

Holy Spirit School

Parent/Student Handbook

The School

Amid 7.5 acres of property, a lovely two-story, rose-brick building began construction in 1964. Holy Spirit School opened its doors on September 15, 1965 admitting 359 students from grades one through eight under the auspices of the Dominican Sisters of Caldwell. During this time, the nuns resided in what is now Drexler Hall. In September of 1974 Drexler Hall housed Holy Spirit's first half-day Kindergarten class, making it necessary for the one residing nun to move to St. Michael's Convent, Union. Three and one-half years later, Holy Spirit saw its first full lay faculty and administration. The following September, the first Pre-Kindergarten program began, utilizing Drexler Hall facilities for 3 and 4 year old youngsters in the afternoon. Because of decreasing enrollment, the 3 year-old program was eliminated in 1990, thus extending the Pre-Kindergarten 4 year old program to five afternoons per week and then changing to morning sessions for increased school time. In 1994, the Kindergarten program was extended to full day sessions to keep up with the changing times.

As society moved into the 21st century, thus Holy Spirit School continuously strives to maintain a quality education in a Christian atmosphere.

Philosophy

We at Holy Spirit School recognize that our school is an integral part of the faith community of Holy Spirit Parish. Therefore, our goals reflect the faith commitment of this parish. We are Christ-centered and proclaim a three-fold purpose; of message in spreading the Good News through daily living, of mission in helping build a community of faith, and of service with Christ-like love to all people. Our strength is based in the belief in the resurrection of Jesus and an overwhelming awareness of God's mercy. We seek to encourage our students to grow as dynamic Christians who think and act in accordance with the teachings of Jesus and are a living presence of Christ. We affirm religious values as a vital part of the curriculum.

We recognize the need for each child to develop his or her own spirituality and enjoy their relationship with God and their fellow man. Our aim is to instill a sensitivity and tolerance for our diverse population. We strive to attain a strong sense of community as we work together to form body of Christ. Our commitment to actively serve others is founded in the words of Jesus - **WHATSOEVER YOU DO FOR THE LEAST OF MY PEOPLE THAT YOU DO UNTO ME.**

We aim to prepare citizens with a moral conscience to fulfill responsible roles within the family, church and society. We recognize that our bodies are a gift from God, and through both spiritual and physical education students are taught to understand, accept and care for them. We aim to create a positive and healthy self-image for each student. While students build academic skills, they also gain other important

competencies including critical thinking, research, and problem solving. Our purpose of education is not only to instruct, but also to allow the students to assimilate and apply as much learning as possible.

Since we are becoming a technology-based society, it is essential for the school to enable the children to function in such a world. In addition, it is our goal to assist the students in responding to and incorporating these technological advancements in a manner befitting their Christian teachings. We consider development of these values as important as the mastery of basic skills.

We recognize the importance of the parent as the primary educator of the child and believe it is vital to maintain harmonious and open channels of communication between home and school. The faculty at Holy Spirit, both individually and as a group, seeks to create a caring atmosphere of love, trust, understanding and respect.

Non-Discrimination Policy

Holy Spirit School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Holy Spirit School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Purpose and Use of Handbook

This Handbook exists to foster the efficient operation of Holy Spirit School. To meet this objective, the School administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

Amendments to Handbook

This handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

Mission Statement

As Christian educators, the mission of Holy Spirit School is to be an example of Christ for others, so that they may grow in His love, wisdom and strength. Through our words, deeds and prayer life, we strive to create a climate where Christian values permeate and unify all areas of learning - academic, social, physical and spiritual. Thus, each person in our care can be nurtured to attain his or her potential within an atmosphere of commitment to others.

We serve God by giving witness to His teachings. We serve our community and neighboring communities by offering a Christ-centered education. We serve our faith community - for by strengthening and nurturing its members - we nurture and strengthen the whole church.

Admissions - Preferences

Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of Holy Spirit Parish. When classes are filled, Holy Spirit School will maintain a waiting list for one academic school year. Re-registration is required for the succeeding academic school year.

