

Holy Spirit Catholic School



HOLY SPIRIT CATHOLIC SCHOOL
BE IN THAT NUMBER

Middle and High School (6-12) Family Handbook 2023-2024

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Handbook Disclaimer

The contents of this handbook are based on the policies and procedures established by the Diocese of Birmingham in Alabama, the Holy Spirit Advisory Council, and the administration. All policies listed in the *Policies and Regulations for Educational Institutions* in the diocese apply to Holy Spirit. In the event of inadvertent conflict, the diocesan policy supersedes. The handbook is intended to serve as a guide to our programs and opportunities as well as set forth expectations and agreements.

No set rules or guidelines can cover every conceivable situation that may arise at school. The guidelines, rules, and policies set forth in this handbook are intended to apply under normal circumstances. Occasionally, there may be situations that deviate from the normal rules and procedures as set forth. In those cases, each situation will be handled in a manner deemed most appropriate by the school administration. Final interpretation of policies and procedures is at the discretion of the administration. Faculty and administration may take disciplinary action for any behavior that violates the spirit and philosophy of Holy Spirit even though it may not be specified in this handbook.

The administration (in accordance with diocesan policy) reserves the right to determine policy should the need arise. Deviations from or amendments to this handbook may be made at any time by the administration. The handbook may be revised or updated periodically. Such changes become effective when published either electronically or in print media.

We require parents and students to certify that they have received and reviewed the handbook each year. Sign the copy provided for you at the end of the handbook and return it to each student's homeroom teacher no later than the Friday of the first full week of school.

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Mission Statement

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

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 welcomed and encouraged to grow spiritually and academically.

Belief Statements

1. Holy Spirit is committed to educating each student by promoting spiritual, academic, physical, emotional, and aesthetic development in a Christ-centered environment.
2. Holy Spirit challenges students to develop their abilities to attain academic success.
3. Holy Spirit motivates students to live and serve as part of a Catholic faith community.
4. Holy Spirit encourages students to appreciate various cultures and creeds and to respect the diversity of God's kingdom.
5. Holy Spirit promotes a curriculum that prepares students to become lifelong learners, enabling them to become responsible, productive citizens.
6. Holy Spirit believes the school and family share the responsibility for preparing students for a lifelong journey of faith and learning.

Parents as Partners in Education

We at Holy Spirit Catholic School believe parents are the primary educators and role models for their children. Your choice of Holy Spirit exhibits a commitment and concern for not only your child's education but your child's future. As collaborative partners in your child's education, we are committed to working with you in the best interests of your child. We hope that you will view us as partners during these years. If you have concerns or questions we encourage you to first communicate with your child's teacher or coach. If you have further concerns, then please contact the office to set up a meeting with the appropriate administrative staff member or the principal so that we can further discuss your child's needs. Through this collaboration, we as partners can support one another in helping our young people become the men and women God is calling them to be.

History of the School

Catholic education has been continuous in Tuscaloosa since 1863 when classes were held in rooms adjoining St. John the Baptist Church (located on Lurleen Wallace Boulevard North and Eighth Street). In 1920, St. John's School, built across the street from the church, opened for students in elementary and high school grades. In 1932, the Benedictine Sisters from Cullman came to Tuscaloosa to teach at the school. The high school classes were discontinued, but the elementary school continued at that location until 1963 when a new school building was dedicated at the current location of Holy Spirit Catholic School. A kindergarten class was added in 1979, a preschool was opened in 1987, and Holy Spirit Catholic High School was opened in 1995. Catholic education has remained a constant in Tuscaloosa and West Alabama. Many outstanding Catholic and non-Catholic students have been educated in our school. We have experienced much growth over the years, while maintaining a tradition of academic excellence.

Accreditation

Holy Spirit is accredited by Cognia through the Diocese of Birmingham. Holy Spirit is also recognized as a registered private school by the Alabama State Department of Education.

Admission Policy

Holy Spirit admits students without regard to sex, race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students of the schools. Schools do not discriminate on the basis of sex, race, color, national or ethnic origin in its employment practices, administration of educational policies, admission and treatment of students, reduced rate programs for eligible families, and athletic and other school administered programs.

All applicants are considered, and priority for enrollment is as follows:

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

Non-Catholic students are required to participate in all religious programs with the exception of the reception of the sacraments of Reconciliation and Eucharist.

Students applying for grades 6-12 must submit a completed application form (with fee). They must also submit a copy of the current report card and transcript (for high school applicants), records of special education services, standardized test scores, and letters of recommendation. These will be reviewed to determine whether the program at Holy Spirit will meet the

educational needs of the students. An interview with the prospective student is part of the admission process. Testing in some academic areas may be held for incoming students.

