

HOLY SPIRIT CATHOLIC SCHOOL



ELEMENTARY SCHOOL FAMILY HANDBOOK

2026-2027

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August, 2026

Dear Parents and Students:

Welcome to Holy Spirit Catholic School! In choosing Holy Spirit, you have demonstrated a commitment to the values and philosophy of a Catholic education. Our first priority as a school is to help form your children into holy disciples of Christ. Our Lord created each child to be a saint, and at Holy Spirit we strive to cultivate the amazing gifts He has given.

The family handbook reflects the policies of Holy Spirit Catholic School for the 2026-2027 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Spirit Catholic School during the 2026-2027 school year.

Our faculty and staff look forward to partnering with you to promote the academic excellence and spiritual development of your children. We are so thankful that you decided to join our community. We promise our prayers and support and ask for yours as well.

May God bless us as we journey together to bring the best to our children.

Sincerely,
Mr. Matthew Ogonowski
Principal

HOLY SPIRIT ELEMENTARY FAMILY HANDBOOK

Catholic schools make a unique contribution to today's Church and society by providing a Christ-centered education rooted in the Roman Catholic tradition. The school, in cooperation and partnership with parents/guardians and in the context of the Catholic community parish, strives to assist students to relate faith and Gospel teachings to all aspects of human knowledge and life.

Development of a Catholic identity in the students is a basic aim of the Catholic school community. Religious instruction and formative experiences are a primary and essential part of the school's program directed toward leading the student to deepening his/her faith commitment to Christ. Participation in Divine worship at Mass, other liturgies, and in regular communal and private prayer, along with direct catechesis, is essential for the formation and instruction of the student.

The environment of the school is created primarily by the people of faith- students, parents, faculty, council members, and pastors- who build the school community. It is within this setting that the threefold dimensions of Catholic education (message, community, and service) become a reality. The focus of the program is not merely the attainment of knowledge but the acquisition of values and the discovery of truth. This focus includes high-level thinking processes, critical judgment and decision making that enhance the student's responsible use of freedom, based upon gospel values.

The school's program must concern itself with the whole child in development that is full, human and thoroughly Catholic. The school's curriculum focus is Christ-centered, with an emphasis that reverences the dignity of the student as a human person, made in the image and likeness of God, and serves the individual's needs in growing to the fullness of their humanity. Moreover, the development of Christian values, as well as the principles of Church teachings on morality, justice and life issues, permeate and integrate all the subject areas and experiential dimensions of the curriculum.

The staff of Catholic schools must be thoroughly competent professionally, thoroughly Christian personally, and must teach in a way that their own faith and Christian life are manifest. Teaching methods incorporate a variety of materials, media and modes that accommodate content geared toward individual student needs and unique talents.

DIOCESAN MISSION STATEMENT

The mission of the Diocese of Birmingham Catholic Schools is to educate our students to seek God in Truth and for loving service by teaching the message of the Gospel, forming a community of faith, providing the whole child with a Catholic and Christ-centered environment, and inspiring all to reach their full academic and spiritual potential. The Catholic Schools of the Diocese of Birmingham in Alabama provide an excellent educational experience in the Catholic tradition enabling all students to develop their God-given talents.

- We lead students to recognize the wonder of God in all things and to inspire them to live the Gospel of Jesus Christ with joy.
- We send them into the world to actively share their faith with others.
- We develop disciples with substantial knowledge and skills, a genuine thirst for the truth, and a sincere desire to love and serve the Lord and others.

VISION STATEMENT

Our vision for Holy Spirit Catholic School is to create an environment in which Gospel values are integrated into the life of our school community. We envision a school community where all people are welcome and encouraged to grow spiritually and academically.

MISSION STATEMENT

The Holy Spirit Catholic School family honors the dignity of each person and provides a strong foundation for life-long learning within the framework of a Catholic faith community.

BELIEF STATEMENTS

Holy Spirit is committed to educating each student by promoting spiritual, academic, physical, emotional and aesthetic development in a Christ-centered environment.

Holy Spirit challenges students to develop their abilities to attain academic success.

Holy Spirit motivates students to live and serve as part of a Catholic faith community.

Holy Spirit encourages students to appreciate various cultures and creeds and to respect the diversity of God's kingdom.

Holy Spirit promotes a curriculum which prepares students to become life-long learners enabling them to become responsible, productive citizens.

Holy Spirit believes the school and family share the responsibility for preparing students for a life long journey of faith and learning.

PARENT'S ROLE IN EDUCATION

As partners in the educational process at Holy Spirit Catholic School, we ask that each child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes class assignments on time
- Has lunch ordered or sack lunch every day

As the primary educators of their children, parents and guardians freely make the choice of a Catholic education for their sons and daughters. Registration at Holy Spirit Catholic School is an agreement by the family to accept and abide by the rules and regulations of the school and to support its mission and belief statements. A cooperative relationship between the Holy Spirit Catholic School personnel and each family is essential for the education of students. When concerns arise, parents and guardians must address them respectfully, directly, and in a spirit of

Christian charity. Likewise, the school commits to communicating with families honestly and professionally, always seeking what is best for the student and the school community.

PROTECTION OF REPUTATION

It is vitally important that we all work to protect the good name and reputation of each student, faculty member, staff member, and school in the Diocese of Birmingham in Alabama. This requires parents, students, faculty, and staff to treat our school community and each other with dignity and respect. No one is allowed to defame any student, family, employee, or Catholic school. This includes defamation that is oral, in writing, via email, or social media, and whether it occurs on or off campus, on personal time, or on personal devices. The punishment for defamation could include dismissal from school.

ACCREDITATION

Holy Spirit Catholic School is fully accredited as part of the Diocese of Birmingham district accreditation through Cognia®.

STATE LAWS

Catholic Schools shall adhere to the laws of the State of Alabama and the regulations of the state Department of Education as they pertain to church or non-public schools.

CURRICULUM

The curriculum followed by Holy Spirit meets the requirements of the Diocese of Birmingham and the Alabama State Department of Education. In addition to the required courses, classes in art, computer, Spanish, library/media, music, and PE are provided.

SPIRITUAL LIFE

Children of all denominations are welcome at Holy Spirit Catholic School. Catholic/Christian values and service to others are an integral part of the total school program. In addition to regularly scheduled religion classes, Holy Spirit provides many opportunities for each student to deepen his or her relationship with Christ. Students, with the faculty and staff, participate in the celebration of the Eucharist, morning and afternoon prayer, classroom prayer, and other paraliturgical activities.

Mass is usually held on Thursdays at 8:15am. and also on Holy Days that fall during the week. Parents and guests are always welcome to join us at Mass on these days.

ADMISSION POLICY

To enroll in a Diocese of Birmingham Catholic school, students must be:

- Preschool: 3 years of age (PreK3) or 4 (PreK4) on or before September 1 of that school year
- Kindergarten: 5 years of age on or before September 1 of that school year
- 1st Grade: 6 years of age on or before September 1 of that school year

In addition, students desiring to enter first grade in a Diocese of Birmingham school who have not completed kindergarten and will be 6 years of age on or before December 31 must successfully complete a first-grade readiness assessment, as selected by the school.

The State of Alabama and Holy Spirit Catholic School require that a child meet the following requirements for admission:

Kindergarten – 5 years of age on or before September 1

1st Grade – 6 years of age on or before September 1

Parents must furnish a certified birth certificate, social security number, and a health/immunization record when applying for admission. A non-refundable registration fee must be submitted with the completed application. New registration forms must be submitted each year. Students applying for admission must present a copy of the latest report card and any standardized test results. We evaluate applicants on the basis of academic standing, behavior records, and recommendations from previous teachers. Holy Spirit reserves the right to refuse admission to any child who has been expelled from any other school. All new students are accepted on a one-quarter probation period. If, during this trial period, there are any problems, a student may need to withdraw from Holy Spirit Catholic School.

In keeping with the Diocesan policy, Holy Spirit Catholic School admits Catholic and non-Catholic students whose needs can be served by the school's program. Holy Spirit does not discriminate on the basis of gender, color, race, or national or ethnic origin. All students enrolled in Holy Spirit must participate in all religious programs and activities.

All applicants are given consideration and priority as follows:

1. Siblings of currently enrolled students
2. Active, practicing Catholic families of Holy Spirit or St. Francis parishes
3. Other Catholic families
4. Non-Catholic families

NOTE: During re-registration, currently enrolled students have first priority.