Admissions - Admission Requirements

- A birth certificate must be presented for proof of age.
- The Pre-Kindergarten child must be four years old on or before September 30th of the present school year.
- The Kindergarten child must be five years old on or before September 30th of the present school year.
- Immunization records are required for admission into Holy Spirit School.

Immunization requirements:

- DPT: a minimum of four doses
- OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday
- Measles vaccine: one dose administered on or after the first birthday.
- Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Mumps vaccine one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Hepatitis: three doses administered before entering school
- An applicant whose immunization record is incomplete will not be admitted.
- A baptismal certificate and verification of reception of any additional sacraments are also needed if applicant is a Catholic.
- All new students entering Holy Spirit School are required to have a complete physical. Health forms are available through the school nurse.
- An interview with parent/guardian for students seeking entry into grades 1-7 is required.

- Submission of past report cards, standardized test scores are required before admission process begins.
- A release letter must be signed by the parent/guardian to obtain transcripts and all pertinent information from the previous school.
- A transfer card and most recent report card from the previous school are required before registration of the student is finalized.
- NO TRANSFER will be accepted during the final year before graduation.

Attendance

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature, adult behavior in the future.

Attendance - Supervision

The school's responsibility for supervision of students begins at 8:00 AM and ends at 2:50 PM. Every effort should be made to pick up the student at this time. For students enrolled in the after-care program, the school's responsibility for supervision begins at 2:40 PM and ends at 5:30 PM. Our before care program begins at 7:30 AM and ends at 8:05 AM each morning. If a student is not picked up by 2:50 PM, he/she MUST report to After Care and the parents will be charged accordingly.

Attendance - Inclement Weather

The cafeteria doors open a few minutes before 8:00 AM. On inclement days, the students will go directly to the cafeteria when they arrive at school and wait for the homeroom teachers. On these days the students will use the cafeteria entrance by the church when arriving at school.

Attendance - Absence

A parent/guardian must call the school no later than 9:00 AM to report a student's absence. Any unreported absence will be followed up by a phone call to the parent. Pre-K and Kindergarten parents may call Drexler Hall directly to report a child absent (687-8172). When a student returns to school he/she must present to the teacher a written excuse from the parent/guardian stating the student's name, together with the reason for absence and dates. An absence of 5 consecutive days requires a doctor's note.

Attendance - Homework

Student's homework may be requested when a parent/guardian calls in an absence. Homework assignments may be picked up after 2:40 PM at the school office. Since the teachers are busy during the day and cannot prepare the assignments before the end of the day, homework cannot be picked up before this time. The number of days absent is the number of days a student has to make up the required

assignments. If homework is not requested through a phone call to the office, students are responsible for personally contacting the teachers about make-up work and for the completion of these assignments.

Attendance - Tardiness

The first bell rings at 8:10 AM at which time students line up to enter school by grade. Any student entering the classroom after the 8:20AM bell is considered tardy. It is very important that students get to school on time. It is extremely disruptive, not only to the student but to the entire class, when a student is late. Every effort should be made to get the student to school on time.

A total of 5 tardies per trimester are allowed. Starting with the 6th and each consecutive tardy, the student has a 20 minute detention on that day.

Attendance - Participation/School Activities

If a student is absent from school because of illness or disciplinary action, he/she will NOT be permitted to take part in extracurricular or athletic activities that afternoon or evening. If a student is absent from school other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

Attendance - Absence Other Than Illness

Holy Spirit School does not encourage vacation during the school year. Parents requesting permission to take a student on trips, vacation, etc. during school time must know that the student is considered absent. It is the parent's responsibility to see that the student completes all classwork and homework during that period. It is very difficult for a teacher to give students complete, precise assignments if the student will be absent for an extended period of time. Therefore, parents must make sure all assignments are complete.

Attendance - Truancy

A student who deliberately avoids coming to school contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district or residence. A student who is truant will be subject to discipline.

