall education of the students.
- In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the teacher. Teachers welcome the opportunity to discuss a matter of concern with parents.
- Any parent who wishes to speak with the school principal may do so, but only after meeting(s) with the teacher have failed to meet the concerns of the parent.
- If a parent repeatedly or seriously violates proper school protocol, displays inappropriate, disrespectful, disruptive or harassing behavior toward teachers or toward school, students, parish, or diocesan staff, the school may take corrective action.
- At the discretion of the principal, such corrective action may include but not restricted to the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff or dismissal of the parent's child(ren) from enrollment at the school.

## ***About Holy Spirit Catholic School ...***

With parish schools in existence since 1947, the Eastside Catholic Community consolidated its individual schools to form Blessed Trinity Catholic School, which opened on August 26, 1985.

The parishes of the Eastside Catholic Community merged in 1998 to form one worshipping body known as Holy Spirit Catholic Parish, and in 1999 the school once again was able to embrace the same name as its parish and became known as Holy Spirit Catholic School.

Registration of a student and continued attendance at classes constitute an express agreement on the part of students, parents and/or guardians to comply with all the published rules, regulations and policies of the school.

The school reserves the right to amend this handbook. Parents will be promptly notified if changes are made.

PLEASE DIRECT YOUR SUGGESTIONS FOR ADDITIONS OR CORRECTIONS TO THIS HANDBOOK TO THE SCHOOL OFFICE.



### ***NOTICE OF NON-DISCRIMINATION AS TO STUDENTS***

Holy Spirit Catholic School admits students of any race, sex, national origin, age (in accordance with the law), and handicapping condition (if, with reasonable accommodation on the part of the school, the student with the handicapping condition can be accommodated), to all the rights, privileges, programs and activities generally accorded or made available to students at the school and in the administration of educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious or moral tenets of the Catholic faith.

### ***NON-CATHOLIC STUDENTS***

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such, non-Catholic students are expected to participate in the religious formation and educational programs of the school and must participate in school Masses, retreats and other religious activities. While Catholic teaching respects the various faith traditions of the students attending the Catholic school and their families, parents must be aware that it is the Catholic position on matters of faith and morals that will be taught.

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- Tardy Notification**
- Teacher to Parent Communication**

## ***PHILOSOPHY***

Holy Spirit Catholic School exists for the specific purpose of supporting parents in forming the minds and character of students in the spiritual and moral values of Jesus Christ according to the teachings of the Roman Catholic Church. We believe that the image of God is present in students and staff alike. We believe that every student is a capable, worthwhile individual. Therefore, as we promote academic excellence while fostering the total development of each student, we believe we must create an atmosphere in which students and staff reflect faith, prayer, love, affirmation, responsibility and creativity while serving our community.



As for me and  
my house, we  
will serve the  
Lord. -Joshua 24:15

## ***MISSION STATEMENT***

With Jesus as the Master Teacher, Holy Spirit Catholic School develops in each child an active and creative mind, a sense of understanding Catholic values through compassion, respect and service to others, and the courage to act on those values. Where academics are guided by the Spirit.

## ***SECTION ONE*** **STUDENTS**

### **INSTRUCTION**

#### ***ACADEMICS***

##### **CHRISTIAN FORMATION**

As a Catholic school we realize the threefold purpose of Christian education:

1. To teach doctrine
2. To build community
3. To serve others

As a means of supporting parents' primary role in forming their children's faith lives, religion classes are held daily in each classroom. Current texts teaching faith, moral development and Catholic doctrine are used in kindergarten through 8th grade.

Parents, with the guidance of their parishes, provide the sacramental preparation of their children. The children receive initial sacraments through these parish programs.

Children's liturgies, classroom prayer services and reconciliation celebrations are experienced frequently during the school term. The students take an active part in the planning and celebration of each liturgy and are encouraged to dress accordingly on Mass days. Parents are invited to all these celebrations.

##### **SERVICE**

In addition to school organized service opportunities, Holy Spirit encourages its students to participate in church and community service as they are able.

##### **HOMEWORK**

Homework is an integral part of the school's academic program and is given for special projects, remedial activities, drill, practice and review. It helps the student develop study skills and self-discipline and helps the teacher understand or detect problems in the student's learning pattern. Teachers will assign homework, which is an appropriate extension of a meaningful classroom activity to help the student master skills and subject matter, and to develop responsibility and independent study skills.

Parents are instrumental in encouraging good homework habits and establishing an atmosphere conducive to study. While it is the primary responsibility of the student to complete homework assignments, parents are encouraged to take an active interest in their child's homework. Each teacher's homework expectations, policy for grading homework, and its effect on the final grade will be part of the class syllabus given to the students at the beginning of the class. Homework may be required at all grade levels with a mix of mandatory and voluntary work for extra credit. Parents should encourage the student to set aside a certain part of the day for homework assignments. Because of the difference in students, the time devoted to homework will vary.

Generally, if students have used their time well during class, work required at home should take no more than these times for these grade levels:

Grade 1 - 10 minutes  
 Grade 2 - 20 minutes  
 Grade 3 - 30 minutes  
 Grade 4 - 40 minutes

Grade 5 - 50 minutes  
 Grade 6 - 60 minutes  
 Grade 7 - 1 ½ - 2 hours  
 Grade 8 - 1 ½ - 2 hours

Parents should never excuse a child from homework because of an athletic or social event.

### **MAKE-UP OF CLASS WORK, HOMEWORK, OR TESTS:**

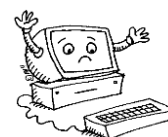
A student who has been absent from school is responsible for completing his/her make-up work. Regardless of the nature of the absence, make-up work will be assigned and full credit granted if completed on time. If work is not completed in a reasonable amount of time as determined by the teacher, the missing work may not receive credit. When there is prior knowledge of an absence, students may request assignments from teachers prior to the absence. Generally, a student will have 1 day make-up time for 1 day absence, 2 days for 2 days absence and 1 week make-up for more than 3 days absence. If the make-up is completed during the assigned time, there is no deduction for an excused absence. Assignments completed while a student is suspended, in or out of school, will receive full credit unless not completed on time. Students are expected to take tests immediately upon returning to school after absences if they had prior knowledge of the test schedule; otherwise, students will arrange make-up tests with their instructor.

### **CHURCH NIGHT**

It is the intent of Holy Spirit to honor church night in the scheduling of all activities.

### **GYM CLOTHES**

Each class has assigned P.E. days. All children should wear proper athletic shoes that do not leave black marks on the floor and comfortable clothing on their P.E. day. (If girls wear slacks, participation is easier.) Middle school students are required to dress out for each P.E. class into either shorts, sweats or wind pants as well as t-shirt and appropriate shoes.

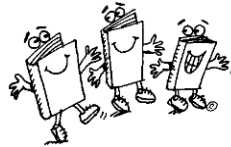


### **COMPUTER USAGE**

Internet access is available to Holy Spirit School students and staff who shall conduct themselves while using this service in a responsible, ethical and polite manner and must comply with the regulations of the school's "Computer and Internet Use Policy" found within this handbook at the end of Section Five.

The purpose of the school-provided Internet access is to facilitate communication in support of research and education. To remain eligible as user, student's use must be in support of and consistent with the educational objectives of the school. Access is a **privilege, not a right!** Access entails responsibility.

1. The computers and Internet may be used by students only for school or parish purposes. Use for personal purposes is not permitted.
2. No student may use a computer unless permission is first obtained from a staff member. Students may not use the Internet unless they have been signed on by a staff member using a password.
3. No student may monitor or participate in any chat room or similar site, or receive or send E-mail. If a staff member believes that a student has a need to send or receive E-mail, the staff member will send E-mail drafted by the student and open E-mail directed to the student.
4. Student use of and work on the computer and Internet is not private, and may be checked by a staff member at any time.
5. No student shall load any program, use any computer disk, or make any programming changes on a computer without permission of a staff member.
6. **Copyright:** Users shall not:
  1. Copy and forward
  2. Copy and download; or
  3. Copy or upload to the network or Internet server any copyrighted materials, without approval by the computer system operator, a teacher or other school administrator. Copyright material is anything written by someone else. It could be an e-mail message, a game, a story, or software. Do not plagiarize other's work (copy and use as your own).
7. Any student violation of this policy will result in discipline appropriate to the nature of the violation, up to suspension from school.



## **USE OF SCHOOL NAME, LOGO AND PICTURES OF SCHOOL ACTIVITIES**

The use of the school name, logo and pictures of school activities or of other students without the prior approval of the school is prohibited whether done in the printed word, through technology, or by any other means.

## **LIBRARY**

The school library is available to all grades. Library privileges include checking out books, encyclopedias and magazines. All students are responsible for returning borrowed materials and reporting losses. Students with overdue books will not receive their next report card until the fines are paid and the books are returned.

## **PROMOTION AND RETENTION**

The final decision to promote or retain a student should be a cooperative one of parent, teacher and administrator. In cases where the home and school disagree, the decision of the principal is final.

## **RECORDS**

According to the Family Education and Privacy Act of 1974, all personal information relating to the student that is kept on school records may not be released without the consent of parents or legal guardians. All student records are open to parents by appointment with the principal.

## **SCHEDULES**

Daily The first bell rings at 7:55 a.m. and the second bell / tardy bell rings at 8:00 a.m. Grades PreK-3 dismiss at 2:55 p.m. while grades 4-8 dismiss at 3:00 p.m. Playground supervision begins at 7:45 a.m. Students may not enter the school without permission from their teacher or in the company of a parent. prior to 7:55 a.m. Failure to observe this entrance requirement may result in disciplinary action. Exception will be to go directly to Extended Care. (Please see Playground Supervision.)

Yearly A copy of school calendar can be found within the **APPENDIX** of this handbook.( Subject to change)

## **STANDARDIZED TESTING**

In the spring, the Iowa Tests of Basic Skills are given to students from 2<sup>nd</sup> - 8<sup>th</sup> grade. The ITBS is a measure of each student's achievement in reading, language arts, math, social studies, science and work/study skills. Each year's calendar reflects the dates these tests will be given. Test results are criteria for consideration for high school honors classes. Additionally, the Montana Criterion Referenced Tests are administered in March to students in grades 6-8. The CRTs measure reading, math and 8<sup>th</sup> grade science skills.

The school asks that parents, if at all possible, do not plan family outings during the testing week(s), and that children come to school well rested with a nutritious breakfast.

## **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Holy Spirit Catholic School offers a varied program of co-curricular and extra-curricular activities to aid students in their physical, intellectual, social, emotional, cultural and spiritual development. However, the prescribed course of studies does take precedence over these activities. Students who are experiencing serious academic difficulty need to devote their time and energy to their studies, even if this means that involvement in co-curricular or extra-curricular activities is curtailed. School appointed sponsors of co-curricular and extracurricular activities have the right and responsibility to expect certain behavior from all student participants. Students participating in these activities will be obligated to observe all the established standards for that activity as well as all relevant aspects of the Parent/Student Handbook governing student conduct. Parents are encouraged to keep the line of communication open at all times between the school, its coaches and sponsors and the student. If a problem arises, parents are to address it with the coach/sponsor as soon as mutually convenient. If further discussion is necessary, contact the athletic director or school administration as soon as possible. Extra-curricular activities offered at Holy Spirit Catholic School are as follows: basketball, football, cross-country, track and volleyball.