As a condition of initial and continued enrollment as a student in a Diocese of Birmingham Catholic school, a student's conduct (both in and outside of school and in-person or online) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

The principal of a school being asked to enroll a transfer student from another Catholic school within the Diocese of Birmingham must consult the principal of the previously attended school prior to accepting the student on mid-year transfers. Consultation is optional if transferring during the summer. New student probation applies to any transfer

students, including students from within the Diocese of Birmingham, for the first semester of enrollment.

Proof of Guardianship

The Catholic school presumes each parent/guardian has the authority to enroll the student, consent to various activities and programs, have custody of the student or discontinue enrollment. When there is a custody agreement, the schools shall obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. Schools shall indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/guardian/student handbook along with a statement that indicates the parents/guardians shall notify the school immediately of any change in the agreement. When consent by both parents/guardians is required by court decree, schools shall have the parents/guardians submit in writing their consent to any relevant decision. The school administrator/principal shall release the student according to the court documents and visitation documents the school has on file. Any non-parent/guardian having custodial rights must supply the school with complete documentation evidencing such rights.

PRE-K INFORMATION

ADMISSION REQUIREMENTS: Students must be 3 years of age on or before September 1st to enter the three-year-old program. Students must be 4 years of age on or before September 1st to enter the four-year-old program. All children must be toilet trained prior to starting school. Children still wearing Pull-Ups are not toilet trained.

TOILET-TRAINING POLICY: When a child begins enrollment, he or she must be completely toilet-trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children must be able to use the toilet and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fastening is acceptable. Teachers will send home soiled garments in a Ziploc bag with a note attached. The preschool is not equipped or staffed to diaper or assist in the toilet- training process. In the event the child is not fully toilet trained or has repeated accidents, the principal may require the student stay home for a period of time to continue to work on potty training. If these at home periods are not sufficient to rectify the situation, the principal reserves the right to require the family to withdraw the child from the preschool.

CLOTHING: Children must wear appropriate play clothes to school. Clothes must be modest and appropriate. Girls should wear shorts or bloomers under dresses and skirts. All children **must** wear socks. Students must wear tennis shoes and socks every day. Flip-flops, sandals, croc-type shoes, and shoes with wheels or lights are not acceptable. Children at this age often prefer shoes that have Velcro closings rather than shoelaces. Also, children must wear clothes that are easy to get in and out of when they use the bathroom. Children should not wear one-piece rompers or overalls because they make it difficult to use the restroom. Please mark all articles of clothing with your child's name. Each child needs a complete set of extra clothes, including socks and underwear. Put them in a ziploc bag and label with the child's name. The school uniform is not required in preschool, but it is an available option.

DISCIPLINE: Children learn best in a stimulating educational environment that incorporates positive reinforcement. When a behavior problem occurs in the classroom, students receive a "time out" of 2-3 minutes sitting quietly away from the group. Teachers then discuss the behavior to help the child make better choices. The teacher will remind the child of the rules and allow the child to rejoin the group. Teachers will inform parents of consistent behavioral problems, including defiance, refusal to comply with instructions, and aggression. If problems persist, the behavior may require a conference and potentially the child's dismissal from the program. The principal will notify the family with a written warning letter when infractions of policies continue to occur and to hold a conference to discuss the problem before the child is removed from the program. However, some situations may occur that jeopardize the welfare of staff and other students. **The administration reserves the right to dismiss a student immediately if such an incident occurs.** Safety is our utmost concern.

Biting Policy—It is unacceptable for any child to bite another person, child or adult, in our preschool. We will notify the family after the first incident, send the child home after the second incident, and potentially ask a child to withdraw from the program if there is a third incident.

FIELD TRIPS: While Diocesan regulations prohibit off campus field trips for 3- and 4-year-olds, teachers may plan on-campus field trips.

TOYS: Children may not bring games or toys to school, except on share day or at the request of the teacher. Toy guns, knives, swords, monster toys, or other violent items are not acceptable. The teachers or principal reserve the right to determine the

appropriateness of the toy.

RELIGIOUS FORMATION: Catholic/Christian values and service to others are an integral part of the total school program. Children will participate in prayers at their level on a daily basis. Students will learn the Our Father, Hail Mary, and Glory Be prayers. They will learn to make the Sign of the Cross and genuflect. They recognize that God is in our church in a special way. They celebrate birthdays, feasts of the more prominent saints (St. Francis of Assisi/St. Patrick/St. Stanislaus), All Saints Day, Thanksgiving, Advent, Christmas, Valentines, Lent, and Easter.

THREE YEAR OLD PROGRAM: The curriculum incorporates a learning theme each week. It includes activities in listening/sharing, music, games, etc... Children have daily arts and crafts and work in each of the subject areas.

FOUR YEAR OLD PROGRAM: Students learn math, reading, religion, handwriting, and work on personal development skills, physical/gross motor skills, social development skills, and work habits

HOURS AND SCHEDULE: The K3/K4 hours are 8:00am-3:05pm, Monday through Friday. Classes begin promptly at 8:00am. Part-time students are dismissed at noon. Full-time students are dismissed at 3:05pm (2:15pm on Thursdays and 1:00pm on days specified in our school calendar). An afterschool program is available from dismissal time until 6:00pm. Please understand that our preschool operates on a traditional school schedule.

NAP TIME: Students have rest time between noon and 2:00pm daily. If your child stays for nap time, he or she will need a nap mat. Nap mats should be the type with an attached pillow. Oversized mats or sleeping bags are not acceptable. Mark all items with your child's name.

FEE FOR HALF-DAY STUDENTS: We will charge a \$20 fee for each day that a family does not pick up their child from the half-day program by 12:15pm.

ACADEMIC INFORMATION

Grading System

Kindergarten and Grade One: Grading for Kindergarten and Grade One is based on student mastery of standards. The coding system for each skill will be:

MS	Meets Standard
AS	Approaching Standard

NS	Needs Support
X	Not assessed at this time

Grades 2 through 5: Teachers record letter grades on the report card for religion, reading/literature (language arts), Spanish, math, science, social studies, music, and physical education. They record grades of S, NI, or U for art and handwriting. Both percents and letter grades are listed on the interim progress reports. Percents or letter grades may be used on assignments, quizzes, and tests.

The grading scale is as follows:

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and below

Teachers determine the criteria for quarter grades, which include, but are not limited to, quizzes, tests, class participation/preparation. Semester grades are computed by averaging each quarter grades.

Homework

Homework can be a valuable way for students to practice skills they learned in class. Students are responsible for writing down all homework assignments and packing the appropriate materials to complete assignments before dismissal. We encourage parents to review their child's work every evening. Every child must return assignments on time. Homework is part of the quarterly grade.

Tests

Students take tests in all subjects, including Math, Science, English, Reading/Literature, Social Studies, Spanish, and Religion. Teachers focus on the application of learning rather than the memorization and recall of information alone.

Effort and Conduct

We expect good effort and conduct at Holy Spirit. Teachers report these areas on the report card as **S (Satisfactory)**, **NI (Needs Improvement)**, or **U (Unsatisfactory)**. The grade of **U** is for serious misbehavior. Teachers may make comments for specific cases.

Promotion and Retention

In order to retain a student in grades two through five, the report card grades must indicate failure. If a student receives an "F" in either Reading or Math, he or she may need to attend summer school or receive tutoring from a certified teacher over the summer in order to be promoted. In addition, a student may need to repeat a grade if he or she has a yearly average of "F" in two or more of the following areas: Reading/Literature, English, Math, Science or Social Studies.

For kindergarten and first grade students who do not receive letter grades, the teacher and principal determine the criteria for failure. Each student's status is on the final report card. Parents, teachers, and the principal will discuss retention and attempt to reach a consensus. If there is disagreement, the principal's decision is final.

Parent-Student-Teacher Conferences

Open lines of communication between home and school are vital for student success. Teacher conferences are essential to keep families aware of the student's educational progress. These conferences are an integral part of the reporting system. At the end of the first quarter marking period, teachers discuss student report cards at scheduled parent conferences. The diocese allows the school to dismiss early on two days for this purpose. Teachers notify parents of the scheduled appointment time and request that they adhere to the allotted conference time.

We encourage conferences throughout the year for communication. If a parent would like to schedule a conference, the parent should email the teacher directly. Please do not phone teachers at home, drop in, or stop teachers during the school day while they are working with the children. Do not drop in on a teacher in the morning without scheduling the visit. For the safety of all students, teachers cannot hold conferences with parents while in the carpool dismissal line.

Honor Roll

The honor roll is a motivator to encourage students to achieve. Students in grades three through five will be named to the A honor roll if they earn a grade of A in all subjects and the A/B honor roll if they earn a grade of A or B in all subjects. Honor roll awards are at the end of each grading period.