Attendance - Emergency Closings

Telephone calls for emergency closings will begin with the principal. The class mothers will call to notify parents. This is the most efficient way of letting parents know when school is closed because of bad weather, boiler breakdowns, or no water or other unforeseen emergencies. Please make sure the school has an accurate phone number where parents can be reached at all times. In case of delayed openings, parents will be notified by phone. The delay is 10:00 AM unless otherwise stated when phone calls are made.

Home School Communication - Appointments

A good parent/teacher relationship is essential to the education of each student. Therefore, parents are encouraged to consult with faculty members at any time by making an appointment. Such consultations may be arranged by contacting the school office for a mutually convenient meeting time or by sending a note to the teacher. For the sake of good order in the school, parents may not approach faculty members during the school day without arranging an appointment beforehand. Please state the reason for the meeting so the teacher can be fully prepared to discuss your concerns.

Home School Communication - Communication

Holy Spirit School will communicate monthly with all parents/guardians by newsletter and calendar which will be hand delivered by the student by the last day of the previous month. A tentative yearly calendar will be sent home in June for the upcoming school year. Any deviation from the yearly calendar will be noted on the monthly calendar as soon as possible. All newsletters and calendars are given to the oldest or only child in the family.

Home School Communication - Money in School

Money that is sent to the school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed and its purpose. The only money needed for school on a daily basis would be for lunch or ice cream.

Home School Communication - Home-School Association

The purpose of the Home-School Association is to promote parent/teacher cooperation. This cooperation is essential since both are working for the better education of the students. Meetings are scheduled 4 times per year and noted on the monthly calendar. Dues are collected at the beginning of each school year. [Click here for more information.](#)

Home School Communication - Library Guild

The purpose of the Library Guild is to take care of the needs of our school library. Magazine subscriptions, books, videos, etc. are purchased by the Guild. Dues are collected at the beginning of each school year.

Home School Communication - School Advisory Board

The purpose of the School Advisory Board is to advise the pastor on matters concerning the financial aspect of the budgetary process, marketing and recruitment strategies. The board consists of a 7 member panel with the pastor or his designee, principal and Home-School president as non-voting members. The board meets 8 times per year.

Home School Communication - Custodial and Non-Custodial Parents

Holy Spirit School abides by the provisions of applicable law with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains the information which may be useful to the school in fulfilling its obligations.

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

Academic Policies - Curriculum

Major subjects must be successfully completed by every student for promotion to the next grade.

These subjects include:

- Religion Jesus is the central figure in the lives of the students in grades PreK to 3. They learn that Jesus is very special through many Bible stories. Older students become aware of the tenants of Catholicism and that God holds them in the palm of His hand. They learn about the special bond between God and His children.

- Language Arts Grammar is an integral component within the Language Arts program. Students are taught the importance of sentence structure, punctuation and capitalization from grades Kdg. To 8. All students experience writing skills that are necessary in today's society.

- Reading/Literature Beginning with PreK, reading readiness allows the students to assimilate the process of academics. Each year students build on skills previously taught. Students become aware of the wonderful world of knowledge through reading as it is the basis for all other academic components in their lives.

- Social Studies Beginning with family, students learn about their surroundings, the Community then beyond. Ancient civilizations help the students become knowledgeable about how society and the world evolved. The founding of the United States gives the students the background needed to see how our present society took shape.

Science Throughout the grades students learn physical, earth and life science that is age appropriate. Many hands on experiences enhances the subject matter within each grade

- Mathematics Numerals become a part of the child's life. Each grade expands on this experience. They are taught math life skills throughout the grades.

If a student fails 2 or more major subjects he/she may not be eligible for promotion to the next grade. Communication with the parent/guardian to discuss inadequate performance is part of the retention process.

Academic Policies - Specials

Special classes, including - Art, Music, Computer Science, Physical Education and Spanish (gr. 6,7,8) through Berlitz, Jr. are graded according to the Archdiocesan report card system (O,S,I,U). Participation in these subjects should be taken seriously since a "U" grade will keep students off the honor roll.