New students are on a probationary status for the first semester after admission. During this time, the student has the opportunity to adjust to Holy Spirit and to prove him/herself both academically and socially. If there are any problems during this trial period, the student may be asked to withdraw. The recommendation and decision of the school is final.

Spiritual Life

Holy Spirit is committed to educating each student in a Christ-centered environment. In order to honor this commitment, students take theology classes each year. In addition to regularly scheduled theology classes, there are many opportunities for each student to deepen his or her relationship with Christ and to strengthen the bond which unites all in the family of God. The acting campus minister is available to offer spiritual guidance and to coordinate liturgical and social outreach activities.

Mass—All students and teachers attend school liturgies. The entire student body (PK-12) attends Mass weekly. We invite parents to attend the celebration of the Eucharistic liturgy as well as monthly adoration.

Prayer:

- **Daily prayer**—Each day at Holy Spirit begins and ends with prayer.
- **Classroom prayer**—Each class begins with a short prayer. This prayer may be teacher-led or student-led.
- **Retreats**—Each grade level participates in a half-day or whole day retreat every year. Holy Spirit conducts retreat experiences that are structured appropriately for each grade level and are designed to help students deepen their relationship with Jesus, fellow students, and themselves. **Retreats are an integral part of the religious formation program and attendance is mandatory.** Students who do not participate in their class retreat must have approval from the principal at least one week in advance with a remediation plan for the experience.
- **Monthly adoration**—All students attend Eucharistic adoration monthly with the opportunity for reconciliation during that time.

Celebrations:

- **Seasonal celebrations**—Each liturgical season is celebrated in appropriate ways. For example, each class has Advent wreath ceremonies, there are Stations of the Cross during Lent, and there are Marian observances during May and October.
- **Reconciliation**—Students participate in reconciliation services at least twice during the year for Advent and Lent and most months during Eucharistic adoration.
- **Class activities**—Major class events (such as graduation, distribution of rings for the juniors, etc.) are celebrated in the context of Eucharistic liturgy.

Service Activities: Holy Spirit students are involved in various service activities. Students also work to provide materials and funds for Catholic Social Services through monthly spirit day donations. We conduct other service activities according to the needs of the community, including a school-wide Service Day. Campus ministry coordinates other service-related activities during Advent and Lent.

Community Service

Service to God by serving others is at the heart of spiritual education at Holy Spirit. Our service program is rooted in the Gospel call and reflects our Catholic identity. It is our goal to assist each student in embracing the values of the common good that comes from serving others and instilling the desire for a lifelong commitment to service within the community. Holy Spirit students complete at least one hundred (100) hours of service as a graduation requirement. Transfer students complete twenty-five (25) hours per school year while at Holy Spirit. Service hours prior to Holy Spirit enrollment date will not transfer. Senior transfer students have until April of the second semester to complete their service hours. Incoming freshmen may begin community service projects as soon as they complete eighth grade.

Students are encouraged to choose service projects sponsored by pre-approved specified agencies, such as registered non-profit agencies. Projects for organizations that are not known non-profits must be pre-approved by the administration before any work is begun. Opportunities with individual agencies are posted on the website (coming fall 2023). Service hours are not considered complete until the appropriate information is completed and submitted on a signed service hours form. Service hours verification by an adult outside the household must be completed on the service hours form.

Service hours that have not been completed by the end of the first semester of the senior year will result in loss of senior privileges and/or delayed or denied graduation.

Academic Information

Holy Spirit endorses the call of the Catholic bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the curriculum guide for Catholic schools in the Diocese of Birmingham. The curriculum stresses academic achievement within a Christian community where the student feels loved and respected by teachers and peers. At Holy Spirit, we are attempting to “teach as Jesus did.” The Diocesan curriculum guidelines, consistent with the state of Alabama guidelines, are followed for the teaching of all secular subjects. The theology curriculum for middle and high school classes is in compliance with the guidelines set forth by the bishops of the Catholic Church. Students who do not conform to the academic environment of Holy Spirit, as determined by the administration, may lose the opportunity to enroll in future academic sessions.

Academic Progress

FACTS Family Portal—Parents have access to student grades online through the FACTS Family Portal. Outstanding financial obligations may result in the loss of access to the Family Portal until the balance is cleared.

Report Cards—Report cards are released after each nine-week academic quarter. Dates for report card distribution are listed on the school calendar. All report cards are issued electronically in the FACTS Family Portal. Report cards are not printed and mailed. All financial obligations to the school must be met before report cards are distributed.