In order to participate in extracurricular activities at Holy Spirit Catholic School, students must:

1. Maintain status as a participant;
2. Be passing the required courses with a 78% minimum average at the time of participation;
3. Be in attendance on the full day of a scheduled activity. Exceptions are: school activities, medical appointments or pre-arranged (prior day) excuses as determined by the Principal. Any student not in attendance a full day who attends a practice, game, meeting or performance, must be suspended from the next competition, meeting or performance.

## **GUIDELINES FOR HOLY SPIRIT SCHOOL CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

1. Activities will be conducted with the highest ethical and moral standards.
2. Inappropriate behavior and/or use of inappropriate language or gestures will not be tolerated.
3. Religious activities are an integral part of Holy Spirit Catholic School. Coaches, sponsors, parents are encouraged to support our students in all religious activities including attendance and participation, without reservation, in the Masses held before school or during school, retreats, Masses for teams or performing groups, and various religious activities and functions provided in the school setting.
4. A cooperative spirit, exemplary conduct on and off the playing field, and a desirable level of competition among participants must be preserved.
5. In order to participate in extracurricular activities, students must have a physical exam on file in the administrative office prior to participation (practice or games). Physicals must be renewed each school year. Thus, any physicals must be completed after May 1st prior to the beginning of the next school year.
6. All activity participants and his/her parents must submit a signed participation consent/release form to the administration prior to activity participation.
7. All activity and participation fees must be paid prior to participation.

## ***CO-CURRICULAR ACTIVITIES***

### **FIELD TRIPS**

Although field trips are an important part of education, they are a privilege, not an absolute right. A student can be denied participation in a field trip if (s)he fails to meet academic and behavior requirements. On these trips, students must remember that they represent their school and their families. Information will be sent to parents, whose signature must be obtained for every field trip. A blank permission form is included within the **APPENDIX** of this handbook. In the event a child forgets to bring a permission slip home. Please call the school office to request an additional copy.

### **FOREIGN LANGUAGE CLASSES**

Our Home and School may sponsor foreign language classes during the academic year. Classes meet weekly for 30 minutes after school 8-10 times each session. Students are responsible for the class fee. Notices are sent home regarding registration for each session. These classes are in addition to the Spanish instruction offered in the classroom.

**SPELLING BEE**

All 5-8 graders participate in a classroom spelling bee in February. Winners from each classroom then participate in the school spelling bee. The top two winners at the school spelling bee take part in the Cascade County spelling bee in early March.

**OPTIMIST ORATORICAL CONTEST**

Each year, generally in the spring, students in grades 6-8 are invited to participate in an oratorical contest sponsored by a local Optimist Club. Speeches are written and presented by students on a given topic. Holy Spirit staff help coach the participants.

**JUNIOR TOASTMASTERS**

Each year from January through early April students in grades 6-8 are invited to be a member of Junior Toastmasters sponsored by a local Toastmaster's Club. It is a program for students to improve their oral communication skills in both prepared and impromptu speeches. At the end of the program, students plan, coordinate and run a meeting to display their skills in front of their families.

***EXTRA-CURRICULAR ACTIVITIES*****MIDDLE SCHOOL ACTIVITIES SPONSORED BY HOLY SPIRIT**

Information about basketball, football, volleyball, track, cheerleading, and other activities can be found in the Extra-curricular Handbook.

**ELEMENTARY SCHOOL ATHLETICS NOT SPONSORED BY HOLY SPIRIT**

The following programs are not sponsored by the school, but are available to Holy Spirit students. Watch for notices in the Wednesday Envelope about these athletic programs.

**HEISEY LEAGUE PROGRAMS - 453-1211**

Basketball - grades 3-6; separate boys and girls teams; season runs mid-January - February.

Volleyball - grades 1-6; mixed boys and girls teams; season runs March - April.

**SALVATION ARMY - 453-0391**

Football - grades 3-6; mixed boys and girls teams; season runs September - October.

**GREAT FALLS YOUTH SOCCER ASSOCIATION - 727-0816**

Season runs June - August.

**GREAT FALLS GYMNASTICS CENTER - 727-8782**

**BASEBALL** - City-wide leagues begin sign-up in spring.



### PARENT COOPERATION

Parents are expected to cooperate with the disciplinary recommendations made by the teacher and/or principal.



## CONDUCT

The purpose of all discipline is self-discipline. Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be addressed on an individual basis according to the nature of the infraction and the severity of the case. There is no requirement for progressive discipline. Any individual infraction may require the school to administer serious disciplinary action, up to and including expulsion.

Rules and regulations are for students' growth in learning to accept the consequences of their actions within the school, civic and religious community. Students are expected to conduct themselves in a Christian and courteous manner at all times showing respect for all persons and property. As a member of the Holy Spirit Catholic School community I will include and accept all students. Everyone's safety is everyone's responsibility. I will listen and be sensitive to the feelings of others.

Holy Spirit's goal is to have a productive learning environment. For this to be achieved, it is imperative that misbehavior be stopped at the earliest possible moment. If ordinarily effective methods of correcting student behavior do not produce the desired change, teachers will call parents for a conference. Parents are likewise encouraged to call teachers with concerns about their child's behavior or another student's unacceptable conduct toward their child.

School rules and regulations apply not just during school time, but at any time that Holy Spirit may be represented by its students – on field trips, at games, at social activities, etc. – whether or not a Holy Spirit activity. Although Holy Spirit cannot always supervise conduct away from the school grounds, Misconduct by students outside of the school may reflect negatively upon the reputation and/or integrity of the school. This misconduct may be considered grounds for disciplinary action by the school administrator in consultation with our parish priest.



The principal is the final recourse in all disciplinary situations.



## BEHAVIOR EXPECTATIONS

Any activity that endangers the health or safety of any person will not be allowed on Holy Spirit Catholic School property. Students and parents are reminded to always use the city crosswalks whenever crossing streets.

All BEHAVIOR EXPECTATIONS are enforced with the following two guidelines in mind:

1. Is this behavior kind and respectful of the rights of others?
2. Is this behavior safe and healthy for the student and for others?



## PLAYGROUND EXPECTATIONS

In order that all students may enjoy safe and enjoyable play, the following policies and rules have been established. One rule governing all other rules is demonstrating **RESPECT**. This includes using respectful language.

Students must use playground equipment as it was meant to be used thus setting a good example. Pupils must remain on the playground within the fenced area in view of the supervisor. Neighbors' yards are out of bounds. No food is allowed on the playground. Bathroom needs should be taken care of before a student goes to the playground area. Students are not to enter the building without first receiving permission from the playground supervisor(s).

### GENERAL PLAYGROUND RULES

1. No fighting or wrestling
2. Use appropriate language
2. No throwing or kicking rocks, mud, wood chips or snow
3. Stay on the playground unless given permission to retrieve a ball from outside the fenced area
4. Students may go to the restroom upon receiving permission
6. Observe bells/whistles and respond immediately by going to the appropriate place to line up by grade
7. Pushing and shoving are not permitted
8. No games are frozen-everyone can play, but you might have to wait for your turn

### SPECIFIC PLAYGROUND RULES

Monkey bars/Single Bars/Dome Structure

1. Students should use a lock grip, one hand on the bars at all times
2. Standing on the bars is not permitted
3. Students are not to grasp other students
4. Hanging upside down will not be permitted.



Slides

1. Students must slide in forward sitting position only
2. Interference with anyone going down the slide is not permitted

Jump Ropes

1. Use ropes for jumping only
2. Jump away from other games

### Football

1. Tackling is never permitted. Use two handed touch, below the waist
2. Blocking is O.K. from the front only, with hands into the chest
3. Pushing, shoving and tripping is not permitted
4. Dog piling is not permitted



### Winter Safety

1. Throwing or kicking snow or ice is not permitted
2. King of the Mountain is not permitted
3. Removal of icicles from roof lines, or handling them, is not permitted
4. Snow sculpture is encouraged, but should take place away from organized play areas.
5. Destroying other's snow structures is not permitted
6. Standing or jumping in puddles and under dripping water is not permitted

**Students are responsible for any balls brought from home and must have permission from the playground aide to use them.**

## BREAKING THE RULES!

**The following are examples of behaviors that will result in disciplinary action:**

- ✘ Failure to follow directions respectfully the first time given
- ✘ Deliberately causing mental stress to others
- ✘ Cyber bullying
- ✘ Failure to keep hands, feet and objects to oneself
- ✘ Name calling, cursing, teasing or offensive gestures
- ✘ Cheating or lying
- ✘ Bullying, including but not limited to, verbal, visual or physical contact, threats or demands, and retaliation for reporting such behavior. Prohibited bullying includes sexual harassment\*\*
- ✘ Stealing, damaging or destroying school or personal property
- ✘ Use, possession or sale of drugs, alcohol or tobacco products within view of the school grounds or at any school/parish function
- ✘ Possession of dangerous instruments
- ✘ Leaving the school grounds without permission or being in a restricted area
- ✘ Defiance
- ✘ Failure to adhere to the dress code
- ✘ Failure to report for detention
- ✘ Any other disruptive, dangerous or unacceptable behavior



## **HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS**

- Holy Spirit Catholic School is committed to providing a learning environment for students and staff that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or clergy is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.
- A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges may also be subject to disciplinary action.
- Harassment occurs when an individual is subjected to treatment that has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

### **VERBAL HARASSMENT:**

Derogatory comments and jokes; threatening words spoken to another person;

### **PHYSICAL HARASSMENT:**

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

### **VISUAL HARASSMENT:**

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;

### **SEXUAL HARASSMENT:**

Students are protected against sexual harassment by diocesan policy and federal law. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Specific examples of sexual harassment include but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.
6. Harassment can result from a single incident or from a pattern of behaviors.

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal.

Third parties (for example, school volunteers, parents, school visitors, service contractors or others engaged in school business or organizations participating in cooperative work programs with the school and others not directly subject to school control at inter-school and intra-school athletic competitions or other school events) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal with the recommendation of the board. Individuals may also be referred to law enforcement officials. Depending on seriousness of the incident, the school may need to also report it to the police or other civil authorities.

## **REPORTING PROCEDURE**

Any student, either directly or through his/her parent or legal guardian, who believes that he or she has been a target of harassment in school, on school property or while participating in a school-sanctioned curricular or extracurricular activity, should report the incident in writing to the school principal as soon as possible, preferably within three calendar days of the incident.

The school principal is responsible to investigate the allegation and will meet with the complainant within three school days unless other arrangements are made between the school principal and the complainant. In the event that the school principal is the one the student believes is responsible for the harassment or in some way involved in it, the report can be made to the parish priest. In all other cases, the incident should be reported to the principal who will make a decision concerning disciplinary action.