Academic Policies - Religious Education/Services

The non-Catholic student is welcome at Holy Spirit School. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values.

Non-Catholic students MUST participate in the Religion classes and liturgical services scheduled during the school year.

Academic Policies - Homework

Homework is usually given on a daily basis. All assignments must be completed and handed in on time. Each classroom teacher has her own policy concerning the completion of homework assignments. This is discussed each year at the Open House scheduled for September. Some guidelines, which may be helpful to parents/guardians, for the amount of time is usually spent on homework:

- Grades 1 & 2 - 15 to 30 minutes
- Grade 3 - 30 to 45 minutes
- Grades 4 & 5 - 45 to 60 minutes
- Grades 6,7 8 - 1+ hours

Please keep in mind that this is just a guideline!

Academic Policies - Scheduled Parent/Teacher Conferences

Once a year conferences are scheduled after the first marking period. Letters are sent home with the first report card. Half days are scheduled so that all parents are able to speak to the student's teacher concerning academic progress. Other conferences throughout the year may be scheduled by the teacher or the parent on an individual basis.

Pre-K and Kindergarten conferences are scheduled during the second half of the year during the school day..

Academic Policies - Progress Reports

Mandatory reports for every subject are sent home every mid-semester to notify parents of the child's academic progress throughout the year. Dates are posted on the monthly calendar to alert parents when they should receive the report.

Academic Policies - Report Cards

Report cards in envelopes are sent home 3 times per year (trimesters) for grades 1 through 8. The Archdiocesan report card has been mandated for all schools including the standardized grading system. The parent keeps the report card and sends back the signed envelope as a way of acknowledgment. Pre-K and Kindergarten students receive report cards semi-annually (January and June).

Academic Policies - Grading

Holy Spirit School uses a letter grade for the purposes of reporting students' progress. Students in Grades 1-3 will receive the following code in all areas (including specials):

- E = Exceeds (high understanding); demonstrates high levels of skills, knowledge, performance
- S = Secure (understanding demonstrated) has a solid understanding of concepts, skills, knowledge
- D = Developing (growth demonstrated) demonstrates progress, but lacks full understanding
- B = Beginning (beginning stages) demonstrates an emerging interest in concepts being taught
- N = Not Yet Performing (assistance required) lacks understanding and requires teacher support

Letter grades are given for overall major subject areas for Grades 4-8:

A+	97 - 100	C+	78 - 83
A	92 - 96	C	73 - 77
B+	88 - 91	D	70 - 72
B	83 - 87	U	Below 70 - Failure

Subcategory Code: (for major subjects)

+ = Strength
S = Satisfactory

- = Weakness

Numerical grades for Written Communication (Holistic scoring)

- 6 = Very Good
- 5 = Good
- 4 = Acceptable
- 3 = Below Average
- 2 = Poor
- 1 = Unacceptable

The following letter grades are used for specials:

- O = Outstanding
- S = Satisfactory
- I - Improvement Needed
- U - Unsatisfactory

Academic Policies - Honor Roll

Each marking period students who achieve above average grades will be placed on the honor roll. Students in Gr. 4 to 8 who achieve 92 or better will receive High Honors. If they achieve 88 or better those students will receive Honors. Students are kept off the Honor Roll for any U's on the left side of the report card or I's, U's on the right side of the report card.

Academic Policies – Exams

Exams in all subjects shall be given at the end of the year to students in gr. 6,7,8 to prepare them for high school examinations. Grade 5 will have exams in READING and MATH. The final Exam grade will count as 1/5 of the third semester average. Final exams are not required in all other grades.

Academic Policies - Records

A parent/guardian has the right to view his/her child's academic record, academic standardized test results, health record and emergency card. Records attached to publicly funded services provided through the local Board of Education such as Child/Study Team Review, Compensatory Education, Speech, ESL, etc. are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the local public School Board. The school is NOT permitted to distribute this information to anyone, not even the parent/guardian.