Academic Honor Roll—(All A's/All A's and B's) The academic honor roll recognizes students who have made all A's and also students who have made all A's and B's each nine-week marking period. These students are recognized at the end of each of the first three quarters. In the spring, students who have been on the academic honor roll for each of the first three quarters are honored at the annual Academic Banquet.

Academic Booster Club—The Academic Booster Club promotes academic achievement among the students. Membership is open to anyone who supports this goal. Dues help defray costs for the Academic Banquet student meals and awards.

Athletic Eligibility—Refer to page 51.

Middle School Grading Scale (diocesan policy)—

Letter Grade	Value of Letters
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

There is no GPA in Middle School and students do not earn credits for courses passed.

Middle School Failure—If a sixth, seventh, or eighth grade student receives an “F” in English or math, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of “F” in two or more of the following areas: English, math, science, or social studies. Any individual exceptions are made at the discretion of the administration.

High School Grading Scale

Percentage	Letter Grade	Value of letters College Prep GPA	Value of letters Honors Prep GPA	AP and Dual Enrollment Classes
97-100	A+	4.33	4.763	5.33
93-96	A	4.0	4.4	5.00
90-92	A-	3.67	4.037	4.67
87-89	B+	3.33	3.663	4.33
83-86	B	3.0	3.3	4.0
80-82	B-	2.67	2.937	3.67
77-79	C+	2.33	2.563	3.33
73-76	C	2.0	2.2	3.0
70-72	C-	1.67	1.837	2.67
67-69	D+	1.33	1.463	2.33
64-66	D	1.0	1.1	2.0
60-63	D-	.67	.737	1.67
0-59	F	0	0	0

Grade point average (GPA) is a numerical value for the credits earned by a student. This is determined only after credit has been earned in a course. The cumulative GPA is the numerical value for all credits earned at Holy Spirit. Transfer students' GPA is calculated based on the grading scale above, regardless of the prior institution's grading scale. Valedictorian and salutatorian are determined by the cumulative grade point average of high school classes taken in grades 9-12 at Holy Spirit or other accredited high schools. Dual Enrollment classes and AP courses taken outside of Holy Spirit receive the additional one point credit for GPA; however, that additional point is not used in calculating GPA values for valedictorian and salutatorian.

High School Student Promotion—A student who successfully completes the criteria established by the school for passing an academic course will receive the appropriate unit or fractional unit of credit. A passing grade is a 60 or better for the final course grade. Semester grades are calculated by weighting quarter and exam grades as follows: 40% (first nine week average), 40% (second nine week average), and 20% (semester exam grade). The course grade is calculated by averaging the semester grades.

High School Failure—Any student who fails any subject must make it up in order to graduate on time. Courses may be made up by attending summer school classes approved in advance by Holy Spirit administrators. In some cases, other options may be available. The administration advises on alternative coursework.

Online Coursework—Students must complete required courses offered by Holy Spirit during the school year to earn credit. Credits from other institutions (traditional or online) will only be accepted at the administration's discretion. Any attempt to earn a course credit in order to advance in the curriculum must be approved by the administration during course selection in the spring semester. The administration advises families and reviews requests.

Diploma Requirements—To receive a diploma, students must earn the following credits:

College Prep Diploma	Required Subjects	Credits
	Theology	4.0
	English	4.0
	Mathematics (including Geometry, Algebra I, and Algebra II)	4.0
	Social Studies	4.0
	Science	4.0
	Foreign Language (two consecutive years of the same language)	2.0
	Physical Education	1.0
	Career Preparedness	1.0
	Computer Science	0.5
	Health	0.5
	Electives	4.0
	Total Credits	29

**Honors College
Prep Diploma**

Required Subjects	Credits
Theology	4.0
English (at least 3 honors/AP, including senior year)	4.0
Mathematics (including Precalculus or Calculus senior year)	4.0
Social Studies (at least one AP, effective class of 2025)	4.0
Science (including two honors or AP sciences)	4.0
Foreign Language (three consecutive years of the same language)	3.0
Physical Education	1.0
Career Preparedness	1.0
Computer Science	0.5
Health	0.5
Electives	3.0
Total Credits	29

Holy Spirit provides the option of AP classes in Math, English, History, Science, and Computer Science. The curriculum is designed with a focus on preparation for a college program.

Students complete course requests in FACTS near the end of the second semester. Classes can only be changed with the approval of both teachers (current and new request) and the parent. There is a \$25.00 fee for any class change not initiated or precipitated by the administration. No class changes will be permitted after the first four weeks unless the student is failing the course. No changes will be permitted for yearlong courses after the first semester. Any exceptions are at the discretion of the administration. If a student is granted a waiver to take a course not recommended by his/her teacher in that subject area, no course changes will be permitted after the first two weeks of school.