If the complainant is not satisfied with the principal's decision, the complainant may make an appeal to the parish priest within 5 calendar days. The priest will review the matter and make a decision. The decision of the priest will be final.

Every reasonable effort will be made to maintain confidentiality during the investigation. Substantiated acts of retaliation against a complainant or any witness who participates in an investigation will result in disciplinary action, up to and including dismissal.

It is the responsibility of Holy Spirit Catholic School to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.



## CONSEQUENCES OF NEGATIVE BEHAVIORS

### DEFINITIONS

► LOSS OF PRIVILEGES: Exclusion of a student from school privileges specified by the teacher and/or principal..

► DETENTION: A temporary confinement of the student in a specified area for a significant amount of time, usually during recess, lunch or after school. During detention, the student is not allowed to complete homework unless it is as a result of tardiness. Generally, for a consequence to be effective, the younger the child, the more immediate the consequences must be.

► IN-SCHOOL SUSPENSION (ISS): A temporary confinement of the student in a specified area during the school day, either a half day or a full day, during which time the student is not allowed to complete homework. An ISS student will be required to make up missed work as homework.

► 1<sup>st</sup> incident of ISS: Parents will be notified by telephone.

2<sup>nd</sup> incident of ISS occurring 9 months or less after the first incident: Parents will be asked to come to the school for a conference.

OUT-OF-SCHOOL SUSPENSION (OSS): A temporary dismissal of a student from school. It is a consequence of an action of a serious nature or imposed after other remedial measures have been employed without success. An OSS student will be required to make up missed work.

1<sup>st</sup> incident of OSS: Parents will be called to remove their child from school and will be asked to come to the school for a conference.

2<sup>nd</sup> incident of OSS occurring 9 months or less after a previous incident of OSS: In addition to a parent conference, a letter will be sent to the parents suggesting that they withdraw their child from school at this time since a further incident will be cause for formal expulsion.

EXPULSION: The permanent dismissal of a student from school. It is used when:

1. All other efforts of motivation and counseling, including the above discussed in-school-suspension and out-of-school suspension, have failed, or
2. Attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons.

APPEAL: If a child is expelled with a formal letter of expulsion, his/her parents may appeal the action to the our parish priest.

**THE FOLLOWING ARE EXAMPLES OF MISCONDUCT THAT WILL RESULT IN IMMEDIATE EXPULSION:**

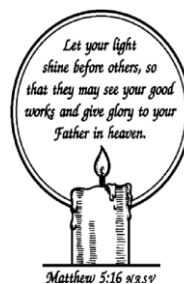
- ✘ Assault causing or having the potential to cause serious bodily injury.
- ✘ Possession of dangerous instruments, including but not limited to, firearms, knives or explosives.
- ✘ Use, possession or sale of alcohol or any other legally controlled substance.

Corporal punishment is not an acceptable form of punishment at Holy Spirit and is specifically forbidden by diocesan policy.

## **APPLYING CONSEQUENCES OF NEGATIVE BEHAVIOR**

Whenever and wherever possible, teachers will enforce appropriate, natural consequences for any transgressions. For instance, if a student throws food in the lunch room, a natural consequence would be to have that student clean the cafeteria. When an offense occurs, methods of correction will depend upon:

- ▶ the seriousness of the offense,
- ▶ the age of the student,
- ▶ the attitude of the student,
- ▶ the patterns of misconduct,
- ▶ the degree of cooperation exhibited and
- ▶ other extenuating circumstances.



## **RESPECT**

The good name, reputation and personal safety of each student, faculty, and staff member are vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

## DRESS CODE

Holy Spirit Catholic School supports parents and/or care givers to determine that a child's clothing demonstrates a sense of personal dignity, Christian modesty, and is appropriate for school activities.

An important influence on the school's education environment is the manner in which students dress. Values and behaviors that may be promoted through personal attire and grooming include modesty, cleanliness, respect for self and respect for others. To encourage these values and behaviors, dress code policies have been established. Any clothing or grooming activity that may cause safety concerns or disruption to the learning environment is prohibited. The principal reserves the right to make definitive decisions concerning the appropriateness of any clothing or other item related to the school's dress code. If a student has a question related to a piece of clothing meeting the dress code, he/she should seek permission prior to wearing it. Should a student not be in full compliance with the dress code, the school may contact the parent to bring the necessary change of clothing for that student. Students will not be released from school on their own to change clothing. Students are required to follow specific dress requirements while representing Holy Spirit Catholic School in school related activities.

Violations of the school's dress code will result in disciplinary action.

- 1) The appearance of the student will be neat, clean, and modest. Clothing must be size appropriate in length and width. Skirts/shorts must be no shorter than 5 inches above knees. Shorts can be worn from April 11 through October 28.
- 2) Gang related attire or clothing that advertises unhealthy habits, obscene, offensive or disrespectful attitudes will not be permitted. No words or symbols are to be worn across the seat of anyone's trousers, shorts or skirts.
- 3) Shirts with bare midriffs or backs should not be worn, as well as no sleeveless shirts worn alone.
- 4) No excessive makeup, jewelry, tattoos or visible body piercing other than earrings.
- 5) Hats and sunglasses may not be worn in the building.
- 6) Students are expected to follow the directions of their teachers or other supervising adults with regard to weather for the appropriate clothing. All students will be encouraged to dress appropriately for the weather and outside conditions.
- 7) Students in grades TT-5 must wear socks with their shoes in all types of weather. Sixth - eighth grade students do not have to wear socks with open toed shoes before Oct. 29 or after April 10th, however socks must be worn with any closed toe shoes.
- 8) Students dress for special occasions such as Mass, Liturgical events and other specified events as determined by the administration. On these days students are required to wear a royal blue or white polo shirt or button front collared shirt that has our school logo with khaki pants or with a length appropriate khaki skirt. No sweatshirt should be worn over the shirt, but a white or royal blue long sleeve shirt can be worn under the polo in cooler weather. School uniforms are optional the rest of the week.



## ATTENDANCE

Holy Spirit Catholic School adheres to the Montana attendance and truancy policies (School Laws of Montana: Codes 20-5-102, 20-5-103, and 20-5-106). HSCS complies with the mandated pupil instruction days and has established a “10-day rule” governing attendance. All students are expected to be present and punctual for classes, assemblies, retreats, and liturgies throughout the school year. The continuity and the context of subject matter discussed in class is difficult to make up and frequently subsequent lessons become unnecessarily difficult for the student. Students who attend irregularly will be placed on probation, parents will be notified, and the terms of the probation will be discussed. It is difficult for faculty to assess student ability or grant credit to students who are absent beyond the norm. The attendance policy is designed to assist parents/guardians in helping their child recognize the importance of regular and prompt school attendance as it relates to school progress, and to carry out the policy.



## **ABSENCES**

### ABSENCE DEFINED:

1. Student not present in class, school liturgy, assembly or retreat.
2. Student present at the beginning of the period, but leaves a class without the teacher's permission.
3. Student is tardy if not in the classroom by 8:10 a.m.

### ABSENCE CATEGORIES - Excused Absence, Unexcused Absence, and School related Absences:

1. EXCUSED ABSENCE: An excused absence is any absence that the parent/guardian authorizes before, the day of, or the day following the day of the absence. Excused absences may include: illness, serious illness or death in the immediate family, scheduled medical or dental appointment, emergency situations approved by the Administration, requirements to satisfy the law, and pre-arranged absences requested by the parent and for which student work is made up in advance. Due to the importance of a student attending class each day to benefit from the full impact of the curriculum, we suggest that if at all possible appointment for non-emergency medical or dental services be scheduled during after-school hours. We realize that this is not possible at all times. **When the child returns to school, a written excuse signed by the parent should be brought to the office stating the reason for the absence.**
2. UN-EXCUSED ABSENCES: An un-excused absence is defined as an absence of a student from school, school liturgy, or other school activities who has not been authorized by the parent/guardian or school personnel, or for unacceptable reasons. Examples of un-excused absences are:
  - a. Failure to sign out of the building during the school day.
  - b. Failure of the student's parent/guardian to clear an absence by phone before the start of the school day following the absence.
  - c. Unauthorized absence including a tardy beyond 15 minutes.
  - d. Leaving the classroom without the teacher's permission.
  - e. Skip Days (truancy)
  - f. Leaving school without prior notification to the attendance secretary by a parent/guardian, or administrator.
  - g. An out-of-school suspension or expulsion (with no credit).**An un-excused absence does not allow the student to make up work, and a zero is received for the work assigned that day.**
3. SCHOOL - RELATED ABSENCES: Absenteeism that occurs as a result of student participation in a school activity (music, speech, drama, athletic events, field trips, etc.) Students will be responsible for all work missed. The following procedures will be followed prior to a school related absence:
  - a. The student will obtain a pre-arranged absence slip from the activity sponsor or coach.
  - b. The student will present the pre-arranged absence slip to all instructors prior to the absence, indicating the date of the absence and the associated activity.
  - c. The teacher will inform the student of assignments and /or tests to be made up and the time line for completion of make-up work. All assignments will be made up. Whenever possible the student should complete assignments before the absence.

ADDITIONAL ATTENDANCE PROCEDURES:**PARENTS WILL NOT REMOVE A STUDENT FROM THE CAMPUS DURING THE SCHOOL DAY WITHOUT REPORTING TO THE MAIN OFFICE AND SIGNING THE STUDENT OUT!**

Students are not allowed to leave the school premises during the school day without the permission of the office. Holy Spirit Catholic School is closed from the beginning until the end of the school day for students. This includes lunch and passing time between classes. If a student must leave the campus during the school day for outside appointments, prior permission from the student's parent must be received by the main office prior to the students leaving campus. A designated responsible adult must sign the student out of school requiring them to come to the office. Leaving campus outside of this guideline and without permission will be treated as a serious disciplinary matter.

Early dismissal for special reasons must be approved by the office at the beginning of the school day or by parent contact by phone. A violation will be considered as an **UNEXCUSED ABSENCE**. Only the Principal, or the Principal's designee when the Principal is out of the building, may give permission to a student to leave the campus during class hours. If an emergency arises, every attempt will be made to notify parents prior to dismissing the student.

FOR ALL ABSENCES:

- a. The parent/guardian is requested to **notify the school office (761-5775) prior to 8:30 am** on the day of the initial absence and every day of continuous absence. After that time the attendance Secretary will contact the parent/guardian to confirm the reason for the absence.
- b. Students must make up work missed during their absence. Refer to the section on "Make-up of Class Work, Homework, or Tests".
- c. If a student is to be absent from school during a portion of any school day, the student must present a note from his/her parent/guardian (or have a parent call the attendance Secretary) to the school office before the school day begins.

Anticipated Absences: Whenever a student or parent/guardian has prior knowledge of a pending absence other than school related, an "Absence Approval slip" will allow the student to receive assignments in advance. An "Absence Approval Slip" will be given to student's home room teacher by the student. Notification should be made as soon as possible, one week's notice preferred, to the Attendance Secretary.