Academic Policies - Transcripts

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by the parent/guardian.

Transcripts will be sent directly from the school to the school when the sending school receives an official written request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the "sending" school. A transfer card is the only document given directly to a parent in the event of leaving the school other than graduation. NO transfer card or other documents will be released if any monies are owed to the school. In order to assure financial responsibilities are fulfilled, only certified checks, money orders, or cash will be accepted. When the financial obligations are satisfied, any documents needed will be sent to the receiving school. This includes those students who graduate from Holy Spirit School (Gr. 8).

Academic Policies - Standardized Tests

Standardized testing is designed to determine readiness, growth potential, academic achievement and a student's growth in basic skills. These tests have their limitation and are only intended to provide indicators of a student's year to year development. This test is also used to determine whether a student could receive remedial help in reading, math, and writing skills.

The Archdiocese of Newark has contracted with McGraw-Hill Company to service all Catholic Elementary Schools in the Archdiocese. The Terra Nova test is given each spring to students in grades Kindergarten through 7. The Catholic High Schools Admissions Test is given to Grade 8 each fall.

Academic Policies - Remedial Programs

Holy Spirit School offers remedial programs in reading, math and writing skills which are funded by the state and federal governments. A student's standardized test results are used to qualify for any of these programs.

English as a Second Language (ESL) and Speech are also offered through government funding. Teacher recommendations are used to qualify a student. A Child Study Team through the Union County Educational Services Commission tests students for possible learning disabilities. All the above programs are offered during the course of the school day and are pull-out programs.

General Discipline Policy

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Holy Spirit School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension or expulsion.

Harassment is any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures and actions, which tend to annoy, alarm, and abuse (verbally) another person. A person commits a petty misdemeanor if with purpose to harass another, he or she: 1) make a telephone call without purpose of legitimate communication or 2) insults, taunts or challenges another in a manner likely to a promote disorderly response; or 3) makes repeated communication anonymously or at extremely inconvenient hours, or ins offensive coarse language, or 4) subjects another to an offensive touching; or 5) engages in any other course of alarming conduct serving no legitimate purpose of the actor. Harassment occurs then, when one person makes repeated verbal, written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered a form of bullying, even though there may be no apparent contract. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

A student using language, whether written or verbal, that threatens the welfare of other students, adults or school, will be suspended until a note from a qualified mental health professional states that the student is no threat to himself/herself or others. This note **MUST** accompany the student when he/she returns to school.

Actions which violates the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student, improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

General Discipline Policy - Student Responsibility

Each student is expected to know and obey the rules and regulations of the school.

Each student is expected to display Christian conduct on the way to and from school, on school grounds and at school functions and activities.

Each student should try to use class time as effectively as possible by taking pride in doing his/her best work.

Each student should give proper respect and courtesy to teachers, staff members and other adults.

Each student should be aware that good sportsmanship must prevail in academic or athletic competition.

Each student is responsible for making up all work when absent from school.

Each student is responsible for keeping materials used during the year in good condition. He/She must carry books in a school bag and all school books are to be covered.

Each student is responsible for completing all assignments.

Each student is to refrain from snowball throwing around the school property before and after school.

As a safety precaution, game playing of any sort or kind is **HIGHLY DISCOURAGED** on the playground **IN THE MORNING** and **AFTER SCHOOL**. This includes the use of footballs, tennis balls, etc.

Students should wait in the coned-in area to be picked up after school.

No student is ever allowed to leave the parking lot at any time during the school day. This includes morning and after school. A conduct referral will be issued which may result in in-school suspension. Only students walking home should leave immediately after dismissal.

General Discipline Policy - Cafeteria Behavior

There is to be no food throwing, running or walking around the cafeteria during lunchtime. Students are not to leave their tables for the purchase of food until their grade is called. There is no screaming or yelling to each other from one table to another. Tables are to be left clean. Garbage is to be disposed of and chairs are to be pushed under the table. Books and coats are not to be left unattended. **AT ALL TIMES**, students must be courteous to teachers and parents helping in the cafeteria. The student **MUST** ask permission to use the lavatories.