AP Courses—Advanced Placement courses are nationally standardized courses with an approved curriculum designed to be college level coursework. The Holy Spirit AP program complements the college preparatory curriculum by creating opportunities for eager students to challenge themselves within disciplines of interest, experience the rigor of college level coursework, and engage with content and peers in an advanced academic setting. Earning college credit with qualifying scores on the AP exam and receiving AP GPA credit are secondary advantages and should not be primary motivations for enrolling in AP courses. The AP program provides college level academic coursework within the high school support system—full-year courses, instructor support, and a Gospel-centered environment. Expectations for student effort and excellence are high and the course work demanding. AP classes, like college classes, feature fewer assessments that have greater impact on the final grade. Students should only enroll after consultation with current teachers, AP teachers, and parents. A teacher recommendation is required for enrollment. AP course descriptions can be found by visiting [AP Central](#). Students who take the AP exam in the spring are automatically exempted from the

spring exam. It is the student's and parents' responsibility to ensure that the student is registered to take the AP exam in the spring by following the schedule for registration provided by CollegeBoard. Students who take the exam must pay the exam fee to the school by the designated due date each year.

Dual Enrollment—Eligible students may enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or postsecondary degree. Students may earn both high school and college credits for the same course. Students will receive one credit for the successful completion of a term college course. Dual enrollment courses are taught and graded by the instructor at the postsecondary institution. Holy Spirit partners with Shelton State, UA Early College, Auburn First, and UWA. Dual enrollment requires high motivation, organization, time management, and independent learning skills. At the end of the term, the postsecondary institution sends a transcript to Holy Spirit. The grade for the course and corresponding credit is entered on the student's high school transcript regardless of the final grade. Junior and senior students taking a dual enrollment course may choose to be placed in a study hall for an elective course once dual enrollment is confirmed. Students may not substitute a dual enrollment class for Holy Spirit core requirements. For instance, a student may take an English course in a dual enrollment program and receive credit for the course; however, the student will still take English at Holy Spirit.

Graduation Requirements—Participation in the graduation ceremony is a privilege. In addition to fulfilling the criteria for receiving a diploma, a student must fulfill a number of other obligations, including, but not limited to, the following:

1. Having the required credits for graduation as detailed above
2. Passing the subjects required by Holy Spirit
3. Completing 100 hours of community service (see Community Service above)
4. Paying all debts: tuition, fines, and fees
5. Fulfilling all disciplinary obligations
6. Participating in the senior retreat, graduation practice, and all other required senior activities
7. Returning all sports uniforms and paying all fees owed to the athletic department.

Graduation Ceremony Requirements—In order to participate in the graduation Mass and ceremony, a student must have completed all of the required credits for graduation and passed all the required courses. A student who does not meet these criteria may not participate in senior end of the year activities (including the retreat, Senior Mass, and the graduation Mass and ceremony).

Transcripts—The school maintains a transcript for each high school student enrolled. Information on the transcript includes the student's name, directory information, courses taken, semester grades, credits earned, and GPA. The student transcript is a permanent, confidential record of the school and is kept in the school office. Faculty members have access to their

students' transcripts, if necessary. A student's transcript may be released to the student's parents or guardians, a third party at the written request of the parents, or to the student at age 18. All financial obligations must have been met before the transcript release is authorized. Holy Spirit will honor two transcript requests at no charge. A \$2.00 fee will be charged for each additional transcript. Requests must be made at least two working days before the transcript is needed.

Financial Obligations—Before a student will be allowed to take midterm or final exams, the parents must have paid tuition in full along with any fees and fines. Report cards will not be released if there is a financial obligation outstanding.

Academic Honesty

Students at Holy Spirit pursue their education with honesty and integrity. A student's work and achievement must be the result of his or her own efforts. A serious area of conflict among most teenagers is cheating. When a student cheats, he or she compromises the Christian values for which Holy Spirit stands. In effect, the student steals someone else's work. If it has been determined that a student has cheated on a test, the student will earn reduced or no credit on the test/assignment at the discretion of the teacher and will be referred for additional disciplinary action (refer to the Discipline section). Honesty and integrity are expected of Holy Spirit students. Violations of the cheating/plagiarism policies are cumulative for the four years the student attends Holy Spirit.