Parents and students should remember that being named to the honor roll is not the ultimate goal of education, nor is it a means to discriminate between students. Any child who performs to the best of his or her abilities is a success.

ATTENDANCE

Attendance Requirements

Attendance at school is a state law. There is a minimum attendance requirement for grading purposes. If a student is in attendance for fewer than 160 days in a year, the principal will contact the family to review the student's attendance record. Any student absent more than 20 days may need to repeat the grade unless extenuating circumstances exist and the principal gives special consideration.

Arrival: Students must be punctual for school. Prior to the first bell at 7:50am, all students must report to the gym for prayer. The tardy bell rings at 8:00am. We will pray together as a school at 8:00am and then teachers will walk their students to their classrooms.

Dismissal: At the end of the school day, the final bell rings at **3:05pm, at 1:00pm on early dismissal days, and at 2:15pm every Thursday.** Students not picked up by 3:30pm on normal

school days or 2:45pm on Thursdays will go to the aftercare program for supervision. Parents are responsible for payment for this service.

Check In/Out: Students who must leave school before the regular dismissal time must check out at the office. Only a parent or person designated by the parent on the Emergency Release Card can check out a student. We may require identification to check out a child. No parent or other adult is allowed to go to a classroom to get a student. If at all possible, please send a note to your child's teacher as early as possible if you know you will check him or her out of school. Parents or an approved adult must sign the student out on the online system prior to leaving the building with the student. Attendance records will reflect absences or tardies for this time missed.

Any student missing more than 4 hours of the school day (beginning, middle, or end) is absent. If a student checks in or out at 11:30, it is a ½ day absence.

***Please note that students may not attend after-school activities if they are not present at school on the day of the activity.**

Excused Absence or Tardy

A student who has been absent or tardy must provide the teacher with a written statement signed by a parent or legal guardian with the reason for the absence or tardy. Attendance records are legal documents and must be accurate. Therefore, we record all absences and tardies regardless of the reason.

Excused absences are:

- Illness (**No student may return to school within 24 hours of having nausea symptoms or running a fever 100 or above.**)
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Medical or dental appointments (we prefer after-school appointments)
- Court appearance

Unexcused absences are:

- Oversleeping
- Running late
- Truancy
- Missing a ride
- Personal activities, attendance at sporting events, birthdays, or other celebrations

Parents must submit any other absences in writing to the principal for a decision.

Tardiness: Students must be at school by 8:00am. An adult must sign in a tardy student at the office. Consistent unexcused tardies will result in disciplinary action. Three unexcused tardies in one quarter will result in a demerit, which will then follow our discipline code. Each additional tardy that quarter will result in an additional demerit.

We discuss with our students the importance of being on time for school everyday. Please reinforce this with your child at home. Please work with your child to establish a regular morning routine so that getting ready for school and getting out of the house can be as stress-free as possible. This may involve getting clothes, book bags, or lunch boxes ready the night before so that your morning is not as rushed. In addition to helping you leave on time, this routine will also help your child with his or her organizational skills.

Absences: If a student is absent, the parent or guardian must call the office by 8:30am to report the absence. Without this call, our secretary will verify the absence by a phone call home or to the parent's workplace after 8:30am. Any student who has been absent three consecutive days or has had excessive absences, as determined by the principal, must furnish a written doctor's excuse for all subsequent absences. A readmission notice from a doctor may also be required.

Make-Up Work

In the event of an excused absence, a teacher will allow a student one day for each missed day of school with a maximum of five school days to make up work or tests. However, if the teacher assigned the assignment, long-term project, or test prior to the student's absence, the assignment is due the first day the student returns to school. Make-up work is the student's responsibility. Any student who has not completed the make-up work during the allotted time may receive zeroes for those assignments. Students cannot make up class work and tests for unexcused absences. **Please note that teachers cannot provide work in advance of an excused absence.**

When a student is absent, the family can request homework for pick-up at the end of the missed day. We will make our best effort to provide homework to families of absent students but some circumstances may prevent us from being able to provide the work. If the parent requests the homework at the time the parent phones the school to report a student's absence, before 8:30am, the parent generally can pick up the work on the same day after 2:30pm. However, if we receive the phone call later in the day, the work may not be ready until the next day.

DISCIPLINARY GUIDELINES

Discipline Code

Students will exemplify the Gospel values that form the foundation of our mission statement. They will exhibit concern and charity for others and respect the rights and dignity of all persons in the school community. We expect that students will demonstrate appropriate self-discipline and behavior.

All teachers use a variety of classroom management strategies. Teachers create their own classroom procedures and share them with parents at the beginning of the school year. Parents and students agree in writing to abide by the classroom procedures and expectations.

To maintain the health, safety, and welfare of all persons associated with our Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat, including online or on social media, to do harm to one's self or to another person shall be promptly and appropriately addressed by the school administration.

Corporal punishment is not to be used under any circumstances in any Diocese of Birmingham school or early learning center. Corporal punishment is the use of physical punishment, involving physical force, such as hitting, paddling, or spanking, as a means of discipline or correction.

Infractions - Demerits

An infraction is a violation of a school rule. Student infractions result in the accumulation of demerits. Demerits have consequences that correspond to the level of severity of the infraction. We classify infractions as minor, major, or serious depending upon the situation. The principal will notify parents of a demerit and record it in the FACTS system. An infraction notice will go home with a student the day the infraction occurs. A parent must sign and return the infraction notice to school the next day. The parent keeps one copy and returns the top copy to school.

Minor Infractions: 1 Demerit include, but are not limited to:

- Failure to obey classroom rules
- Failure to obey cafeteria rules
- Failure to obey recess rules
- Two uniform code violations in one quarter
- Three unexcused tardies in one quarter
- Writing and/or passing notes in school or class
- Disrespectful behavior in church
- Chewing gum or eating inappropriately in school, church, or playground
- Inappropriate behavior in the hallways
- Bringing inappropriate or nuisance items to school (The principal determines what is inappropriate.)
- Running, pushing, shoving, yelling, or engaging in horseplay
- Disrupting the school or church environment in any way
- Any other conduct that is inconsistent with the mission statement of Holy Spirit Catholic School

Major Infractions 2-3 Demerits include, but are not limited to:

- Dishonesty
- Disrespect in any form toward faculty or other adults
- Inappropriate physical contact between students
- Fighting, including provocations that are verbal or physical
- Leaving school grounds without permission
- Removing, hiding, or destroying another's possessions
- Harassment, name-calling, or disrespect to other students
- Defacing school property
- Academic dishonesty or plagiarism
- Copying or cheating on tests or schoolwork
- Any type of forgery or misrepresentation of parents' signature
- Abusive or inappropriate language or gestures
- Violation of acceptable technology usage guidelines
- Possession of any type of weapon or dangerous item
- Any other major misconduct that is inconsistent with the mission statement of Holy Spirit Catholic School

Serious Offenses: 4-8 Demerits include, but are not limited to:

- Defiance or open resistance to authority
- Harassment or bullying
- Threatening words or gestures to another student or faculty/staff member
- Fighting
- Theft
- Possession of any type of weapon or dangerous item

- Violation of diocesan policy pertaining to alcohol, tobacco, and drugs
- Any other serious offense that is inconsistent with the mission statement of Holy Spirit Catholic School.

The school principal, in accordance with diocesan policy and state laws, will determine the appropriate disciplinary measures for serious offenses. Any serious offense may result in a suspension or expulsion regardless of the demerit system. In addition, Holy Spirit Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

The following is the procedure for the enforcement of the demerit system in a quarter:

- First Demerit: Parent contact from teacher
- Second Demerit: Parent contact from principal
- Third Demerit: Conference between parents and principal
- Additional Demerits: Suspension to expulsion

It is the expectation of the Diocese of Birmingham Catholic Schools that students will behave in a dignified, Christian manner in accordance with the policies, rules, and regulations of the schools in which they are enrolled. When the rules are violated, the school will impose reasonable disciplinary measures within the established authority of the school and according to procedures outlined in the school handbook so that students are treated with fairness and firmness. When it is deemed necessary to take extraordinary disciplinary action, the behavior of the student and the recommended action will be reviewed by the school administrator(s) responsible for student discipline according to school and diocesan policy and implications. After a thorough investigation is conducted, and it is determined that more severe action is appropriate, such as suspension and/or expulsion, the following procedures will apply:

Suspension:

When it becomes necessary to suspend a student, either in school or out of school, because of a disciplinary problem, violation of school regulations, or pattern of behavior the appropriate school authority will notify the student and the student's parent or legal guardian immediately by telephone and in writing. The reason for the suspension, the duration of the suspension, and any requirements for reinstatement will be included in the communication. Circumstances for how school assignments will be handled are made by the principal, in accordance with school handbook policy.