Fields Trips

On occasion, Holy Spirit School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school before the trip. The permission slip is provided by the school.

Medication

Holy Spirit School strongly discourages the administration of either prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision the following procedures apply.

A parent/guardian should come to the school and personally administer the medication. If this arrangement is not possible, the school nurse or the Principal (or his/her designee) will administer the medication under the following conditions.

A. The medication must be given to the school nurse or Principal by parent/guardian.

B. The medication must be in the original pharmacy-labeled container; **AND**

C. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school.

Medication - Administration of Epinephrine

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardian Authorization and Agreement regarding Liability

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

Administration of the Epi-Pen by the School

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee - designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law - may administer the epi-pen.

Health and Safety - Arrival/Dismissal Procedures

For the safety of ALL the students the parking lot is sectioned off during the day. The cones are there for a definite safety precaution. No one may drive inside the cones at any time during the day - morning or after school. If, in the event, the cones are not out (severe inclement weather) please adhere to these safety precautions. All cars are to park in the parking spaces only. DO NOT PARK IN AISLES, ENTRANCE, OR EXIT, since this is a safety hazard. Holy Spirit is very fortunate to have off-street parking. All parents must abide by the regulations imposed for the ultimate safety of all students. Please advise any other persons who will be dropping off or picking up your child/ren.

Health and Safety - Fire Drills

All students are instructed in fire drill procedures. Fire drills are conducted monthly during the school year. Evacuation drills and lockdowns are also done randomly during the year.

Health and Safety - Health Services

Union Board of Education contracts with Union County Educational Services Commission to employ a part-time school nurse to take care of state health requirements. All students must be immunized upon entering Holy Spirit School. Non-compliance will result in termination of admittance to school.

Physicals are required for all new students and those entering grades 1, 4 and 7. Any student who wishes to participate in the sports program must also have a physical from the doctor.

Health and Safety - Illness/Injury

In the event of an emergency of serious nature, illness or otherwise, the parent/guardian is notified as soon as possible.

If the student becomes ill during the course of the school day, the school will determine whether the child should be sent home. It is the parent's responsibility to pick up the student as soon as possible. Please DO NOT send children to school if they are sick. Please notify the school if your child has any physical conditions which might require immediate attention (heart, diabetes, severe allergic reactions, asthma). The school should be aware of any medical conditions.

Health and Safety - Student Accident Insurance

Students are covered under the Archdiocese of Newark Student & Sports Accident Insurance. The plan is underwritten by the Bollinger Insurance Co. There is no cost to the parent/guardian. This policy has an excess provision for accident medical expense which requires that benefits available under any other insurance covering the student must be used before the benefits under this plan will be available. Brochures are sent home at the beginning of each school year explaining the coverage and plan. Additional coverage is also available at an extra fee.

Health and Safety - Suspected Child Abuse/Neglect

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, MUST make a report to the New Jersey Division of Youth and Family Services (DYFS).

Health and Safety - Asbestos Management Plan

The school's asbestos management plan is on file in the school office as required by the federal asbestos hazard emergency response act (AHERA). This document is available for examination upon request. The asbestos contained in the boiler room of the school has been removed before the heating system changed from oil to gas heat.

Health and Safety - Use/Possession/Distribution - Dangerous Substances

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to: marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever she/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing actively or *constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if he/she does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance

- a) on or off school property;
- b) with or without receiving payment and
- c) to individuals enrolled or not enrolled in the school.

Possession with intent to distribute applies regardless of whether or not a student intended

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property.

Policy:

A student shall be considered in violation of school policy if he/she is observed.

- a) to be under the influence,
- b) in possession,
- c) engaged in distribution, or
- d) have possession or a controlled dangerous substance with intent to distribute.

Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.

- a) When a student is identified as being "under the influence" or "in possession" of a controlled dangerous substance, the principal MAY refer the matter to local law enforcement officials.
- b) When a student is identified as "distributing" or "in possession with intent to distribute" a controlled dangerous substance, the principal MUST refer the matter to local law enforcement officials.