Cheating/plagiarism includes:

- Possessing or using "cheat sheets" in any form at any time.
- Talking during a test or quiz.
- Accessing any electronic device without permission during an assessment.
- Providing answers or questions of a test to students of another class period who have not yet taken the test or quiz.
- Copying material from another student, either word-for-word, or by altering a few words. This is true of homework as well as any other graded material.
- Adding the name of another student to a group project if that student did not work on the project.
- Using work previously handed in by another student.
- Helping another student to cheat in any way.
- **Plagiarism, including the submission of text generated by artificial intelligence as the student's own work (see section on plagiarism in the appendix of this handbook).**
- **Using text generating artificial intelligence to complete assignments.**

Attendance and Absence Policies

Each student enrolled at Holy Spirit is expected to be present and punctual for all assigned classes throughout the year. Regular attendance is essential to the mastery of any subject. It is difficult to work with students who are frequently absent.

The building will open and supervision will begin at 7:15 a.m. Students must report directly to the gym. Students will not be permitted in the school wings without having made prior arrangements with a specific teacher. The school day begins promptly at 8:00 a.m. Students not in their designated assembly areas at 8:00 a.m. will be considered tardy. Upon arriving, students may not loiter in the parking lot or leave campus. Once the student arrives on campus, he/she may not leave campus without checking out in the office until the school day has ended. Dismissal for all high school students is at 3:05 p.m. (2:15 p.m. on Thursdays). After school care is provided at the elementary school for a fee. Leaving without permission will result in disciplinary action (refer to the discipline section).

Students may be unable to attend school for valid reasons. Holy Spirit considers the following to be excused absences from school: sickness, death in the family, court appearances, driver's license tests, and health treatment. The following are considered examples of unexcused absences from school: traffic, extended weekends, oversleeping, job interviews, work, etc. Excused absences are at the discretion of the administration.

College visits are also considered excused absences. Juniors are allowed two days during the second semester for college visits; seniors are allowed three college visits through the end of the third quarter. These days need to be approved in advance, and proof of attendance is due in the office upon return to school.

We recognize that some non-school experiences may be of benefit to students. The administration may grant excuses for educational trips or meetings. However, an Educational Leave form must be completed and submitted to the office at least three days prior to the trip. Educational Leave forms are available in the office. Teachers are not required to give assignments or tests in advance of planned, excused absences.

Participation in extracurricular activities is also an excused absence. To be eligible to participate in an activity, a student must be in school for at least half the school day on which the activity is scheduled. Students who leave for extra-curricular activities should take tests or quizzes missed during the absence on the next school day. All homework and projects due during the time missed for the activity must be submitted prior to departure.

When a student will be absent, parents must communicate the absence through the Absence/Check-in/Check-out portal. Entry in the portal is not an excuse; it is strictly communication of

the event. When a student returns to school after an absence, he/she must submit all required documentation to the office, such as a doctor's excuse or parent excuse. A parent excuse on paper must indicate the dates of and reason for the absence from school, and should be turned in to the office before the start of school. All excuses for absences must be turned in the day the student returns. Zeroes are recorded for assignments missed during an absence (excused or unexcused) until the assignment is submitted. If a note is not received within three days, the absence will be recorded as *unexcused*. Any requests for absences to be excused beyond the three-day policy period must be presented to the administration. Students will receive a zero for missed work or tests on the day(s) of an unexcused absence.

Excuses for absences written by parents or guardians will only be accepted for the first five absences of the semester. After five total days of absences, the student must present a doctor's excuse or court note in order for the absence to be excused. Only the administration can approve exceptions.

In the event that eight or more absences occur during any single semester course, the administration will arrange a conference with the parties involved to make a determination regarding course credit. The school reserves the right to refuse credit to any student who misses more than 10 classes in any course during a semester.

Illness and Medical Appointments

Students who become ill during the day are to alert their teacher and report to the office. The school will contact parents if it is necessary for the student to leave school. Students may never leave school because of illness unless the parents have been notified by the administration. Students should not go to the restroom and stay there. Under no circumstances are students to self-medicate during school. All authorized medications are to be dispensed by the school administration or designee.

Parents are to schedule doctor appointments outside school hours whenever possible. Personal business and appointments should not be scheduled during the school day. If a student is to be absent from classes during a portion of any day, a parent must submit the information on the Portal before the beginning of the school day. The entry must state the reason for the absence, the departure time, and the time of return. The student must report to the office and sign out before leaving campus. Upon returning to campus, the student must sign in, present the paper excuse—such as a doctor's excuse—and get a pass before returning to class. Any assignment due the day of a check-in/check-out must be turned in that day. Check-in and check-out absences are counted as tardies on report cards. If a student leaves for a doctor's appointment unaccompanied by a parent, a note from the doctor's office must be submitted to the office before the absence can be excused.

Tardiness/Check-in

Punctuality is an essential characteristic of a responsible person. Students and families must make every effort to be on time to school and classes. When a student is not in class on time he/she is missing valuable instructional time.