**Ten-Day Rule:** In the event that 10 or more absences occur during any single semester course, the Principal will arrange a conference with the parties involved to make a determination regarding course credit. The Principal or the Principal's designee may extend the number of allowable absences in consideration of verified medical excuses, school-related activities, or other emergencies which are unavoidable and acceptable to the Principal. For informational purposes parents may be notified when a student has five (5) or more absences accrued during a semester. Parents are encouraged to plan vacations during school holidays. A calendar is enclosed denoting dates when students are not in school. Extensions of the 10-day rule will be made on an individual basis with the approval of the Principal when requested by the student and parent/guardian. A request must be made by the parent/guardian. A request must be made in writing within one week of the student reaching the 11<sup>th</sup> absence or prior to the leave request that will exceed the 10-day rule.

**TARDIES**: It is the responsibility of the parents to have their child at school on time and the responsibility of the student to be in class on time, prepared with necessary materials and ready to learn. We appreciate knowing in advance when a student will be late for class, however **tardiness is only excused for medical appointments or church and / or school related activities.**

Whenever students are late for class they are sent to the office for an admittance slip. Students are encouraged to check with their teacher if they know circumstances may keep them from arriving to class on time. Teachers will use discretion if the student is in the hallway talking with another teacher or staff member. To discourage students from being late to class, the following procedure is used. *The tardy count starts over every 9-week period.*



1st tardy during any nine week period.....	No consequence
2 <sup>nd</sup> tardy.....	A notice labeled <b><u>Tardy Notification</u></b> is mailed home
3 <sup>rd</sup> tardy.....	½-hour detention served the <i>same day</i>
4 <sup>th</sup> tardy.....	½-day ISS (In School Suspension)
5 <sup>th</sup> tardy.....	1-day ISS
6 <sup>th</sup> tardy.....	Meeting with parent(s)

## HEALTH & SAFETY

### HEALTH

#### PHYSICAL EXAMINATIONS

Montana law requires that a student entering kindergarten have a physical examination. Middle school students must have a sports' physical before engaging in practice for any athletic season.

#### IMMUNIZATIONS

Montana immunization laws require that the school have a signed record of the day, month and year each child was immunized against measles, mumps, rubella, polio, diphtheria, tetanus and pertussis. Verification of an MMR booster must be in a student's file before (s)he enters 6<sup>th</sup> grade. Medical exemptions must be on file prior to the first day of school.

#### MEDICATION

If a student is required to take prescribed medication during school hours or during school-related activities, the parent must inform the principal and/or administrative assistant so that it becomes a matter of school record. The student is responsible for taking his/her own medication preferably before and after school if this does not conflict with the prescribed medication times. A medication information form must be filled out through the school office. All prescription medication and completed medication form must be checked in at the office immediately upon the student's arrival at school.



To protect your children as well as those who assist them with their **medication**, the following guidelines will be followed:

Prescription To dispense prescription medication, Holy Spirit requires all parents of children who take medication at school and their children's physicians to sign an authorization. These forms are available at the school office or at your doctor's office.

Nonprescription A completed medication form must be submitted by parents in order for students to receive nonprescription medications. These forms are available in the school office or online.

Assisting with medications In most cases, students will be assisted in taking their medications only by the principal, a secretary or teacher aide, all of whom have been trained in the proper procedures.

Precautions All medication is to be stored in the office. Ordinarily, if a student must take more than one tablet at a visit, the adult gives the child one tablet at a time. In addition, the adult will record the time, date and amount of each medication given to a student.

**NO MEDICATIONS, PRESCRIPTION OR OTHERWISE, SHOULD BE KEPT BY THE STUDENT OR IN THE CLASSROOM.**

The school does not assume responsibility for nonprescription medications or reactions to prescription medication brought to school by the student.

**CONTROLLED SUBSTANCES: FOLLOW STATE DOE/OPI LANGUAGE**

**ILLNESS**

If a child becomes ill during the day, the teacher will send him/her to the office. The office contacts the parents. No child has permission to place the call.



**COMMUNICABLE DISEASES**

AIDS/HIV Students enrolled or seeking enrollment in Holy Spirit who are identified as being HIV infected, or who have family members identified as being HIV infected, ordinarily shall be permitted to attend school in an unrestricted setting. For further information, please make an appointment to talk to the principal.

Chicken Pox The child should stay home until all scabs are gone or until at least seven (7) days following the appearance of the last blisters.

Colds The child should stay home during the acute stage (sneezing and running nose) even though the temperature is normal.

Cough The child should remain home if the cough is persistent and until it has subsided.

Head Lice The child will be excluded from school until the prescribed course of treatment has been completed and there are no nits remaining on any hair shaft.

Impetigo State guidelines require that children be excluded from school until all lesions are completely healed or the child has been seen by a physician and has been using the prescribed medication for 24-hours.

Measles The child should stay out of school seven (7) days from the onset of the rash. With the 3-day measles, the child should stay out for two (2) days after the rash has disappeared.

Mumps Students with mumps should stay home until all swelling disappears — usually about 9 days after the distinctive symptoms.

Pink Eye (Conjunctivitis) The child must be excluded from school until he/she has been taking antibiotics for 24-hours.

Ringworm. Infected children should remain at home until the proper medication has been used for 24-hours.

Strep infections Student may return to school after 24-hours of treatment with physician-prescribed medications if the child feels well enough.

## SCREENINGS

Annual dental, vision, hearing and/or scoliosis screenings may be provided. These screenings do not constitute a thorough examination and should not be viewed as such. If you have any questions with regard to the screenings, please consult your own health care provider.

## SAFETY

All but the southeast alley door will be kept locked during school hours to better monitor who enters the school building. Parents are always encouraged and welcome at Holy Spirit Catholic School. Appointments should be made to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. All visitors must report to the main office before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative or faculty permission, which must be secured a minimum of one school day in advance. Trespassers who do not have legitimate business in any area of the school will be requested to leave the premises.

## ABUSE REPORTS

Holy Spirit complies with Montana state law requiring that any child abuse or any suspected child abuse be reported to the Department of Human Services.

## EMERGENCIES

**STUDENT INFORMATION** An emergency card is kept on file for each child with information supplied and updated by parents at the time of final registration.

### PROCEDURES

Fire and Lockdown Drills At the beginning of the school term, students are instructed in fire drill and lockdown procedures. Emergency drills are held eight times per year in accordance with Section 20-1-402 of the Revised Codes of Montana.

Disaster In case of an emergency that necessitates evacuating students from the building (e.g., fire, boiler breakdown, etc.), students from Holy Spirit will be escorted to the Holy Family Church adjacent to the school or the Ursuline Retreat Centre at 2300 Central Avenue.

Weather Closing In accordance with diocesan policy, our school will close when public schools do for weather or natural disaster related occurrences. Please listen to your local radio stations for announcements. In Great Falls such school closures are rare.

## NUT ALLERGIES

We have students in our school who have life threatening allergies to peanuts or related tree nuts. Due to the nature of these allergies and the many undetectable ways in which they can be communicated in a school setting, our school cannot guarantee a 100 percent allergen-free environment. Please ask your children's teachers how you can help to provide a more safe environment for these students.

## PLAYGROUND SUPERVISION



### BEFORE AND AFTER SCHOOL

There is no playground supervision until 7:45 a.m.; therefore for safety considerations students are not allowed on school grounds prior to that time. An appointment should be made with a teacher prior to a student entering the building before 7:55 a.m. **Students must promptly leave school property after dismissal unless directly supervised by a teacher or coach.**

Students 12 yrs.-of-age and younger may be at school prior to 7:45 a.m. and after 3:15 p.m. if registered to and under the direct supervision of our extended care staff. Parents will then be charged for the services of the Extended Care Program. Your attention to school hours and the desire to maintain a safe school environment is greatly appreciated.

## DURING SCHOOL

From the time students arrive at school until they leave, they are under the care and supervision of the staff. Therefore, every staff member should receive the same obedience and respect that is due a parent. Students are not permitted to leave the playground during noon recess. While on the grounds, students may be only in those areas where there is adult supervision. See the Discipline Section of this handbook for other playground rules.

## **TRAFFIC**

### PROHIBITED AREAS

No vehicles should park on the playground or in the alley. No vehicles should drive on the playground or in the alley. The only exception to this is at the end of the school day between 2:55 p.m. and 3:05 p.m. when the west side of the playground will be opened to parents who are picking up their children.

### DROPPING OFF AND PICKING UP STUDENTS

For the safety of students, Holy Spirit asks that parents exercise caution when dropping off or picking up children.

**PLEASE DO NOT BLOCK OUR NEIGHBOR'S DRIVEWAYS or park in the school bus zone.**



## **AWARDS**

Academic Excellence The middle school student(s) who achieve the highest cumulative grade point average for the current school year earn this award.

Boland Award for Academic Improvement This is given to one student from each of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. It is not only for increased grade point average, but also includes growth in study habits and self-discipline.

Christian Living Award One student each in grades 6, 7 and 8 who models for others community, faith, hope, reconciliation, courage, service, justice and love earns this award.

### Honor Roll

**Improvement honors** Any middle school student who (a) improves his/her grade in at least one subject, i.e., D to D+, C- to C, B+ to A-, etc., and (b) maintains grades in all other subjects, merits improvement honors.

**Honors** Any middle school student who achieves a cumulative grade point average of 3.0 to 3.99 at the end of any quarter merits honors.

**High honors.** Any middle school student who achieves a cumulative grade point average of 4.0 at the end of any quarter merits high honors.

Grade point averages are computed assigning 4 points to an A, 3 points to a B, etc. Grades are averaged for these subjects: Reading/Literature; Math; English/Spelling; Religion; Social Studies/Geography/U.S. History; Science; Music, Art, P.E. and Spanish. Any student who receives a D or an F in any subject will not qualify for high honors or honors.

Perfect Attendance This award is given to children in grades K-8 who have no absences and no more than two tardies for the school year.

Presidential Education Awards These awards are presented at the end of 5<sup>th</sup> and 8<sup>th</sup> grades. The criteria include report card grades and achievement test scores for the three years prior to receiving the award.

Presidential Physical Fitness The President's Council on Physical Fitness presents awards to students who achieve a challenging level of physical fitness. Students are measured in five areas of fitness. Those who achieve at the 50<sup>th</sup> percentile in all five areas are awarded the National Physical Fitness Award.

Alan Gallegos Award are presented to the 8th grade boy and girl who have continually striven to improve themselves both academically and in sports activities. These students have earned the respect of the faculty & student body by their leadership, loyalty, good citizenship and integrity. The personal awareness and sensitivity of these students toward classmates and team members is recognized and appreciated.

Sam Rapkoch Discovery Award This award is presented to Holy Spirit 7<sup>th</sup> graders who have shown their determination to learn through continued academic efforts, creativity, sportsmanship and Christian living.