A student suspected of violating the policy governing controlled substances will immediately be placed under suspension for an indefinite period. The student parents/guardians shall be given a reasonable opportunity to respond to the allegations as quickly as possible.

If the principal determines that there

- a) was no violation of policy, the student will be permitted to return to school.
- b) was a violation of policy, the principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.

The principal may require the student to participate in a appropriate treatment or counseling program as a condition of the student's eventual return to the school.

When violation of this policy involves "distribution" or "possession with the intent to distribute"; the discipline imposed will normally be expulsion.

Dress Code - Uniforms

Since we have a summer uniform, please note the following dress code and rules and regulations. Summer uniforms are worn during the months of May, June and September unless otherwise announced by the principal. The winter uniform is to be worn all other months.

Summer Uniform

Both boys and girls have gray shorts and a maroon top (embroidered with HOLY SPIRIT). Students wearing the FULL summer uniform may wear sneakers with white socks. No high top or fad sneakers. Girls in grade 6,7,8 may wear the maroon shirt with the gray skirt with white socks and sneakers. The maroon top may be worn with the plaid skirt/gray pants but the uniform shoe MUST be worn with this outfit. Boys may wear maroon top with long, gray pants but SHOES MUST BE WORN!!

Winter Uniform

Girls

Grades 1 - 5: Plum plaid jumper/white short sleeve, long sleeve blouse. Plum knee socks from October to May.

White socks-MUST SHOW ABOVE SHOE AT ALL TIMES- during the months of May, June and September

Optional - plum cardigan; plum or white tights

Grades 1-5: Black Shoe, NO platforms/heels, boots

Grades 6,7,8 - Gray skirt White long/short sleeve blouse (tucked in at all times)

Plum tights ONLY

Plum sweater/vest/long sleeve V-neck pullover (Oct.-Apr.)

Black shoe (no platforms/heels)

Grade 8 - black shoe/loafer (NO platforms/heels, boots) NO BALLERINA TYPE SHOES!!!

Boys

Grades 1-5: gray pants with belt

White long/short sleeve shirt

Plum plaid tie

Plum sweater vest – no white stripe

Grades 6.7.8: Plum sweater/vest/long sleeve V-neck pullover (Oct.-Apr.)

White long/short sleeve shirt

Gray Tie

Gray pants with belt

Black shoe (No sneakers, boots, work shoes)

Grade 8: Black shoes/Loafers (NO boots, work shoes)

No work boots/sneakers at any time!!!!

If for a valid reason, your child cannot be in uniform, please send a note to the principal. Parents are asked to abide with the school regulations pertaining to the uniform code. Uniforms are to be purchased at Flynn & O'Hara, a mail order uniform company. Their store is located in Hazlet for your convenience. Please call the school for exact location.

During ,extra-curricular activities, school functions, students are to dress appropriately and neatly.

Dress Code - Accessory Items

Along with the uniform code, the following rules will also be adhered to during the school hours:

No make-up is permitted in school

No costume jewelry, including bracelets, rings, dangling earrings, hoop earrings, is to be worn to school.

Girls may wear small button-like earrings and watches. Boys may wear watches only to school; NO earrings.

Only clear nail polish is permitted. No fancy accessory nails or fake nails.

Hair, for both boys and girls, is to be neat and conservative. No tails, beads, unusual hair styles. No wild clips/bows. No dyed/streaked hair. Hair for boys must not extend beyond the shirt collar and MUST be above the eyebrows.

Dress Code - Gym Uniform

Gym uniforms are to be worn for gym each week. The students may wear Holy Spirit contest shirts for gym (ex. Catch the Spirit, Holy Spirit Pride) with the red gym shorts. Girls in grades 1-5 may wear white socks to school on gym days. Gym clothes are to be brought to school including sneakers. Sneakers are not to be worn to school. A doctor's note is required for non-participation in physical education. Not being prepared for gym will be reflected in the student's report card grade.