“Tardy” refers to a student being late to class. “Check-in” refers to a student being late to school. Students who are in the school building by the 8:00 a.m. bell but not in their assigned place receive a tardy. Students who enter the school building after the 8:00 a.m. bell receive a check-in. Tardies and check-ins may be either excused or unexcused.

When a student is reporting late to school, a parent must complete the Absence/Check-in/Check-out Portal noting the reason for the check-in; the student will receive a pass to be admitted to class. All Portal entries check-ins must be verified with a written excuse within three days after the tardy for the check-in to be excused. Any requests for check-ins to be excused beyond the three-day policy period must be presented to the administration. Students will receive a zero for missed work or tests on the day(s) of an unexcused tardy. Excessive, unexcused tardiness to school will result in disciplinary action (see discipline section).

The Check-in/Check-out/Absence Portal

The Portal is to be used by parents to indicate that a student is checking in, checking out, or absent. The Portal is located on the school website under About and Parents and Students. Absences due to doctor’s visits, etc. may be reported in the Portal but still require the submission of a note upon return. The Portal is only to be used by parents and does not guarantee an excused absence. All absences are noted as excused or unexcused according to the policy above.

The Portal may also be used by parents to indicate that a student is checking in late or checking out early. As with absences, proper documentation must still be submitted for the check-in or check-out to be excused.

Students are not allowed to submit information in the portal. Any student falsifying information in the portal will be subject to disciplinary action as outlined in the discipline section.

Make-up Work

Prior to a student returning to class after an absence, it is the student’s responsibility to get all assignments given during the absence and arrange a deadline for completion with each teacher. Assignments can be accessed via the school’s LMS system, and teachers can be reached through the Holy Spirit email system. Students are normally allowed 5 school days

upon returning from an absence to complete any major assignments such as tests, projects, papers, or quizzes. If a student is not able to complete other assignments posted to the LMS due to absence, they are required to email their teachers prior to returning to class to set up alternate arrangements. If a student is absent on the day when a pre-announced quiz or test is given, the student must be prepared to complete that quiz or test on the day he/she returns to school.

Homework

Homework, including study, written work, and out-of-class independent work, is integral to the student's academic progress. The purposes of homework are:

- to preview material for the next class
- to provide general review for reading
- to reinforce the acquisition of concepts of the course being studied
- to provide the needed drill and application of the skills to be mastered in the subject
- to promote independent study skills and confidence in becoming a self-learner
- to stimulate creative intellectual activity through problem-solving and self-expression.

Homework can take many forms. Teachers are asked to provide purposeful variety in assignments, taking into account the academic ability of the class and the learning styles of the individual students. Homework does not have to be written assignments. Reading and reviewing notes nightly are important homework activities.

Because Holy Spirit offers a rigorous college preparatory program, high school students should expect nightly (including weekends) homework and study in each course. Honors and advanced placement students can expect to spend more time on assignments.

Middle school students should expect nightly homework, especially in English and math. Middle School students are just beginning to balance the demands of nightly assignments versus long-term assignments; they are also beginning to develop organizational and study skills.

There is a great variability in how long individual students need to spend on assignments. If at any time parents feel that too much homework has been assigned, they should contact the child's teacher to discuss the situation.

Satisfactory completion of homework is essential for students to keep up with the sequential development of the course and ultimate mastery of the material. Failure to do homework results in probable weak acquisition of knowledge as well as poor performance or participation in class.

Middle and High School Exams

Examinations are given at the end of the second and fourth quarters and are designed to test a student's comprehensive and cumulative knowledge in a particular course. The midterm and final exam dates are posted well in advance on the school calendar so that all students and families may plan appropriately. Exams will not be rescheduled because of family vacation plans.

- If an exam is withheld due to outstanding financial obligations, the student will be informed approximately one week before exams.
- Absences due to illness or other emergency must be verified and exams made up according to a schedule set by the administration. Failure to take or make up an exam results in a grade of 0 on that exam.
- Any exception to the above policies must be approved by the administration.

High school students take exams in all credit-bearing courses.

7th and 8th grade students take exams in English, math, religion, science, and social studies.

6th grade students do not have cumulative exams; however, they have end-of-term tests or projects that are not cumulative and that are similar in nature to their normal tests. End-of-term tests may be longer than a regular test, especially during the second semester as they prepare for taking exams in the 7th grade.

High School Exam exemption

Exempting exams is a privilege afforded to students who demonstrate academic, attendance, and disciplinary excellence. Students who are not in good academic, attendance, or disciplinary standing may be ineligible to exempt exams.