Expulsion:

When it becomes necessary to consider the expulsion of a student because of a disciplinary problem, violation of school regulations, or pattern of behavior the student may be expelled from school after the principal has met with the student and the student's parent or legal guardian. The principal must consult with the pastor/president and the superintendent prior to meeting with the parent(s) and/or guardian(s). If the principal decides that an expulsion is warranted, a written notice of expulsion will be sent to the parent or legal guardian no later than three (3) days after meeting with the student and the student's parent or legal guardian.

Suspension

Suspension is the temporary removal of a student from his or her regular program. The principal determines the length of the suspension. During in-school suspension, a student is not with his or her class and is not allowed to participate in any activities with other students. The student

completes assigned work under supervision in a separate area. Out-of-school suspension is under parental supervision.

In the case of an in-school suspension, the student completes all classwork and tests for full credit. In the case of an out-of-school suspension, students are not allowed on campus during the time of their suspension. The teacher provides work for students. The principal reserves the right to determine when an out-of-school suspension is necessary.

Expulsion

Expulsion is the result of a very serious violation of the philosophy of Holy Spirit Catholic School. It warrants the permanent removal of a student from the school. Expulsion can be necessary if a student who has been suspended previously has not shown any indication of improvement. Once a student is expelled, he or she may not be readmitted at any time. If a parent voluntarily withdraws a student from school due to disciplinary reasons, the student will not be readmitted at a later time.

Expulsions may be appealed to the Principal in writing by the student's parent or legal guardian no later than five (5) school days after the date the parent/legal guardian was notified of the expulsion. The written appeal should be submitted to the principal that clearly states the grounds for the appeal and all the pertinent information and documentation. Sufficient grounds for an appeal are limited to the following criteria: (1) an issue of procedure, i.e., school officials inappropriately followed procedures explained in the applicable Student Handbook, (2) an issue of policy, i.e., school officials did not follow policy as explained in the applicable Student Handbook, or (3) substantial new information has come forward after the censure was administered. The principal will immediately forward the appeal letter to the Superintendent of Schools, who establishes Disciplinary Review Committee from a list of previously selected Principals and Assistant Principals. The Committee will consider the application of school policy as indicated in the Student Handbook and will determine if due process was followed.

The Disciplinary Review Committee will communicate its decision to the principal and will send written notification to the parent or legal guardian within 10 business days of receipt of the written appeal by the Superintendent. The decision of the Disciplinary Review Committee is final. The review will be conducted anonymously, and the committee will be made up of principals, schools pastors, and/or assistant principals from diocesan school locations other than the one named in the appeal. Records of all proceedings will be retained in the Superintendent's office. School advisory councils or boards are not involved in discipline decisions or appeals at any time.

It is strictly forbidden for any student to possess a weapon on school premises, including in a student's vehicle, in a school owned vehicle or school-authorized transportation, or during any school-related trip or activity.

- For the purpose of this policy, a "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being, and which is capable of inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which can be used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other; and which, when so used, is capable of inflicting death upon a human being is a weapon. Facsimiles of weapons used in a threatening fashion are subject to this policy.*
- Students found possessing a weapon will be subject to expulsion. Law enforcement may also be called.*

- *The principal of the school should immediately notify the Superintendent of Catholic Schools of any violation of this policy.*

DRESS CODE

Students at Holy Spirit must practice good grooming habits. Standards of neatness and appropriateness in clothing help support an atmosphere conducive to learning, work, and discipline. Students must present a neat, clean, and modest appearance at all times.

Parents are responsible for their children's compliance with the established dress code. Teachers are responsible for monitoring dress code compliance every school day. Students who are out of dress code may need to call a parent to bring the appropriate articles of clothing to school. Students will receive a dress code violation for each offense. **Two violations in a quarter will result in an infraction, with an additional infraction for each additional violation.** This will reset at the beginning of each quarter. The principal is the final judge for suitability of grooming and dress.

ELEMENTARY SCHOOL UNIFORM 2026-2027

Schoolbelles is our exclusive uniform provider www.schoolbelles.com

School Code: s3236

Shirts, Pants, Shorts, Sweaters, Sweatshirts, and Fleece Outerwear: Students may only wear uniform items from Schoolbelles. Schoolbelles has uniform items for sale based on grade level. Students must wear items from the appropriate grade level store. Students must tuck in shirts at all times. Monday through Thursday, students must wear a Schoolbelles Holy Spirit School logo shirt under all outerwear (sweaters, vests, sweatshirts, fleece jackets, etc...). Fridays, students may wear a school spirit wear top with regular uniform bottoms. **Students should wear red polos or red outerwear on Mass days.**

Jumpers/Skirts/Skort: Girls may choose to wear the jumpers, skirts, or skorts. Girls must wear uniform polo shirt or white blouse with peter-pan collar under jumpers. Girls must wear uniform polo shirts with skirts or skorts. Skirts, skorts, and jumpers must touch the top of the knee. In general, girls should wear shorts under skirts and jumpers but the shorts must not be longer than the skirt or jumpers.

Belts: Students must wear plain brown, black, or uniform plaid belts. Belts must be visible at all times.

Shoes: All students must wear tennis shoes. All shoes must be appropriate for indoor/outdoor PE activities. Boots, ballet flats, slip-on shoes, or shoes with lights or wheels are not allowed.

Socks: Students must wear solid white, black, or red socks. Socks with small logos are acceptable. In cold weather, girls may wear solid red, white, or black footed-tights. Leggings are not allowed.

Heavy Outerwear: Students may not wear cold weather jackets, hooded sweaters, flannel shirts, etc... in the school building during school hours. Students may wear heavy outerwear to school and then remove the articles once they reach the classroom.

Hats: Students may not wear headwear, including hats, caps, visors, sweatbands, etc..., during the school day or in the school building at any time.

Hair: Hair must be neat and clean. Boys' hair must be above the eyes and may not exceed the top of the shirt collar in the back. Girls' hair worn long must be out of the eyes. Girls may wear uniform headbands. Hair bows should be school colors, moderate in size, and not distracting to the girl or others in class.

Accessories: Students may not wear chokers, nose rings, navel rings, or rings through any exposed area of the body, including tongues. Permanent or temporary tattoos must not be visible. Students may wear one necklace and bracelet. Boys may not wear earrings or studs during school hours or at any school-sponsored activity or event. Girls may only have one piercing in each ear. Dangling earrings are not acceptable. Girls' nails must be a moderate length.

Physical Education (PE) Attire: Regular school dress is worn for PE class. Tennis shoes are required for PE. Students with inappropriate shoes will sit out of PE.

FREE DRESS ATTIRE

On free dress days, the following rules apply:

- Jeans/pants must not have any holes.
- Shorts must be an appropriate length—no more than two inches above the knee.
- Shirts must have full sleeves—sleeveless shirts, shirts with spaghetti straps, or shirts with cut-out shoulders are not allowed.
- Only tennis shoes.

GENERAL INFORMATION

Before/After School Care Program

This program is available from 7:00am to 7:30am and from dismissal to 6:00pm. The program provides professional care, supervision, recreation, enrichment activities, and homework time. The cost for before school care is \$3.00 per day per child. The cost for after school care is \$14.00 per day per child. Students must be respectful to adults and other students present. Failure on the part of the student to abide by the policies of Holy Spirit Catholic School and to cooperate in a Christian manner with all involved in the program may result in the removal of the student from this program. **To participate in the morning care or after school program the family must be in FACTS because all billing and payments for this program takes place through FACTS.**

Birthdays

To celebrate birthdays, families can bring treats for the entire class, teacher, and principal. Parents must consult with the teacher prior to making plans. Beyond these treats, we do not allow birthday parties at school. Gifts, balloons, decorations, flowers, etc... are not acceptable. Holy Spirit Catholic School assumes no responsibility for parties or events that take place outside of school. All parent volunteers must have completed Virtus training before entering classrooms.

Cafeteria Conduct

Students will keep the cafeteria as clean as possible. Our cafeteria rules:

- Students will put all used disposable articles in provided containers.
- Students will not misuse any cafeteria facilities, including equipment, chairs, and tables.
- Students may not use microwave ovens to warm food
- Students will not remove food or drink from the cafeteria.
- Students will clean all messes.
- Students will be orderly, courteous, and respectful in serving lines.
- Students may not, under any circumstances, allow other students to charge to their cafeteria account.
- Students will not share lunches.
- Students, parents, and school personnel may not bring in carbonated drinks.
- Students, parents, or school personnel may not bring in fast food items.
- Students will remain seated in the cafeteria until the teacher gives permission to leave.
- Students will maintain a peaceful atmosphere in the cafeteria by speaking quietly.