Service Award This is awarded to an 8<sup>th</sup> grade student who has served faithfully and willingly.



## MIDDLE SCHOOL

Fellowship Day In September, our middle school students participate in activities that encourage bonding and year-long fellowship.

Magazine Sale In the fall, 7<sup>th</sup> and 8<sup>th</sup> graders sell magazine subscriptions for their graduation fund. Money earned by 7<sup>th</sup> graders is retained and added to the amount they earn in 8<sup>th</sup> grade.

Ski Trips As part of their physical education curriculum, middle school students learn downhill skiing at Showdown Ski Area. A required fee covers the cost of transportation, lift tickets, equipment rental and lessons. A non-refundable transportation fee will be charged to all parents at the beginning of the year to cover the cost of leasing chartered busses. Due to disciplinary or academic reasons, students may miss the opportunity to participate in free skiing. They will, however, be required to participate in the ski lesson.

Student Council The Student Council consists of four members from each grade level of the middle school. These members are chosen by classmates. Members from 8<sup>th</sup> grade are assigned officer positions. A faculty member supervises the council activities. Their activities consist of planning and carrying out service projects and middle school social activities.

Social Events Middle school students have several social events per year. These events, which last for two to three hours, are chaperoned by parent volunteers and/or school staff. All middle school parents are asked to chaperon at least one event per year. The cost of each event varies. Refreshments are usually available.

#### Loss of Privileges

Students in 6th-8th grade have the opportunity to participate in many enjoyable activities. These are offered to enhance our students' school related experiences. They are privileges that must be earned throughout the year by exhibiting good behavior and study skills. Students who don't meet their teacher's expectations may lose any or all of these privileges.

## **STUDENT PROPERTY**

### **PERSONAL ITEMS**

In accordance with the school's mission to provide a positive, productive learning and working environment, free from unnecessary interruptions and distractions, the use or possession of cellular phones, pagers, handheld electronic games, and personal music devices and other similar media devices are prohibited **during the school day**. Unauthorized possession or use of such devices is grounds for immediate confiscation by school officials and/or classroom teachers.

Such items if found will be confiscated and retained by the classroom teacher until such time they are turned over to the office. On the first violation the device will be returned directly to the student's parent or guardian upon their request. On the second violation the school will retain the device for a period of two weeks at which time the device will be returned to the student's parent. Further violation(s) of this policy may result in the confiscation of the device for the remainder of the school year. Failure to turn over an unauthorized device to school officials and /or classroom teachers upon request, may result in disciplinary consequences up to and including dismissal/expulsion.

HSCS will not accept responsibility for lost or stolen equipment of this nature. Every personal item brought to school should be clearly marked with the student's name.

### **SEARCH AND SEIZURE**

In the interest of promoting student safety and attempting to ensure that schools are safe and alcohol and drug free, school administration may from time to time conduct reasonable searches of school property and equipment. School authorities may also search the student and/or student's personal effects in the student's possession when there is reasonable suspicion that the search will produce evidence the particular student has violated or is violating the law or the school's conduct rules. If a search produces evidence that the student has violated or is in violation of school policy and/or civil law, such evidence may be seized and impounded by the school administration. Parent will be notified if law enforcement is involved.



**BICYCLES**

It is not safe to ride bicycles on the playground during school time. Upon reaching the edge of the school yard, children must walk their bikes to the racks provided for them. Bikes must be locked and kept in the proper place while children are in class. The school will not assume responsibility for bikes that are stolen or damaged.

**LOST AND FOUND**

Lost and found articles ordinarily will be held by the school for one month. They will be displayed periodically for student and parent viewing. If unclaimed, they may be sent to a charity.

**BRINGING MONEY TO SCHOOL**

Any money sent with your child should be sealed in an envelope labeled with the child's name and grade and an explanation of what the money is for. Large sums of money should not be brought to school. If it is necessary to do so, the money should be carried to the office for safe keeping.

**SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal. Students will be expected to show respect for persons and property at all times. No running, pushing or shoving can be tolerated, as it may become an occasion for serious injury. Shouting or loud talking should be avoided. Out of consideration for all members of the school community, students are expected to keep the building, its furnishing, the fields, green areas and parking lots in clean and orderly condition. Trash is to be disposed of in containers provided. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desk and locker. Searches of desks and lockers may be conducted on a random basis throughout the school or individually at any time the school, in its discretion, believes there is reasonable cause that they contain articles or materials prohibited by school policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker. The parent will also be notified if law enforcement is involved.

**LOCKERS AND DESKS**

Lockers and desks are the property of Holy Spirit Catholic School and may be opened and searched by school officials whenever there is reasonable cause to do so.

## **SECTION TWO PARENTS**

### **COMMITMENT**

Holy Spirit relies on the consistent support of parents to carry out its mission of providing strong academic programs and a community of faith. This partnership between parents and school assures the education of children in academic subjects, in religious instruction and in moral values. Therefore, because all students can benefit when each parent is actively involved in the students' education, we ask parents to make the following commitments:

- **DISCIPLINE:** Support the school's disciplinary measures.
- **HOMEWORK:** Read to or with your child and review homework each day.
- **SERVICE:** Participate in at least two areas of service to the school as indicated on your Family Commitment sheet.
- **FUND-RAISING:** Participate in all fund-raising efforts with work and/or donations. The Development Director will inform
- Students, teachers, parents, sponsors and coaches about any school-wide fund-raising project.
- **TUITION:** Pay assigned tuition in a timely manner either directly to the office prior to the school year beginning or as specified by the financial contract made with P.A.R.M.
- **BONUS BUCKS:** From September through May parents are expected to purchase gift cards through our Bonus Bucks program totaling \$100.00 or more per month to help off-set what it costs to educate students. Parents who do not participate in this fund-raising endeavor may opt to pay a one-time fee of \$100.00.

Let's work together to make your child's educational experience at Holy Spirit the best it can be!

### **NON-CUSTODIAL PARENT RIGHTS**

- The custodial parent has the responsibility to provide the school administration with all official court orders which affect the well-being of the student when she/he is in the care of the school. Non-custodial parents will not be permitted to use the school for child visitation.
- The school will not refuse the request of the non-custodial parent who requests to pick up a child at the end of the school day unless there is a court order that states otherwise. By the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of that court order.

## **ORGANIZATIONS**

### **SCHOOL BOARD**

The membership of the parish school board will consist of nine members in addition to the pastor and principal. Six of the members shall be from Holy Spirit Catholic Parish; four of these should be parents or guardians of children attending the school. Three shall be members at large. Members are elected for a three-year term, with an option to serve an additional term. The terms of office shall commence with the August meeting following election and be staggered so that each year several terms of office will expire.

One school board member shall be responsible for communicating with the parish council. School board meetings are held monthly. Meetings dates will be announced each month. School board members' names are published in the school's "Yellow Pages."

Open meetings All meetings are open to parents and other interested parties. If a person wishes to have a topic addressed at a meeting, it should be placed on the agenda by calling the principal or the chairman of the school board no later than on Monday of the week before the meeting.

Responsibilities The school board is responsible for the following functions:

- \* **Planning** - establishing a mission statement and a strategic plan.
- \* **Policy formulation** - giving general direction for administrative action.
- \* **Finances** - developing plans and means to finance educational programs, which includes setting tuition, negotiating subsidies and developing the annual budget.
- \* **Selection/appointment of the principal** - participating according to the school's constitution and the policies of the diocese in determining who serves as principal.
- \* **Development** - understanding the school's vision and mission and actively supporting the functions and endeavors of the development office.
- \* **Evaluation** - determining whether goals and plans are being met, not evaluating individual staff members, administrators or students, except the principal's relationship with the board, and determining the board's own effectiveness.

Decision-making Decisions are made by consensus, which means that all board members agree to support the decision that appears to be the best, under the present circumstances, for the greatest number of people.

### ***HOME AND SCHOOL ASSOCIATION***

Holy Spirit's Home and School Association has these objectives:

- △ To help parents and teachers acquire a profound appreciation of the ideals of Catholic education
- △ To promote a clearer understanding of the mutual educational responsibilities of the parents and teachers, thus providing for better communication between home and school
- △ To cooperate with the pastors and faculty for the betterment of school, financially and educationally

Four officers and five committee chairpersons are elected each year to serve as leaders in attaining the above objectives. Executive officers are the president, president-elect, secretary and treasurer. The five committee chairpersons represent the following committees: Family Resources, Ways and Means, Extra-curricular, Curriculum and Hospitality. Officers and chairpersons also provide periodic family-oriented programs with social activities, teacher-parent information sessions and student activities. The names of association officers are published in the school's "Yellow Pages."

### ***BOOSTER CLUB***

The Booster Club is essential to the athletic program. All middle school families that have students who participate in any athletic program are members of the Booster Club and are required to pay a participation fee. Officers' names are published in the school's "Yellow Pages." Please see the Extra-curricular Handbook for details.

### ***FAMILY MENTORING PROGRAM***

The Family Mentoring Program helps new families become better acquainted with the school with the aid of families that are "old hands." Families are matched up according to children's grades and activities. If you are interested in this program, contact the school office.

## ***SERVICE AT SCHOOL***

Service is an integral part of parochial school involvement. Holy Spirit sincerely welcomes your service and your special talents and expertise appropriate to the enrichment of the spiritual and academic environment. We urge your active participation in school programs and activities. Each volunteer is directly responsible to a school staff person and will receive instruction regarding duties, school policies, emergency procedures, reporting discipline problems and how to get assistance. Each volunteer is a member of the school staff but is never a spokesperson or an employee of the school.



## **SECTION THREE COMMUNICATIONS**

### **PARENT-TEACHER CONFERENCES**

Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common problems, and understand one another better. Notices will be sent home with the students. Evening appointments or alternate dates may be requested by parents and approved by the instructors.

Pre-kindergarten has mid-year and end-of-the-year conferences. Middle school conferences are scheduled after mid-term of the 1<sup>st</sup> quarter and throughout the year as needed. Remaining grades have conferences after the first quarter. Parents and teachers are encouraged to arrange informal conferences as the need arises during the school year.

Parents wishing to discuss student performance, homework assignments, etc., may not interrupt a teacher while s/he is directly involved with students. Teachers want to give full attention to parents' concerns; for this reason, it is best to make an appointment so these discussions can receive the attention they deserve.

### **PROGRESS REPORTS AND GRADES**

Kindergarten students are issued grade reports at the 2nd, 3rd and 4th quarters. Grades 1-8 receive report cards at the end of each quarter. Progress reports are issued at each mid-term for grades 3-5. A sample of the report card is available upon request. Parents of students in middle school will be able to log on to a specified website to see their children's grades throughout the year.