In order to qualify for an exemption, high school students must:

1. Have no more than 2 detentions, no Saturday schools or suspensions, or no cell phone infractions for the semester.
2. Have no more than 3 total unexcused absences, check-ins, or check-outs for the semester.
3. Have no more than 5 total absences per semester (excused or unexcused), not including documented severe/extended illness.
4. Have no more than 3 unexcused tardies for the semester in the class to be exempted.
5. Have a 70% overall semester average based on the average of the 2 nine-week periods.

6. Have a passing average for the year in the class for which the first exam is exempted. Have at least a 90 in the class for any additional exemptions allowed by grade level.

- Freshmen may exempt one exam per semester.
- Sophomores with a 70% semester average in both Computer Science Principles and College/Career are automatically exempted from a semester exam in those courses. Sophomores may exempt one additional exam each semester.
- Juniors may exempt two exams per semester.
- Seniors may exempt two exams in the fall semester and three exams in the spring semester.

Students cannot exempt an exam both semesters in the same class. (Excluding AP exams; see below.)

Students taking AP classes who take the AP exam are exempt from the second semester exam regardless of whether or not they exempt the first semester exam. AP students may opt to take a second semester exam in an effort to improve their final grade.

Disciplinary Guidelines

Students attending Holy Spirit are encouraged and expected to behave in a manner exemplifying a general respect for all persons and their rights as well as personal and communal property. Students are expected to exemplify the Gospel values which form the foundation of the school's mission statement.

We believe a disciplined and structured atmosphere is necessary for students to achieve their potential academically, physically, socially, and spiritually. The purpose of discipline is to maintain a safe, honest, and caring environment for students to thrive. Each student is expected to develop and maintain a high standard of personal integrity and honor. Families are expected to be committed and supportive of the school's behavior philosophy.

Each Holy Spirit student and parent/guardian will be held to the following expectations:

- Treat adults and peers with courtesy and respect.
- Show respect for all people regardless of gender, ethnicity, culture, religion, sexual orientation, and socio-economic background.
- Show respect for the property of others.
- Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.
- Help maintain a positive atmosphere with appropriate behavior in the classroom, school assemblies, meetings, and other small and large gatherings, both on and off campus.
- Be responsible for honest/ethical behavior in all pursuits.

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- Promote the safety and well-being of all students.

Students must accept responsibility for their behavior. Therefore, the system of discipline is educational rather than punitive.

A cooperative relationship between Holy Spirit personnel and parents/guardians is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Holy Spirit by word or action, is unsupportive of Holy Spirit's goals, or otherwise fails to meet his or her obligations under Holy Spirit or diocesan policies, the administrator may require the parent/guardian to withdraw his or her child(ren) from the school community.

Harassment/Bullying/Cyberbullying

As Christians, we believe that all persons are created in the image of God and have dignity and worth. Accordingly, Holy Spirit does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational or work environment. This prohibition applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include but are not limited to the following:

- **Verbal Harassment:** Derogatory, prejudiced, or racist comments, jokes, or intimidating words spoken to or about another person or group.
- **Physical Harassment:** Unwanted physical contact, touch, blocking movements, assault, hazing, or any intimidating interference with normal activity or movement.
- **Visual or Cyber Harassment:** Derogatory, demeaning, prejudiced, racist, or inflammatory drawings, written words, cartoons, posters, gestures, or photography produced, published, or posted online in any form, on social media, and in text messages, including sexting.
- **Sexual Harassment:** Unwelcome comments and other verbal or physical conduct of a sexual nature.

Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology creates a likelihood of disruption of the educational process, the student may face school discipline, at the discretion of the administration, as well as criminal penalties.

Classroom Conduct

Students are expected to participate in classroom exercises, lessons, and discussions. Furthermore, they are expected to contribute positively to the classroom learning environment and to facilitate classroom management and discipline. This positive interaction and participation satisfies our call to family, community, and participation. Teachers will handle minor discipline infractions with the full support of the administration. Any major offense or excessive minor offenses will be referred to the administration.

Detention

Two types of detention are held at Holy Spirit:

1. **After school detention** is held from 3:10–4:00 p.m. on Mondays, Tuesdays, and Wednesdays. These detentions address minor infractions of school rules. Parents are notified via email if a student receives detention. Any student committing an infraction that requires detention will serve the detention on the very next school day if the infraction is committed before noon on Monday or Tuesday. Detention for infractions committed after noon on Tuesday will be served on the following Monday (or Tuesday should too many students be assigned detention on Monday). Students who report late for detention will be assigned additional detention time.
2. **Saturday detention** is held from 8:00 until 10:30 a.m. on specified Saturdays during the school year.