Change of Address/Telephone Number

The school must have a record of each family's phone number and address. In the event of any change, including the number where you can be reached in an emergency, please notify the school office immediately.

Child Abuse Laws

Holy Spirit Catholic School abides by the mandatory reporter laws of the State of Alabama. This law mandates that all cases of **suspected** abuse or neglect be reported to the Department of Human Resources.

Classroom Parties/Activities

Several times throughout the school year, teachers may ask parents to help at a classroom party or other activity during the school day. We are very thankful to parents who volunteer at school and ask all parents who volunteer at school to allow teachers to handle student discipline. All parent volunteers must complete Virtus training before entering classrooms.

Disbursement of Publications/ Information

With the principal's approval, Holy Spirit School may disburse information, flyers, advertisements, or other forms of communication to students and parents which may or may not be related to school or church activities. Holy Spirit is not responsible for the accuracy of any information disbursed and is not responsible for the safety or supervision provided at after school activities. Parents and students shall not assume that an event is "school sponsored or school supervised" because the information about the event or activity was disbursed through Holy Spirit School.

Drug Abuse, Alcohol, Smoking

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco and drugs on school premises, in a school-owned vehicle or school-authorized transportation, or during any school-related trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person's prescription, or an electronic nicotine delivery system or other electronic battery-powered device capable of being used to deliver any e-liquid, e-liquid substitute, tobacco, CBD oil, THC oil, herbal extract, or nicotine salt, or any analog thereof. Students found using or possessing alcohol, tobacco, an electronic nicotine delivery system or other electronic battery-powered device as described above, or drugs on their persons, in their personal effects or in their vehicles shall be subject to disciplinary action as outlined by the school's policies and regulations.

Disciplinary Regulations

The policy of Catholic schools strictly forbids the possession, use, and distribution of alcohol, drugs and tobacco. The consequence for violation of this policy is referral for suspension or expulsion. In each instance, the administrator's final disciplinary decision will be based on an investigation, evidence, and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use, or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- Search a student's locker, personal belongings, and/or vehicle.
- Require medical evaluation at a designated facility at the school's expense.
- Require additional medical evaluations at the parents' expense if the initial evaluation is positive.
- Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches, by school personnel or local authorities, of students, their personal belongings, lockers, and personal vehicles. The administration may also authorize random medical evaluations at the school's expense.

Electronic Devices

The following policy is from the Diocesan Board of Education:

“Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be in the school building. If any are used, seen, or heard during school hours, they will be confiscated. Consequences will be decided by the principal.”

The above pertains to cell phones, radios, E-readers, smart watches, iPads, iPods, cameras, and electronic planners, but is not limited to these items. The school reserves the right to search anything brought on school property.

Emergency Closing Due to Weather

In the event of severe weather or other emergencies, Holy Spirit Catholic School will make the decision regarding school closing or delayed start. While it is impossible to be certain of the impact of predicted severe weather, we will make an informed decision based upon the recommendations of the National Weather Service and Emergency Management Agency (EMA). Announcements will come via email and phone blast. If severe weather causes the school to close early, after-school care will also be closed.

Evacuation Procedures

In order to be prepared for a fire, tornado, or other emergency, we hold regular drills. The drills are to give students practice in using precautions that should help them avoid possible injuries. An Emergency Action Plan is available in the office and all classrooms for parent review.

Extra-Curricular Activities

After School Activities: In addition to the various sports activities available for students through city leagues, Holy Spirit provides opportunities for students to participate in a variety of after school activities.

Field Trips

Students in Grades K-5 have the opportunity to participate in field trips throughout the year. Field trips are age-appropriate and related to the curriculum. Only students currently enrolled in the class participating in the field trip may attend. **Because the role of a chaperone is to assist in the supervision of the students, younger siblings may not attend field trips.** School disciplinary rules apply on all field trips. The principal must approve all field trips. The classroom teacher will arrange transportation. All students will assist in the cost of the transportation. When traveling by car, van, etc..., students must wear seat belts and may not ride in the front seat.

A child must have a signed and dated Diocesan Indemnity Form before he or she leaves school grounds. Students who do not present this form to the classroom teacher will miss the field trip and remain at school until the class returns. A telephone call is not acceptable in lieu of the proper field trip permission slip. All money collected for the field trip is non-refundable. Students who decide not to attend a field trip must remain at home and will be marked absent for the day, unless directed otherwise by the teacher. The principal may deny a student the privilege of attending the field trip due to past behavior issues.

Parents serving as chaperones and drivers must complete a diocesan background check form. They must also complete the diocesan Virtus training. Chaperones are responsible for reading the guidelines before each field trip, signing off to acknowledge understanding, and strictly adhering

to those guidelines while on the field trip. Failure to do so may result in the chaperone not being able to assist on further field trips.

For safety reasons, all students must travel to and from the field trip in the manner designated by the teacher (car, bus, etc...). If an emergency or extenuating circumstance arises, the parent of the child must notify the teacher on the trip if he or she wishes to have the child return to school in a different manner than he or she arrived.

Financial Information

Fees/Tuition: We collect a registration fee from newly registered students upon acceptance to school. We collect a pre-registration fee from current students in February to secure admission for the upcoming school year. **The registration and pre-registration fees are non-refundable.** Families must pay all financial obligations in order to pre-register for the following year. Post-dated checks are not acceptable.

Each family is responsible to keep the business manager informed of the need to make any changes in the preferred tuition payment plan. Without such information, the following will apply when tuition payments are late:

Families who miss a monthly payment due to insufficient funds or other reasons will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. FACTS will again attempt to withdraw the payment on the next payment date (5th or 20th of the month). In addition, the school's business manager will contact families who have missed a monthly payment. If the family does not make missed payments to bring their account current, they will not have access to report cards, records, transcripts, or other school records.

Returned Checks and Late Charges: Checks returned for any reason will be assessed a \$15.00 returned check fee. Payment for a returned check and fee must be made by cash, check, or money order. A flat \$25.00 late charge will be incurred for any late payment.

Chromebook Damage Fee: If a student's Chromebook is damaged, the family is responsible for paying for the repair or for the full cost of a new Chromebook.

Parent/Student Obligations: Obligations include tuition, before/after school care fees, lunch money, library fines, lost or damaged library or textbook replacement fees, property damage fees including damage to Chromebooks, extra-curricular activity fees, and any other obligations the student or parents have incurred. All payment of fees must be kept current in order for students to continue to participate in programs offered by the school. **All obligations must be cleared prior to distribution of report cards, registration, release of records, etc.**

Tuition Assistance: Limited funds are available for tuition assistance to all currently enrolled students who are parishioners of Holy Spirit Parish or St. Francis of Assisi Parish. All requests for assistance should be directed to the business manager to receive a FACTS financial aid packet. Parents are responsible for completing all forms and submitting them as directed. All information must be received by the deadline date. Each parish determines the assistance available for eligible families. If a financial need should occur during the year, your family should contact your pastor individually.

Grievance Policy

The proper way to handle classroom grievances is first with the teacher. If a teacher meeting is not sufficient to solve the problem, the parent should come to the principal. If the situation has not been resolved, parents can conference with one of the pastors, and finally with the Superintendent of Catholic Schools for the Diocese of Birmingham.

Health and Medications

All medical information, including details on allergies or health problems and parent phone numbers, must be in FACTS. Emergency numbers should include family members or friends who live in the Tuscaloosa area. Emergency numbers must be kept current in FACTS. Please update this information as needed.

Anytime a child is seriously ill, he or she should be kept at home. If circumstances warrant, as in the case of communicable diseases, the principal may request a clearance from the doctor before readmittance of the student to school. The school will inform families about any possible exposure to a communicable disease.

Limited first aid is available in the front office. We will inform a student's emergency contacts in the event of an emergency. Whenever possible, it is preferred that parents administer medication to their own children outside of school hours. School personnel will not administer any oral medication to students without the written consent of parents or guardians. Families must bring medication to the school office with a prescription or medical form stating specific directions for administering the medicine. All medications, including cough drops and topical medication, must be in the original container. Otherwise, we cannot administer the medicine. Once the medicine is no longer needed, the parent must collect it from the office and sign that it has been received. We cannot send medication to and from school with students.

If your child goes home sick, he or she cannot return until he or she has been fever-free without medication for 24 hours. Students with a contagious disease like head lice, pink eye, ringworm, etc...) may not return without a doctor's note.