Letter grades are based upon these percentages:

A+ = 100%	A = 95% - 99%	A- = 94%
B+ = 93%	B = 88% - 92%	B- = 87%
C+ = 86%	C = 78% - 85%	C- = 77%
D+ = 76%	D = 67% - 75%	D- = 66%
	F = 65% or below	



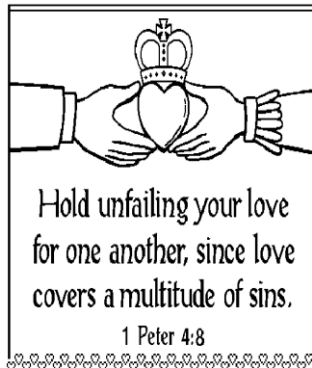
## PROBLEM SOLVING

The grapevine, the rumor mill and gossip are exceptionally **risky** methods of communication and conflict resolution. At best, they are unreliable. At worst, they are damaging to the individuals or groups or programs involved.

### STEPS TO TAKE

- ✘ 1. If you are troubled by someone or something, your first step is to speak to that person or the person most closely related to the problem (perhaps this is a teacher).
- ✘ 2. If you feel the problem is not resolved, speak to the other individual again. Perhaps that person sincerely believes the difficulty has been resolved and does not realize that you don't see it the same way.
- ✘ 3. If you still don't feel satisfied after a second attempt to resolve the difficulty, go a step higher (in the case of the school, this would be the principal) and restate your concern, asking for assistance. In the event you do not feel satisfied with the resolution of the problem at this level, make a second attempt.
- ✘ 4. If it finally becomes necessary to take your concern to the next level, please contact Fr. Richard Schlosser.

*At any level, it is wise to ask the person whom you're approaching: "Could I call you (see you) again if I haven't heard back by (a given date)?" In this way, you will know how soon to hear of a resolution to the problem. And you will know it is reasonable to call the person again if the process has broken down.*



## **GRIEVANCE PROCEDURE**

- If any student or student's parents/ guardian believes that a his/her rights have been deprived or violated the following procedure should be followed in all cases other than expulsion or Title IX matters
  1. The teacher or other school employee shall be informed of the complaint. A meeting should promptly be scheduled with the student or parents and the school employee against whose action the complaint is leveled to resolve the situation. The complainant or the employee may request that a member of the administrative staff be present.
  2. If no satisfactory resolution is reached, a written request for review of the matter may be presented to the school principal. This written request for review shall specifically state the nature of the complaint, identify the right that is believed to have been violated or deprived, and the specific relief sought. The principal will review the written request and, within ten (10) days, notify the person lodging the complaint of the action to be taken to alleviate the grievance or inform them that no basis got for the complaint has been determined.
  3. If, after the above procedures have been exhausted and no satisfactory resolution has been rendered, the person lodging the complaint may request, in writing, within ten (10) days that the parish priest review the matter. This written request shall state the nature of the complaint, the right believed to have been violated or deprived, the points of disagreement with the outcome of the first two steps of this procedure and the specific relief sought. The parish priest or his designee, shall review the facts of the matter and within ten (10) days informing the complainant of the administration's final action with regard to the complaint. The priest's decision on the matter is final.



## **ELECTRONIC WEDNESDAY ENVELOPES**

Each week parents who provide an email address will receive an email from the principal's office containing a pdf. attachment. This electronic envelope contains notes, calendars, the monthly newsletter, etc. to keep parents informed of school activities. A hard copy of the same information will be made available to parents upon request. Placing much of our correspondence online saves paper and expense. If you haven't already done so, please provide the office with your email address to further facilitate important correspondence. Materials must be submitted to the principal's office by 2:00 p.m. on Tuesday for inclusion within that week's email attachment.

## **SECTION FOUR FINANCE**

### ***TUITION***

The actual cost to educate a child in grades K-8 during the 2008-2009 year was \$3,914.00. Our parish contributes generously toward supporting our school which does help to offset the cost of education. As a result, we are able to reduce the rate for parishners. As we are a “Cost-Based; Needs Based” program, scholarship assistance is available through TADS for families whose income can’t support the minimum rate. Your financial support enables us to serve our school community with our wonderful spirit led mission. We ask that you prayerfully consider paying this amount. If this isn’t possible we ask that you pay somewhere between this and the minimum rate which is noted in the tuition schedule. A copy of the tuition schedule may be obtained in the school office or viewed on our school's website. [www.holyspiritcs.org](http://www.holyspiritcs.org)

### **SCHOLARSHIPS**

Families needing assistance beyond tuition indexing are encouraged to apply for a scholarship. Applications are reviewed by Tuition Aid Data Services. You may apply online, [www.tuitionaid.com](http://www.tuitionaid.com). Our designated school code is: GF 26007.

### **PAYMENT OF TUITION**

Families may choose to pay in full at final registration or in monthly installments. The monthly installment program is made possible through P.A.R.M., a local agency. Parents interested in participating in this program are required to complete a payment contract at the time of final registration. There is a small monthly fee for installment payment processing. Options for payment include a check, bank withdrawal or credit card.

### **OVERDUE TUITION PAYMENTS**

Monthly tuition payments are due no later than the 10th of the following month. For example, September's tuition payment is considered late if it is paid later than October 10. A late fee may be assessed for each late tuition payment. Families that are more than 90 days in arrears with their tuition may be asked to leave the school.

### **TUITION REFUND**

A family transferring children to a school out of Cascade County may receive a tuition refund for each remaining full quarter of the school year. If a student attends any portion of a quarter, tuition for the entire quarter is due and owing.

A family transferring children to a school within Cascade County may receive a tuition refund for the remaining full semester of the school year. If a student attends any portion of a semester, tuition for the entire semester is non-refundable.



***REGISTRATION PROCEDURES AND FEES***

**REGISTRATION COMPLETION**

Current and new families pre-register for the following school year in February. Information for completion of registration will be out in March. New families must supply immunization records, all sacramental records (if Catholic) and a birth certificate for each child. Fees and arrangements for tuition payments are due at this time.

**BOOK & INSURANCE FEE**

The book fee is paid at the time of pre-registration in the spring and is non-refundable. The fee schedule is as follows:

K-8	\$136
Pre-K, 3-days	\$85
Pre-K, 2-days	\$70
Tiny Tots	\$70

***OTHER FEES***

**LUNCH**

Students may bring their own cold lunches or purchase hot lunches as follows:

Blocks of lunches Blocks of lunches may be purchased at \$30.00 for 10-lunches, or \$60.00 for 20 lunches. Since students are more likely to lose money if they bring it each day, students should purchase lunches in blocks. Tiny Tot through 8<sup>th</sup> grade lunches are \$3.00. Adult lunches are \$3.50.

Milk Individual milk cartons can be purchased for cold lunch at 50cents each. We also offer a milk ticket anytime: 10-milks for \$5.00 or 20-milks for \$10.00.

Ala Carte The school also offers "ala carte" healthy snack items to supplement hot or cold lunches at 50 cents each. The school does not allow these items to be purchased for use as the student's entire lunch.

**BUS FEE** (monthly fee)

One way per child .....	\$30.00
To and from school per child .....	\$60.00
Two or more children one way.....	\$40.00
Two or more children both ways .....	\$80.00

**ATHLETICS**

<u>Athletic (Booster Club) fee</u> (goes toward equipment, coaches' stipends, etc.) . . .	\$50 per child
Fifth grade . . . . .	\$25
Additional fee for football. . . . .	\$35
<u>Activity pass</u> (good for home games only)	
Family . . . . .	\$25/year
Adults . . . . .	\$12/year
Middle School . . . . .	\$8/year
(Free to Middle School athletes who have paid the \$50 fee)	
K- 5th grade . . . . .	\$5/year

Clothing            Please see the Extra-curricular Handbook.

**BONUS BUCKS**

Holy Spirit purchases gift certificates from national and local businesses at a discounted price. These gift certificates, Bonus Bucks, are then sold at full face value to school families, parishioners, relatives and friends. This creates a profit margin that provides needed funds for the school.

Using Bonus Bucks will not cost you one penny. With Bonus Bucks you will be able to purchase the exact same items as if you used a check or cash. The only difference is that Holy Spirit will benefit from the use of the Bonus Bucks. Our School Board has requested 100% family participation in the program. Every family should spend at least \$100.00 per month toward this very important fund-raiser. In lieu of this program, families may elect to pay a \$100.00 fee at the beginning of the school year.

***SAM RAPKOCH EMERGENCY FUND***

The family of the late Sam Rapkoch, a former Holy Spirit student, has established an emergency fund for use by Holy Spirit families. If your child has a need that you cannot afford for such items as eye glasses, shoes for athletic participation, etc., please contact the child's teacher or the principal.

***HOLY SPIRIT ENDOWMENT TRUST***

The Endowment Trust was established in 1985 to secure the future of the newly consolidated school.

Gifts to the endowment may be given in many different ways. Stocks, bonds, mutual funds, cash, property, bequests in wills and life insurance all have tax advantages for the donor as well as providing Holy Spirit a bright and secure future.

The Endowment Trust has a diversified portfolio with portions being invested through a local investment firm as well as the Catholic Diocese of Great Falls-Billings. For more information, please contact one of the trustees, the principal or the director of development.

## **SECTION FIVE GENERAL**

### **HOT LUNCH PROGRAM**

The Holy Spirit Food Service prepares hot lunch meals each full school day. A menu is supplied each month. Keep it available so your child can decide whether (s)he would like to purchase lunch on a given day.

Offer vs. Serve At each lunch, foods from the five food groups are served: 1) a main dish containing a protein source (usually meat), 2) vegetable, 3) fruit, 4) bread and 5) milk. Grades TT-8 are offered all five foods. Grades TT-3 must choose foods that represent servings of at least 4 food groups. They may select four or all five. We will not serve "seconds" of any food unless there is something we cannot reuse at a later date. We also do not allow "seconds" unless the student has eaten all on their tr

Purchasing groups of lunches Blocks of lunches may be purchased any time at \$30.00 for 10 lunches, or \$60.00 for 20 lunches. Students ordinarily should not charge their meals; however, exceptions are made when a child has not brought a lunch and has no money or lunch purchases left. Any lunch money remaining at the end of the school year is returned to the family or can be applied to the following year's lunches. Please make the lunch money checks out to "Holy Spirit Lunch Program."

Milk Individual milk cartons can be purchased for cold lunch at 50 cents each. We also offer a milk ticket anytime: 10 milks for \$5.00 or 20 milks for \$10.00. Please make these checks out to "Holy Spirit Lunch Program."

Ala Carte We also offer several "ala carte" items for the students to purchase: Various snacks, which usually cost 50 cents each. We will not allow these items to be purchased for use as the student's entire lunch.

A record of lunch purchases used and lunches remaining is kept by school food service personnel. When a student is low in lunch tickets, a notice is sent home to remind parents to send money for more lunches. All lunch money is to be paid before the student eats, as we do not allow any "charging" of school lunches. If a family needs an extra day or two to get paid up we request that they call the Food Service Director at ext. 214 to arrange this. We do appreciate it if you please try to pay on a monthly basis.

Good Manners Students are expected to conduct themselves during lunch as they would at home mealtime, that is, moderate conversation, appropriate table behavior and remaining at the table until dismissed.