Girls - Grades 6,7,8 who wear tights - may wear white socks, MUST SHOW ABOVE THE SHOE AT ALL TIMES, on gym days (Thursday & Friday)

Miscellaneous Regulations - Change of Address/Phone Number

A change of address, home phone or emergency number must be reported to the school office, homeroom teacher and the school nurse as soon as possible. Updated and accurate information is essential for proper communication should an emergency arise with your child.

Miscellaneous Regulations - Extended Care

Holy Spirit School has before and after care programs for the convenience of working parents. There is an additional charge for each program. Refer to the sections under General Information for further details.

Miscellaneous Regulations - Parties

All teachers must be consulted before any type of party is to be held during school hours. It is up to the discretion of the teacher to allow students to bring in refreshments for the class. NO INVITATIONS for birthday parties may be handed out in school.

Miscellaneous Regulations - School Visitors

All visitors are to report to the school office. Teachers do not leave their classrooms while classes are in session to confer directly or by telephone. A conference must be scheduled to discuss a child's progress with the teacher. No parent is allowed to pick up homework in the classroom. All work will be waiting at the office at the end of the day. All visitors MUST sign in at the school office.

Miscellaneous Regulations - School Telephone

The school office telephone is not to be used by students for any reason other than an emergency. Students will not be permitted to call home from gym uniforms or homework. If a call is to be made, students will be asked to reason for the call.

Miscellaneous Regulations - Sports Program

The sports program at Holy Spirit is supervised by volunteers. All volunteers must be 18 years of age. Students must follow the guidelines of the sports program. All sports related inquiries should be directed to the Athletic Director. In order for anyone to participate in the sports program, a health history form MUST be completed by student's physician.

Miscellaneous Regulations - Cafeteria/Lunch

All students remain in school during lunchtime. No parent may eat with his/her child. A variety of lunches are sold throughout the month. Prices vary so please check the monthly calendar. Ice cream is sold when available. Milk money is collected for the month. Prices and due dates are noted on the monthly calendar. Please make sure the proper amount is in an envelope with the child's name, grade and type of milk (white, chocolate). NO BOTTLES, SODA are ever permitted in school. Parents are not allowed to bring special lunches (McDonald's, Burger King, etc.) for the children. If a child forgets his/her lunch money, a peanut butter and jelly sandwich will be provided. The cost is \$.50 and due the next day.

Miscellaneous Regulations - Peanut Allergies

This possible life-threatening allergy is becoming more prevalent in today's society. Therefore, Holy Spirit School is peanut free.

Miscellaneous Regulations - Candy-Free School

In order to comply with state regulations for our milk program, Holy Spirit School has adopted a candy free environment. Students are offered alternative choices for special occasions.

Miscellaneous Regulations - Tuition

Tuition rates are announced annually through a letter sent home by the school office. School tuition is paid in conformity with the established parish policy. All tuition must be paid in full before registration for the next school year is accepted. All tuition and other monies **MUST** be paid in full before transfer cards, transcripts, health records will be released in case of a transfer out of the school. Registration fees are due at the time of registration and are non-refundable. Parents may choose one of two options for tuition payments.

Pay in full by August 30th of the school year.

SMART program - 8 payments (July - February) with a registration fee added to total tuition each year. This plan is through an outside agency.

All tuition payments must be current. Students are denied access to class if the tuition is two or more months in arrears.

Registration

Parents receive packets in early February for the following school year. This packet includes the new tuition rates, food voucher contract and service hour contract. All monies must be paid in order for the new registration process to take place.

Volunteers

Anyone wishing to help out at school (ex. Coach, nurse's aide, lunch parent, field trip, etc.) and is in contact with the students **MUST** attend "All God's Children" workshop, have a background check and sign the Code of Conduct form after reading the document. This procedure has been mandated by the Archdiocese and we must abide by the rules. **NO** parent will be allowed on class trips without the aforementioned documentation.