Immunization Form

The Catholic Church does not prohibit the use of any vaccine, and generally encourages the use of safe and effective vaccines as a way of safeguarding personal and public health and out of concern for the common good. The Diocese of Birmingham understands though that there are children who may be medically ineligible to receive certain vaccines, and there may be moral objections to vaccines derived from cell lines of aborted children (i.e., vaccines which contain these cell lines). We seek to balance, as best as possible, these doctrinal, moral, and medical concerns so that we can provide healthy environments for all students, faculty and staff in our parish and diocesan Catholic schools and early learning programs.

Code of Alabama, 1975, §16-30-4 outlines that boards of education and the governing authority of each private school shall require each pupil who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other entrance into an Alabama public or private school, to present a certification of immunization or testing for the prevention of those communicable diseases designated by the State Health Officer, except as indicated by a licensed medical professional or by obtaining religious exemption based on objection in writing to specific tenets or practices of his or her faith.

In addition, the Alabama Department of Human Resources has required each child two months of age or older attending any childcare center/home to present a Certificate of Immunization for the prevention of diseases administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years, as published by the Advisory Committee on Immunization Practices.

As such, any child enrolling in or re-entering a school serving prekindergarten through 12th grades or an early learning program serving infant through K4 in the Diocese of Birmingham must provide an appropriate Certificate of Immunization on a form approved by the Alabama Department of Public Health. A student without an appropriate Certificate of Immunization may not be enrolled in the school or early learning program, unless a medical or religious exemption have been obtained in accordance with requirements set by the Diocese of Birmingham.

If a medical or religious exemption has been granted to a child in a Diocese of Birmingham school or early learning program, the exemption lasts throughout the child's educational tenure in our schools. Upon leaving a Diocese of Birmingham school or early learning program due to graduation, transfer, relocation, or withdrawal, the exemption letter or certificate is returned to the parent with a copy retained in school or early learning center records. The school or early learning program may also provide a copy of the letter or certificate to the transferring school or early learning program if it is within the Diocese of Birmingham.

Medical Exemption

For children enrolling in a Diocese of Birmingham school or early learning program with medical contraindication to any of the required vaccinations for school admittance, a Certificate of Medical Exemption, obtained from a licensed medical professional or the County Health Department must be provided. In addition, the Diocese of Birmingham will accept a letter provided by a physician who is licensed to practice medicine, surgery, or osteopathy that indicates an accepted medical contraindication to vaccination or an allergy to any of the ingredients used to formulate the vaccine, as consistent with the labeling of the vaccine as regulated by the Federal Food and Drug Administration (FDA).

Students must receive any vaccinations that are required for school or program admittance and are not medically contraindicated.

Religious Exemption

Students in schools or early learning programs in the Diocese of Birmingham may receive a religious exemption from vaccination under certain circumstances. Religious exemptions require following diocesan procedure and are limited to those objections that are in adherence with the tenets of the Catholic faith as identified and accepted by the Bishop of Birmingham in Alabama. Specifically, exemptions may be granted to students whose parents demonstrate a sincere, conscientious objection to vaccines derived from descendent cell lines of aborted fetuses. Certificates of Religious Exemption issued by State or County Health Departments are not accepted.

This limited religious exemption only covers those vaccinations derived from descendent cell lines of aborted fetuses. Students must receive all other vaccinations required for school or early learning program admittance. A Certificate of Immunization showing vaccinations received must be on file with the school or early learning program.

Internet Policy

Students and families must sign a computer use agreement each school year. Students may lose computer access and school leaders may take appropriate disciplinary action for violation of our safe use policy.

The following policy is from the Diocesan Board of Education:

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.
2. In order to protect students, employees, and our community, every student and family enrolled in a Diocese of Birmingham Catholic School will treat the good name and reputation of each of all with respect. Public defamation of any of student, employee, or Catholic school by a student or family is serious, whether this is done orally, in writing, via email or on the web and whether it is done on a school computer or a personal device and whether it is in school or out of school. Therefore, any student or family member found participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his or her family.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face disciplinary action or legal consequences.

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face disciplinary action.

Artificial Intelligence

As a Christ-Centered Community, the use of Artificial Intelligence (AI) must align with the mission and values of the Diocese of Birmingham and the school. AI, as a powerful tool, offers numerous educational benefits and opportunities for personal growth. However, we must use AI responsibly, ethically, and harmoniously with our principles.

Students must:

- Use AI in ways that support the purpose of the assignment and personal growth.
- Use AI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to oneself or others.
- Not share personal, sensitive, or confidential information with AI tools.

- Only use AI tools for school assignments or assessments when given permission by a teacher.
- Use AI outside of class to support understanding but not to complete work.
- Be honest about when and how they use AI in schoolwork.
- Follow the teacher's directions on how to cite AI and to check the content for accuracy and appropriateness.
- Ask the teacher if AI is appropriate for an assignment.
- Understand that AI may provide inaccurate or biased results.
- Understand that this policy may be updated as technology and school practices change and follow any new guidelines shared by teachers or school leaders.

Misuse of AI in academic work is a violation of academic integrity and will result in appropriate disciplinary action.

Library

The library is open to students every school day during regular school hours. Teachers may send individual students or small groups of students to the library provided a scheduled class is not in the library and the librarian is present. Classes attend the library each week during regularly scheduled class periods. Students will speak in quiet tones in the library and be respectful and courteous to adults and other students.

Damaged or Lost Books: If a book has been damaged, it must be returned to the librarian for proper repair. **Please do not attempt to repair a book using household tape and/or glue.** Deliberate damage to bar codes, labels, or books will result in disciplinary action. Students will pay to replace books that have been damaged beyond repair. This must be done before any more books may be checked out of the library. Students who lose a book will pay for the lost book before checking another book out from the library. Students will not receive report cards until books are returned or payment cleared.

Lockers/Cubbies

Cubbies are available in some classrooms. Students must care for their cubbies properly by keeping them neat and orderly. Students will not place stickers on or in their cubbies or tape anything to them. The administration reserves the right to inspect cubbies at any time.

Lost and Found

Parents will label all supplies, personal articles, coats, hats, sweaters, lunch boxes, etc... If an item is lost, a student or parent may check the lost and found. Unclaimed items will go to Catholic Social Services.

Lunch/Milk Program

Students may bring a lunch from home or purchase hot lunches. Milk is available every day in addition to the cost of lunch. Holy Spirit participates in the federal Special Milk Program, which provides free or reduced milk to those who qualify. This program assists the school financially, so if you think your family may qualify, please complete the appropriate forms in the office. Families will use the Family Portal within the FACTS system. The family must also have a FACTS financial account set up.

Students, parents, and school personnel may not bring fast food items or carbonated drinks into the cafeteria. Parents and students may not use the microwave. Due to health reasons, students are not allowed to share food or drink with other students.

Parental Rights

The administration needs to be aware if a student's parents are divorced, separated, or if the student is in the custody or care of another person. If parents are divorced, the custodial parent must provide the principal a copy of the court order or agreement regarding custody and visitation rights. Whenever there is any change in the custodial rights of a parent or other custodian, whether temporary or permanent, the school must be notified immediately in writing; otherwise, the school will continue to use the original written arrangement on file.

Parent-Teacher Organization (PTO)

The PTO offers support in a variety of ways to the school community. Officers organize social functions and fundraising activities for parents, faculty, staff, and students. We encourage parents to volunteer their time and talents to serve on the committees that help the school and build community.

Permanent Records

There shall be provision for keeping student records as required by the Diocese of Birmingham in Alabama and the designated accrediting body. In addition, such records will be retained based on retention guidelines as established by the Catholic Schools Office. All permanent student records shall be kept in locked, fireproof, weatherproof storage, or electronically in a manner that preserves the records securely and with backup systems in place.

An adult student and/or parent/guardian of minor students may have full access to and the right to challenge the accuracy of data collected, in the presence of school personnel. No one except eligible school personnel, an adult student, and the parent/guardian of minor students should have access to student data and records without a subpoena or written permission of the parent/guardian. Upon request a copy of the records shall be provided to an adult student or parent/guardian of minor students.

After a student graduates or transfers to another school, the cumulative record shall be retained permanently at the school according to the retention of records guidelines provided by the Catholic Schools Office and the Diocesan Office of Archives.

Families are expected to have met all outstanding financial obligations to the school before official records will be sent to the receiving school. Outstanding financial obligations will be communicated to the receiving school when a student is transferring from one Diocese of Birmingham school to another.