NO FOOD IS TO LEAVE THE LUNCH ROOM



**Stir up the  
gift of God  
which is in  
thee.**

-2 Timothy 1:6

Parents may eat with their children. Please call the office before 9:00 a.m. if you would like to eat with your child. This allows the kitchen the opportunity to prepare an extra meal.

How much are students required to eat? The staff believes that children should eat most, if not all, of their meals for these reasons:

1. If a child is eating cold lunch, we assume parents are aware of what is in the lunch bag and would prefer that their child eat what has been provided.
2. Students taking hot lunch have the opportunity to read the menu included monthly in the Wednesday Envelope and as posted on our school website. [www.holyspiritcs.org](http://www.holyspiritcs.org) With prior knowledge of the menu, we assume that parents would either send them with cold lunch or would expect them to eat the hot lunch provided.

Students are not required to eat everything — **UNLESS** they plan to receive a second helping.

Do students have enough time to eat? Students ordinarily should have ample time to eat, if they refrain from visiting and other distracting behaviors until they go out to the playground. Middle school students are told that they may leave *when they are ready after 12:20 p.m.* Problems may arise if children who have not finished their lunch want to leave with their friends who have finished eating.



## ***GUARDIAN OF ANGELS – EXTENDED CARE PROGRAM***

Guardian of Angels Extended Care is a program that provides before, during and after school care for any student between the ages of 3 and 12, who is registered at Holy Spirit Catholic School. Our day care Provides a safe environment, which will foster growth for all your child's needs: physical, emotional, social, nutritional and cognitive development. The daily schedule will meet these needs by providing time for outside or gym time; thought provoking, creative activities; free choice time; and nutritious snacks by caring trained staff. Extended Care keeps our adult/child ratio of 1-adult to every 8-children if we have children three year of age. Otherwise, our ratio is kept at 1-adult for every 10-children over three yrs. of age.

Guardian of Angels Extended Care's rate for one child is \* \$4.00 per hour or a flat fee of \* \$30.00 per day. If you have more than one child using the daycare, the rate per child would be \* \$3.50 (\* all rates subject to change). A once a year \$15.00 supply fee is assessed at the start of service. This supply fee covers snacks and materials used throughout the year. Monthly bills are sent out the first week of the month for the previous month's service. Bills are required to be paid by the 10<sup>th</sup> of each month. Guardian of Angels is open for business at 7:00 a.m. to 5:30 p.m. A late fee will be assessed for late pickups. Our daycare follows the school calendar fairly closely as to provide families with convenient daycare service.

We try very hard to stay in touch with your child's classroom teacher as to follow his/her curriculum and to reinforce the academics being taught. In addition, Extended Care is happy to offer cooking, singing and dancing along with new adventures throughout the school year to keep the children excited about coming to daycare.

Guardian of Angels and Holy Spirit Catholic School look forward to providing you and your child with a safe, structured, academic and convenient service that is housed in the same building. No more picking up after school and chauffeuring your child to the next child provider

## Holy Spirit Catholic School Internet Use Conduct Policy

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behavior by users, however, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### Terms and Conditions

1. **Acceptable Use** - Access to the school's electronic networks must be (a) for the purpose of education or research and consistent with educational objectives; or (b) for legitimate business use.
2. **Privileges** - The use of the school's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His/her decision is final.
3. **Unacceptable Use** - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:
  1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U. S. or state law;
  2. Unauthorized downloading of software.
  3. Downloading copyrighted material for other than personal use;
  4. Using the network for private financial or commercial gain;
  5. Wastefully using resources, such as file space;
  6. Hacking or gaining unauthorized access to files, resources, or entities;
  7. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  8. Using another user's account or password;
  9. Posting material authorized or created by another, without his/her consent;
  10. Posting anonymous messages;
  11. Using the network for commercial or private advertising;
  12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material; and
  13. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  1. Be polite. Do not become abusive in messages to others.
  2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  4. Recognize that electronic mail (e-mail) is private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  5. Do not use the network in any way that would disrupt its use by other users.

6. Consider all communications and information accessible via the network to be private property.
7. No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. Indemnification - The user agrees to indemnify the school for any loss, costs, or damages, including reasonable attorney fees, incurred by the school, relating to or arising out of any violation of these procedures.
9. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
12. Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web or file server, without explicit written permission.
  - a. For each republication (on a Web site or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the statute of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

### **Internet Safety**

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses", as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using . Internet access, to ensure that the students abide by the terms and conditions for Internet access, as contained in these procedures.

3. Each school computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the children's Internet Protection Act (CIPA)
4. The building principals shall monitor student Internet access
5. Legal Reference: Children's Internet Protection Act, P.L. 106-554 20 U.S.C. § 6801, et seq. 47 U.S.C.. § 254(h) and (1)

## STUDENTS

### Access to Electronic Information, Services, and Networks

#### General

Internet access and interconnected computer systems are available to the students and faculty. Electronic networks, including the Internet are a part of the instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. **In** order for the school to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of school-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

#### Curriculum

The use of the school's electronic networks shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of the student and shall comply with the selection criteria for instructional material and library-media center materials. Staff members may, consistent with the school's educational goals, use the Internet throughout the curriculum. The school's electronic network is part of the curriculum and is not a public form for general use.

#### Acceptable Uses

1. **Educational Purposes Only** All use of the school's electronic network must be (1) in support of education and/or research, and be in furtherance of the school's stated educational goals or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the school's electronic network computers. The school reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. **Unacceptable Uses of Network** The following are considered unacceptable uses and constitute a violation of this policy:
  - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages offering for sale or use any substance whose possession or use is prohibited by the school's student discipline policy; viewing, transmitting, or downloading pornographic material or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

- B. Uses that cause harm to others or damage to their property, including but not limited to, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
- E. Students are prohibited from using e-mail; this includes school e-mail accessed through a web browser. E-mail access may be given to students on a case-by-case basis (e.g., foreign exchange students keeping in contact with home). Students are prohibited from joining chat rooms, unless it is a teacher-sponsored activity.
- F. Expressing personal beliefs or philosophies that violate Holy Spirit Catholic School's values, government laws, ordinances or regulations.
- G. Utilizing "Chain Mail" or other frivolous email communication.

### **Internet Safety**

Each school computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act.

The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Filtering should be used in conjunction with:

- Educating students to be "net-smart";
- Using recognized Internet gateways as a searching tool and/or home page for students, in order to facilitate access to appropriate material; - Using "Acceptable Use Agreements";
- Using behavior management practices for which Internet access privileges can be earned or lost
- Appropriate supervision. Building principals shall monitor student Internet access.

**Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student him/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

**Internet Access Conduct Agreements**

Each student and his/her parent(s)/legal guardian(s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the school's computer system and/or Internet service.

**Warranties / Indemnification**

The school makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The school is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The school will not be responsible for any unauthorized charges or fees resulting from access to the Internet and any user is fully responsible to the school and shall indemnify and hold the school, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such users' access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by the user. The user, or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the school in the event an investigation of a user's use of his/her access to its computer network and the Internet.

**Violations**

If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke or suspend access at any time with his/her/their decision being final.

**Holy Spirit Catholic School  
2820 Central Avenue  
Great Falls, MT 59401**

**HOLY SPIRIT CATHOLIC SCHOOL PARENT/STUDENT AGREEMENT FORM  
2011-2012**

*If you have more than one child at Holy Spirit Catholic School, please complete a separate form for each child.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**Handbook Verification**

We have received and completely reviewed the Holy Spirit Catholic School Parent/Student Handbook and agree to comply with the rules and policies stated in the handbook.

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

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

**Computer and Internet Acceptable Use Policy for Students**

I have read the Computer and Internet Acceptable Use Policy for Students in the Parent/Student Handbook and agree to comply with this policy. As the student's parent I grant permission for my student to access network computer services provided by the school.

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

I have read the Computer and Internet Acceptable Use Policy for Students in the Parent/Student Handbook and agree to comply with this policy.

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

**Photo, Video, Website Permission**

I do hereby give and grant to Holy Spirit Catholic School permission to use my child's name, photographic image, and/or video image in school publications, school productions, school advertisements, news articles, publicity, and/or school website.

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

**Please return this sign-off sheet to the main office no later than 2 weeks after the first day of attendance.**

## **APPENDIX**

### **2011-2012 CALENDAR**

#### **FORMS:**

**ALLERGY ACTION PLAN**

**ATHLETIC PARTICIPATION CONTRACT**

- **PROBATION**
- **INELIGIBILITY**

**DISCIPLINARY ACCOUNT**

**FIELD TRIP PARTICIPATION**

**MEDICATION AUTHORIZATION**

**TARDY NOTIFICATION**

**TEACHER TO PARENT COMMUNICATION**

Great Falls Catholic School System  
School Calendar  
2011-2012

	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
Aug.	1	2	3	4	5	Jan.	2\$	3	4	5	6
	8	9	10	11	12		9	10	11	12	13
	15	16	17	18	19		16\$	17	18	(19)	20
	22#	23#	24FD	25	26		23\$#	24	25	26	27
	29	30	31				30	31			
<hr/>											
Sept.				1	2	Feb.			1	2	3
	5\$	6	7	8	9		6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20\$	21	22*	23	24
	26#\$	27*	28	29	30		27	28	29		
<hr/>											
Oct.						Mar.				1	2
	3	4	5	6	7		5	6	7	8	9
	10	11	12	13	14		12	13	14	15	16#\$
	17	18	19	20#\$	21#\$		19	20	21	22	23
	24	25	26	27	28		(26)	27	28	29	30
	(31)										
<hr/>											
Nov.		1	2	3	4	Apr.	2	3	4	5/	6\$
	7	8	9	10/@	11\$@		9\$	10\$	11	12	13
	14	15	16	17	18		16	17	18	19	20
	21	22	23\$	24\$	25\$		23	24	25	26	27
	28	29	30				30				
<hr/>											
Dec.				1	2	May		1*	2	3	4
	5	6*	7/#	8	9		7	8	9	10	11
	12	13	14	15	16		14	15	16	17	18
	19	20	21\$	22\$	23\$		21	22	23	24	25/
	26\$	27\$	28\$	29\$	30\$		28\$	29	30	31	
<hr/>											
June											1LD

\$ (Student Holidays)

Symbols:

Labor Day	9/5
Teacher In-service	9/26
Teacher In-service	10/20 & 10/21
Thanksgiving	11/23 to 11/25
Christmas	12/21 to 1/2
Martin Luther King Jr.	1/16
Teacher In-service	1/23
Presidents Day	2/20
Teacher In-Service	3/16
Easter	4/6 to 4/10
Memorial Day	5/28

\$	Student Holiday
FD	First Day
LD	Last Day
@	Parent/Teacher Conf. (11/10 1 to 5 pm ½-school day, 11/11 8 am to 12:00 pm)
( )	End of Quarter
*	Mid-term: 9/27, 12/6, 2/22, and 5/1
/	Half Day
#	Professional Development

Student contact:  
Professional Development:  
Student days:

178-Days  
7.5-Days  
1<sup>st</sup> Qtr 45  
2<sup>nd</sup> Qtr 44  
3<sup>rd</sup> Qtr 45  
4<sup>th</sup> Qtr 44

# *Catholic Mutual. . ."CARES"*

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## **DEALING WITH FOOD ALLERGIES IN SCHOOLS**

Children suffering from food allergies has become more prevalent in the last few years. While the majority of these food allergies are easily manageable, many of them can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize the risk and provide a safe educational environment for students with these allergies. Since Catholic schools have no legal obligation to enroll a child with a food allergy, it is acceptable for your school to decide not to take on this added responsibility.