Photo/Video Release

On occasion, students may be photographed or videotaped at school. The photos may be used in the newspaper, a magazine, or other publication, or for educational projects at school. Videos may be used for informational or educational purposes regarding the programs or curriculum at Holy

Spirit School. **If you object or do not allow your child to participate in any photography/ videography, please state this in writing to the school administration.**

Photos or videos maintained by the school can be considered part of the student's educational record in certain circumstances. When the school uses the photo or video for official purposes, such as disciplinary action, the child's family may, upon request, inspect and review the photo or video in the presence of school administration. Copies of the photo or video will not be released directly to the parent or guardian.

Recess/Break

Recess is part of each student's daily schedule. Free play helps elementary students develop creativity, problem-solving skills, independence, and healthy social relationships. Students have daily unstructured time to play on the playground or run in the open area surrounding the playground.

Teachers explain all playground rules to their students at the beginning of the year. They also review these rules regularly throughout the school year. For safety purposes, students will:

- Wait on the sidewalk for the previous grade to exit the playground.
- Play inside the fenced-in area and not by classroom windows.
- Refrain from throwing mulch, sticks, rocks, acorns, food, etc...
- Keep hands to themselves. No undue roughness or horseplay.
- Use the slide one at a time. Students will not try to walk up the slide.
- Use the swings safely.
- Pick up any trash on the playground.
- Wait until recess is over to enter the school for a bathroom break unless it is an emergency.
- Walk quietly to their lines outside the school doors so the next class may use the playground.

Snacks and Water Bottles

In order to provide students with a short break from their morning work, students receive snack time each day. Students must bring a nutritious snack from home. For health reasons, students cannot share food with other students. Students should also bring a reusable water bottle to school everyday. **The water bottle must be sealable and spill proof when flipped over. Glass or heavy metal water bottles are not acceptable.**

Release of Records/Transfer of Records

All material in the student's file is confidential. If a parent or legal guardian requests that an individual who normally would have the legal right to the possession of the student's records not be allowed access to the student's records, it is the responsibility of the parent/legal guardian to furnish legal documentation preventing the release of these records to that individual. A copy of the student's permanent record card and the original health record will be released to a receiving school after that school applies directly by mail to Holy Spirit and after all outstanding financial obligations owed to Holy Spirit School are cleared.

School Property

The family of a child who carelessly destroys or damages any furniture, computers, equipment, buildings, or the personal property of another student, faculty, or staff member is obligated to pay the full amount of repairs and labor or replacement. Depending upon the nature of the situation, the student will also face disciplinary action.

School Safety

Public Law 99-519: Asbestos Hazard Emergency Response Act of 1986

In accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), Holy Spirit Catholic School maintains an Asbestos Management Plan for the school. The plan documents inspections, surveillance activities, and any asbestos-related response actions taken or planned. The management plan is available for review in the school office during normal business hours.

Harassment

Holy Spirit Catholic School provides a safe environment for all individuals. We do not tolerate any forms of harassment. This includes, but is not limited to, the following:

Sexual harassment involves unwelcome sexual advances, implicit or explicit request for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.

Verbal harassment involves derogatory or threatening comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.

Physical harassment involves unwanted physical contact, slapping, assault, deliberate impeding or blocking movements, hazing, and any intimidating interference with normal activity or movement.

Visual harassment involves derogatory, demeaning, inflammatory, or threatening material, such as posters, cartoons, writing, artwork, and gestures.

Retaliation involves intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

The principal investigates all complaints of harassment. Students involved in harassing behavior face disciplinary action, suspension, and/or expulsion.

For all incidents, we will notify families and apply appropriate consequences.

Telephone Policy

- Students may not use the school telephone without the expressed permission of the office staff.
- Students may call home for a forgotten lunch or for illness. A student may not call home for forgotten homework, after school clothes, etc...
- Students may not use cell phones during school hours.

Textbooks

Students will not write in their textbooks. Families must pay a fine for damaged or lost textbooks before receiving final reports or transcripts.

TRAFFIC PROCEDURES

One of our highest priorities at Holy Spirit is the safety of all our students. Our morning and afternoon traffic flow plan is designed to unload and load students as safely and efficiently as possible. The plan can only work when everyone adheres to it. We appreciate your cooperation in keeping our students safe.

MORNING DROP-OFF (See the back of your visor placard)

1. Preschool

- Park at the parking lot between the parish hall and the school.
- Walk your student to the side door of the preschool/elementary school (east end of the building).

2. Elementary (K-5th Grade)

- Drop off your student along the sidewalk.
- Pull all the way down and do not stop your vehicle in front of the steps coming in to the school.
- Make sure that your student exits your vehicle from the passenger side so he or she does not walk into the flow of traffic.
- Do not park and get out of your vehicle in the drop off lane.
- Do not park at the parking lot in front of the preschool/elementary school and walk your student to the front steps. This is a safety risk and it slows our traffic flow considerably.
- If you need to go into the school, park in the parking lot between the Parish Hall and the school and walk your student to the front steps.

AFTERNOON PICK-UP

1. FAMILY CAR TAG

- Each family will receive a color-coded (lane color) car tag.
- Place car tag in visible spot on dashboard or visor. Leave the car tag visible until your student is inside your car.

2. LANES (See the back of your visor placard)

As you enter the **parking lot in front of the preschool/elementary:**

- **YELLOW LANE (Preschool)**

Turn left into the parking lot between the school and the parish hall. Park and pick up your student at the side door of the preschool/elementary school building (east end of the building).

- **RED LANE (Kindergarten and 1st Grade)**

Move to the **middle lane**. Turn left in front of the steps of the school and proceed to the pick-up spot as directed.

- **GREEN LANE (2nd/3rd Grade)**

Move to the **left-most lane**. Turn left in front of the steps of the school and proceed to the pick-up spot as directed.

- **BLUE LANE (4th/5th Grade and MS/HS Siblings)**

Move to the **right-most lane** and proceed all the way around the parking lot. As you pass the school steps, form three (3) lanes. If you have MS/HS students, stay in the right-most lane.

If you have multiple students, follow the directions for the oldest student unless he or she has a preschool sibling.

3. Do not park or walk up to get your student. This is a safety risk and it slows our traffic flow considerably.
4. Students must enter their cars on the passenger side. Please do not park in the traffic line and get out of your car.
5. After collecting your student, use caution merging into the exit lane. Use left turn signal to alert traffic that you are attempting to merge.
6. Drive slowly in all areas of the school.
7. Do not use your cell phone when behind the wheel of your car.
8. If you have pets in your vehicle, please make sure they are restrained and remain inside the vehicle completely.

EARLY DISMISSAL

The same procedures for regular day dismissal apply on 12:30PM, 1:00PM and 2:15PM dismissal days.

At the beginning of each school year, please notify your child's teacher in writing who is allowed to pick up your student. If there is a change, please notify the office or the homeroom teacher in writing. We will not release any student to someone without written permission.

Those students who have not been picked-up thirty minutes after the dismissal bell will go to after-school care program. Parents are responsible for payment for this service.

Visitors

All visitors must report to the main office upon arrival, sign in, and receive a visitor's badge. No visitors are allowed in classrooms without prior approval. They may not visit the classrooms before or after lunch. They must wait in the hallway outside of the cafeteria.

Withdrawal from School

If a student withdraws from school, the parent or guardian must notify the office. Notification must be in writing and indicate the date that the student will withdraw. On the student's last day of school, the principal will issue a withdrawal clearance. In addition, all obligations must be cleared before records are released.

Social Media Parent Agreement

As a parent or guardian, I recognize that the use of the internet comes with a corresponding responsibility to use it wisely both for myself and my child. I also recognize that sending my child to a Catholic school is a privilege that comes with the corresponding duty to act in a Christian way towards others. I therefore pledge to refrain from using the internet in any way that might disparage the school, its administration, faculty, and staff, and other families. If I have a grievance against school personnel, I will take my complaints directly to the school's administration.

Choose Act

The text of the CHOOSE Act prohibits reimbursement of tuition directly to families. To assist us in carrying out and communicating this requirement, John Whitaker, General Counsel for the Diocese of Birmingham, has written this statement to include in all school handbooks. As is required by law, any funds left in the Educational Savings Account ("ESA") at the end of the academic year, i.e., June 30, will be returned to the CHOOSE Act Fund (the "Fund"). If a participating student leaves the school, any unused monies will likewise be returned to the Fund. No money provided through the CHOOSE Act program may be returned or refunded to the student, his/her parent(s) or guardian(s). Parent(s) or guardian(s) are responsible for any costs associated with an Educational Savings Provider invoice over and above the ESA balance.

GRIEVANCES

Any serious grievance regarding a Diocese of Birmingham Catholic school or its personnel that cannot be solved through an informal process using the local chain of authority (teacher, school administrator/principal, pastor/president) shall be resolved through Administrative Recourse. Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse Procedures.