The following guidelines provided by the Food Allergy & Anaphylaxis Network (FAAN) should be followed to manage students with food allergies.

### **Family's Responsibility**

1. Notify the school of the child's allergies.
2. Work with the school to develop a plan to accommodate the child's needs.
3. Provide written medical documentation, instructions and medications as directed by the child's physician. Use the Food Allergy Action Plan as a guide (see attached). Also, should include a photo of the child on the Action Plan form.
4. Provide properly labeled medications and replace medications after use or when expired.
5. Educate the child in the self-management of their food allergy. This would include: strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when they are having allergy symptoms; how to read food labels (age appropriate).
6. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
7. Provide up-to-date emergency contact information.

### **School's Responsibility**

1. Notify parents and the student that the school cannot guarantee an allergy-free environment.
2. Ensure that all staff understands food allergies; can recognize symptoms; knows what to do in case of an emergency; and works with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
3. Practice the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.

4. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine.
5. Designate and properly train school personnel to administer medications.
6. Be prepared to handle a reaction and always ensure a trained staff member is available during the day, regardless of time or location.
7. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
8. Discourage children from "trading" food.
9. Ensure all surfaces such as tables and toys be washed clean of contaminating foods.
10. Encourage all students to wash hands after handling food.
11. If needed, designate a specific table in the cafeteria for children with food allergies.

### **Student's Responsibility**

1. Do not trade food with other students.
2. Do not eat anything with unknown ingredients or known to contain the food allergen.
3. Need to be proactive in the care and management of their food allergies and reactions (age appropriate).
4. Need to notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

(Revised 10/05)



# Holy Spirit Catholic School

## Parent-Student-Teacher Athletic Participation Contract

### As Teachers, we will:

- \* believe that each student can learn;
- \* show respect for each child and his/her family;
- \* provide an environment conducive to learning that will include reasonable accommodation;
- \* help each child grow to his/her fullest potential;
- \* provide meaningful and appropriate homework activities;
- \* enforce school and classroom rules fairly and consistently;
- \* maintain open lines of communication with student and his/her parents;
- \* expect that students will regularly communicate academic progress to parents;
- \* empower the student to communicate academic needs to the teacher and parent;
- \* demonstrate professional behavior and a positive attitude;
- \* establish the expectation that the student will record all assignments.

### As the Student, I will:

- \* do my best in my work and in my behavior;
- \* understand that my behavior & grades will determine my eligibility;
- \* work cooperatively with my classmates;
- \* show respect for myself, my school and other people;
- \* obey the school and the classroom rules;
- \* take pride in my school & myself;
- \* come to school prepared with my homework and my supplies;
- \* believe that I can learn and will learn while sharing details of this with my parent(s);
- \* bring home my completed assignments, show them to my parents, and return them to the school the next day.

### As the Parent/Guardian, I will:

- \* understand & support the school & its policies in developing positive behaviors;
- \* see that my child attends school regularly and on time;
- \* understand that teachers will not give special consideration to my son / daughter as an athlete;
- \* provide a home environment that encourages my child to learn;
- \* insist that all homework assignments are completed & returned;
- \* talk with my child about his/her school activities every day;
- \* ask to see my child's homework & if necessary help them to revise it;
- \* encourage my child to read at home and to monitor his/her TV viewing;
- \* insist that a consistent bedtime be maintained on all school nights;
- \* show respect and support for my child, the teacher and the school;
- \* examine my child's daily assignment notebook, sign it and send back to school;
- \* create and use a reward system that will motivate my child to maintain satisfactory grades.

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Parent/Guardian

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Student

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Classroom Teachers

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Principal

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Date

This participation contract must be signed annually by all parties and returned to the office before competition begins.



Parent Copy \_\_\_\_\_

Teacher Copy \_\_\_\_\_

Student Copy \_\_\_\_\_

**HOLY SPIRIT CATHOLIC SCHOOL  
Ineligibility Form**

Re: Participation in Extra-Curricular Activities is discontinued.

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

Student, \_\_\_\_\_, of grade \_\_\_\_\_ has become ineligible and therefore not allowed to participate in \_\_\_\_\_ for the following reason:

\_\_\_\_\_ Average below 78%

\_\_\_\_\_ Absent from school (10-Day Rule) \_\_\_\_\_  
(Dates)

\_\_\_\_\_ Misbehavior in class \_\_\_\_\_ Other Circumstances  
(See attached form.)

\_\_\_\_\_  
Subject(s)

\_\_\_\_\_  
Teacher

Remarks:

Signatures: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Parent/Guardian) Date

# Disciplinary Account



<b>Student:</b>	<b>Incident No:</b>
<b>Time of Incident:</b>	<b>Date:</b>
<b>Referred by:</b>	<b>Location:</b>
<b>Consequence of Behavior:</b>	

**1. Reason for the reprimand. (Student's Account)**

**This written reprimand was issued because... (Teacher / Staff Member Response)**

**2. What will be done differently to avoid a similar situation?**

**3. What consequence may follow if the behavior is repeated?**

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**Student's Signature**

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**Supervisor's Signature**

Parent(s) please retain this copy of the incident report. An additional copy will be kept on file for the entire school term. We encourage you to contact your child's teacher or supervisor if you have any questions.

DIOCESE OF GREAT FALLS-BILLINGS  
Parent Request Form for Field Trip Participation  
(For Educational Purposes Only)

**Date:** \_\_\_\_\_

**Holy Spirit Catholic School**  
**2820 Central Ave**  
**Great Falls, Montana**

Dear Parent or Legal Guardian,

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of school personnel. A brief description of the activity follows:

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ and Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the child.

We hereby request for our child, \_\_\_\_\_, to participate in the event described above. We understand that this event will take place away from the school grounds and that our child will be under the supervision of the designated school staff member on the stated dates. It is understood that we, the parents or legal guardians of the child, will assume all liability for injury, including death, to the child which result from accident or occurrence during the event. We also agree to protect, indemnify, save and hold harmless the Diocese of Great Falls-Billings, the school, the parish, and its officers, directors, and employees from all damage, claims, suits, expenses and payment on account of or resulting from any such injury, death, or damage to property. We further consent to the conditions stated above on participation on this event, including the method of transportation.

I understand my child will be expected to :

1. Stay with the group;
2. Follow all directions by adults;
3. Adhere to behavior standards set forth by the adults in charge.

I understand if my child does not follow these rules, I may be called to pick him/her up.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return this form by** \_\_\_\_\_



**Holy Spirit**  
**Catholic School**  
 2820 Central Avenue  
 Great Falls, MT 59401  
 Phone: (406) 761-5775  
 Fax: (406) 761-5887

**MEDICATION AUTHORIZATION FORM**

TO BE COMPLETED BY PARENT

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

TO ADMINISTER A PRESCRIPTION MEDICATION:

- The **medication must be in its original container**, with a legible label from the pharmacy indicating the child's name, date, name of medicine, dosage and time, number of days medication is to be given, and expiration date of medication, doctor's/nurse practitioners name, pharmacy name and telephone number.
- Samples must be accompanied by a doctor's written prescription
- Medications are to be given only to a child indicated on the label (Twins and siblings cannot share.)
- A separate authorization is required for each medication and each episode of illness
- Label constitutes the physicians/nurse practitioner's order
- Parent/Guardian is to give as many doses a possible at home

Medications: \_\_\_\_\_

Reason for giving: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Dosage: \_\_\_\_\_

Times to be given: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Special handling/storage instructions: \_\_\_\_\_ Refrigeration Y/N

**Parent/Guardian Signature**(required) \_\_\_\_\_

**Physician/Nurse Practitioner's Signature** \_\_\_\_\_

\*\*\*\*\*

NON-PRESCRIPTION MEDICATION:

- Parent is required to bring these medications from home.
- **Medication must be in an original container** with child's name on the container.

Medication: \_\_\_\_\_

Reason for giving: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Dosage: \_\_\_\_\_

Times to be given: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Special handling/storage instructions: \_\_\_\_\_ Refrigeration Y/N

**Parent/Guardian Signature (required)** \_\_\_\_\_



## Holy Spirit Catholic School Tardy Notification

This notice has been issued as a result of your child's late arrival to class. According to our Student Tardy Policy, anyone found tardy a second time within the same grading period demonstrates a lack of consideration to their teacher and classmates. As the child's parent you are kindly notified in writing as a means to provide assistance in curbing this behavior. Please refer to the Student-Parent Handbook for further information.

You son / daughter has received his / her second tardy on \_\_\_\_\_.

The first tardy of the grading period was documented on \_\_\_\_\_.

We continue to appreciate \_\_\_\_\_ ongoing contributions to Holy Spirit School. Full attendance in every class is very important to \_\_\_\_\_ Please be aware that more than two occurrences will result in consequences ranging from serving a half hour detention to a half-day of in-school-suspension followed by a full day in-school suspension if the practice continues to be repeated.

Students late to class due to medical appointments and school or parish related activity will be excused. All other incidents causing a late arrival are considered unexcused. Students may often avoid this outcome by checking in with their teacher before the class period begins. We believe children learn best when they attend the entire class period.

**Please sign below and return a copy of this form to the office. We appreciate your efforts and support in encouraging your child to attend each full class session.**

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

\_\_\_\_\_ Principal

\_\_\_\_\_ Date



# Holy Spirit

**Catholic School**

2820 Central Avenue

Great Falls, MT 59401

Phone: (406) 761-5775

Fax: (406) 761-5887

www.holyspiritcs.org

Today's Date: \_\_\_\_\_

Dear Parent(s),

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Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

A Note from the Principal:

*Your son/daughter has a wonderful ability to communicate a variety of needs. When you are not informed of them, it can become very problematic. Ownership must be taken by him/her to share school related progress with you. Please be assured, students at Holy Spirit Catholic School receive feedback from their teachers and are therefore aware of their class/subject status. Insist they routinely share their progress in all classes.*

*Our teachers may occasionally use this form to supplement the information students are asked to bring home. Please understand that if you don't receive a copy as intended, it was your child's responsibility to have given it to you. It was initiated by the teacher as a courtesy to you. The administering teacher and I will place a copy on file. May our shared expectation truly result in fostering a level of accountability that will serve the student as he/she successfully progress from elementary school through high school.*

*Thank you for your continuing commitment to Catholic Education.*