Grievances: Administrative Recourse Procedure

DEFINITION: A grievance is a formal complaint about any serious issue regarding a diocesan, parochial, or regional Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

PURPOSE: The primary purpose of Administrative Recourse shall be to secure, at the most proximate administrative level possible, equitable solutions to problems which may from time-to-time arise affecting the welfare or working conditions of persons associated with the school.

BASIC PRINCIPLES: Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential. There shall be no retaliation against any party or participant in Administrative Recourse. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend. Records of formal proceedings at every level shall be kept and made available to all parties involved.

PROCEDURE:

Informal Attempts at Resolution:

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/principal, pastor/president) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor/president may ask a third party to attend and assist the discussion.

Formal Procedures:

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. Complaints to be resolved through these procedures, the following guidelines shall apply:

For complaints relating to a school administrator/principal, the grievant will begin with LEVEL TWO

For complaints relating to a pastor or president, the grievant will begin with LEVEL THREE.
All other complaints will begin at LEVEL ONE.

• LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall submit the complaint in writing to the school administrator/principal within 10 business days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school administrator/principal will hold a meeting within seven business days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

• LEVEL TWO — PASTOR/PRESIDENT

If the grievant is dissatisfied with the school administrator/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor/president. If the formal procedure begins with LEVEL TWO, the grievant shall put his or her complaint in writing and submit it to the pastor/president within 10 business days following the occurrence of the event. The pastor/president will hold a meeting within seven business days following receipt of the written statement of grievance or the appeal, as applicable. The pastor/president, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the pastor/president shall provide the grievant and the school administrator/principal with a written decision.

- **LEVEL THREE — CATHOLIC SCHOOLS OFFICE**

If the grievant is dissatisfied with the pastor's/president's written decision, the grievant may appeal the decision in writing within five business days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put his or her complaint in writing and submit it to the Catholic Schools Office within 10 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will review all evidence and may choose to hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 business days of the evidence review. A copy of the decision shall be delivered to the grievant, the pastor/president, and the school administrator/principal.

- **LEVEL FOUR — OFFICE OF THE BISHOP**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five business days to the Bishop. The Bishop or his designee will review the entire record relating to the grievance and may choose to hold a meeting which shall not be later than 15 business days after receipt of the written appeal. The grievant is entitled to attend the meeting, should one be held. The Bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the Bishop shall be final and binding.

Holy Spirit Catholic School Extended Day Program

MISSION: The purpose of the program is to ensure the safety of those students who arrive on the school premises early, 7:00-7:30am, and those who must stay on the school premises late, after 3:30pm on Monday, Tuesday, Wednesday, and Friday; or after 2:45pm on Thursday. We want to accommodate parents who are unable to pick up their children from the school at the regularly-scheduled dismissal time. The school does not accept responsibility for any student left on our school grounds outside of the normal school hours unless he or she is enrolled in the extended day program.

ADMISSION REQUIREMENTS: Attendance in the program is a privilege, not a right. Failure to comply with the school's rules and regulations are grounds for terminating a child's enrollment in the program. Children must be students at Holy Spirit Catholic School in order to attend. The program is open to all students in grades Pre-K3 to 12. A registration form is required for all attendees. The program is open only on school days. Drop-ins are welcome on an as-needed basis. In order for families to use morning care or extended day they must be signed up in FACTS for billing and payments.

HOURS OF OPERATION: Children may arrive as early as 7:00am for morning care. The Extended Day Program begins at 3:30pm on Monday, Tuesday, Wednesday, and Friday, and 2:45pm on Thursday. There is no extended day on 1:00pm dismissal days. Extended Care ends promptly at 6:00pm. We charge families \$2.00 per minute if they do not pick up their children by 6:00pm.

RECORDS: The Extended Day staff will have access to directory information about each child. This includes names, addresses, family members, telephone numbers, email addresses, etc... The staff will keep records of discipline and accidents, and this information will be available only to those with a legal right.

SIGN IN: All students who arrive at school between 7:00am and 7:30am need a parent signature to attend morning care. Students who remain at school after 3:30pm, or 2:45pm on Thursday, need a parent signature to sign out of aftercare.

FEES: Families must pay a fee of \$14.00 per day per child for the aftercare program. The morning care fee is \$3.00 per day per child. Your extended day fees will be added to your FACTS account. In order to use the extended day program, the family must be on FACTS. Parents utilizing this service must pay bills promptly.

****For tax purposes, the Extended Day Program's Tax ID Number is #63-058-1368.**

Returned Checks and Late Charges: Checks returned for any reason will be assessed a \$15.00 returned check fee. Payment for a returned check and fee must be made by cash, cashier's check, or money order. A flat \$25.00 late charge will be incurred for any late payment.

MESSAGES/EMERGENCIES: During regular school hours, please call the normal office phone. After 3:30pm, you can reach after-care staff at 205-553-9630.

STUDENT RELEASE AND SECURITY: To ensure that all children are safe and accounted for, the parent must sign the child out from an extended day staff member before leaving the premises. If the person picking up the child is not on the registration form, the person must provide a note of authorization from the parent. Staff members may ask to see a driver's license if they are unsure of the identity of the person requesting the child's release. Parents must be certain that the extended day staff is aware that the child is leaving.

ACCIDENT/ILLNESS: In the event of an accident or illness, a member of the staff will decide whether or not the symptoms warrant calling the parent immediately. In the case of a medical emergency, a staff member will call the emergency contacts on the registration form. In the case of a storm, tornado, or fire, aftercare workers will follow the emergency plan of the school. Information concerning allergies or health restrictions must be on file, along with a physician's name and telephone number. Students who have any sort of communicable disease may not attend the program.

****Extended day personnel cannot administer any medication.****

SCHEDULE: 3:30pm—Sign in

3:45pm—Snack and Bathroom Break

4:00pm—Study Hall/Homework

4:30pm—Recreation and Activities

6:00pm—Dismissal

RULES/POLICIES/DISCIPLINE: The extended day program is an extension of the school day and therefore the same rules and discipline procedures apply. Infractions and demerits can be given during the aftercare program. The extended day program will enforce its discipline plan by using time-out from activities, conversation with parents, and notes sent home. Staff refer major offenses to the principal. Repeated offenses may result in the child no longer being eligible for the extended day program.

STUDY HALL: There will be a study hall/homework period during extended day for Grades K-12. K3/K4 will have story time or quiet activities during this time. Please remind students to bring all supplies needed for study hall/homework time because students may not leave extended day to go to classrooms. Extended Day staff monitor students and maintain discipline. They generally do not provide homework help.

SNACKS: The program will provide a snack and a drink each day.

COMMUNICATION: Parents may communicate with the director of the program by calling 205-553-9630. Parents must understand that it is difficult for staff members to have a conference with a parent when children are present and require supervision.

SCHOOL'S RIGHT TO AMEND: In developing the rules and policies for the program, we have tried to be as explicit as possible, but we are aware that, during the course of the school year, new and unusual situations may arise. The administrator will have the authority to use discretion in dealing with unforeseen circumstances. By enrolling their child in the program, parents agree to abide by and cooperate with the policies, procedures, and processes contained in this handbook, and in other written communications from the program's administrator. Holy Spirit Catholic School reserves the right to amend this handbook for just cause.

HANDBOOK ACKNOWLEDGEMENT FORM

The administration reserves the right to amend the policies and procedures as outlined in the family handbook.

I/We, the undersigned, have read and agree to be governed by the family handbook for Holy Spirit Catholic Elementary School for the 2026-2027 school year. I/We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.

Student's Name: _____ Grade: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____

***This form MUST be signed and returned to the school.**

Family-School Agreement

The purpose of Catholic education is the formation of young people who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Birmingham are open to all students; however, we are first and foremost Catholic.

When enrolling their child(ren) in a Catholic school in the Diocese of Birmingham, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:

- a. All children are welcome in the Catholic schools in the Diocese of Birmingham. As part of enrollment, parents must sign the Family-School Agreement.
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.

In the absence of a policy in this handbook, the administration (in accordance with diocesan policy) reserves the right to determine policy should the need arise. All diocesan policies are listed in the *Policies and Regulations for Educational Institutions in the Diocese of Birmingham* apply to our school. In the event of inadvertent conflict, the diocesan policies supersede. The administration reserves the right to amend this handbook at any time.

2026-2027 Family-School Agreement
Diocese of Birmingham

As parents/guardians, we ask Holy Spirit Catholic School to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.

Name of Father/Legal Guardian

Signature:

Name of Mother/Legal Guardian

Signature:

Name(s) of Child(ren):

Grade:

 Holy Spirit Catholic School accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.

Principal's Signature: _____

Date: _____