Detention involves manual and/or academic labor. Committing infractions involves a loss of personal dignity and also damages the dignity of fellow students and the school in general. Detention gives students an opportunity to improve the dignity of the Holy Spirit School family. Detention takes precedence over appointments, practices, tutoring, games, and any other after school activities. A doctor's excuse is required to reschedule any detention.

Any teacher or staff member may recommend detention. The administration assigns detention based on guidelines in the handbook.

Teachers may assign informal detention, such as lunch or break detention, at their discretion. The teacher will supervise any informal detention he/she assigns.

Demerit System and Disciplinary Probation

Students accrue demerits for infractions as follows:

- 1 demerit for each detention

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- 2.5 demerits for each Saturday School
 - 6 demerits for each day of In School Suspension
 - 7 demerits for each Classroom Suspension
 - 8 demerits for each day of Out of School Suspension

In any quarter, if a student commits infractions resulting in 10 or more demerits, he/she will automatically be placed on disciplinary probation for the remainder of the current quarter and for the following quarter. If the student fails to show positive progress in this time, as measured by an average of 5 demerits or less per 9-week period (prorated for the part of the current quarter remaining) he/she may be expelled. If the decision is made not to expel at that time, the disciplinary probation period will be extended.

Students placed on Disciplinary Probation are automatically suspended for a minimum period of two weeks from the privilege of representing the school at any official functions or competition. The administration will meet with the coach and/or sponsor and the Athletic Director (if a sport is involved) to determine if a suspension of longer than two weeks is warranted. They will also determine the extent of participation permitted in practice or planning sessions during the suspension period. Suspension periods may also be extended by the administration should the student fail to make satisfactory progress.

Any student incurring more than six demerits per year will NOT be considered for any honor society membership for the current or following school year.

Suspension

There are two kinds of suspensions used at Holy Spirit:

1. **In-school suspension (ISS)**—A student is isolated from his/her peers during the school day. Students are given their assignments to work on, but they do not go to break and/or lunch with their classmates. Students may receive credit for work completed during ISS. They may not participate in extra-curricular activities during the term of the ISS. Parents will be notified before a student is suspended.
2. **Out-of-school suspension (OSS)**—A student is not allowed on campus during the suspension period. The student is not allowed to participate in any school functions, curricular or extra-curricular, for the duration of the suspension. OSS will disqualify a student for any honor or office for the current school year. One already holding office may be required to relinquish the office if suspended. In some instances, students may not be readmitted until professional help is sought. Students may receive credit for work completed during OSS. Parents will be notified before a student is suspended.

Expulsion

In certain circumstances, the following may be grounds for expulsion as determined by the school administration:

- willful destruction of school property
- being under the influence or in the possession of drugs or alcoholic beverages (or look-alikes) at school or school-related activities, including those held off campus
- drug trafficking
- possession of any tobacco products or vaping products at school or school-related activities
- possession of inflammables/explosives
- possession of weapons, on campus or at a school function held on or off campus
- possession of look-alike weapons that may be capable of inflicting serious harm
- arrest and final conviction by civil authorities for criminal action
- behavior that affects the status of the school and/or causes unfavorable publicity or criticism of the school
- any other behavior deemed not in keeping with the mission statement and philosophy of Holy Spirit.

Before a student is expelled, a meeting will be held with school administration, parents, and the student. Students who are asked to withdraw or who are expelled may not attend any school event after the withdrawal date and are not to be present on the campus at any time.

The principal imposes suspension. The principal, in consultation with the pastor, imposes expulsion.

Disciplinary Consequences

Deviations from this code will be made only with permission of the school administration. Consequences not covered are at the discretion of the administration.

Depending on the circumstances of an infraction, first or second steps may be bypassed.

OFFENSE	ACTION
Absence without leave (truancy or skipping any class period). There are no “cut” or “skip” days for any class at Holy Spirit.	1 st offense: Saturday detention and parental conference 2 nd offense: ISS and parental conference 3 rd offense: OSS and/or referral for expulsion
Alcohol or drugs on campus	Referral for expulsion; see detailed policy in appendix
Assault of a school employee, student, or visitor	1 st offense: OSS or referral for expulsion 2 nd offense: Referral for expulsion
<p>Cheating/plagiarism</p> <p><u>Offenses are cumulative for the four years of high school.</u></p> <p>All offenses will result in parental notification and a grade of zero on the test/assignment or reduced credit or a requirement to re-accomplish the assignment for partial credit (all at teacher discretion).</p>	<p>1st offense: Detention</p> <p>2nd offense: Saturday Detention</p> <p>3rd offense: ISS</p> <p>4th offense: ISS and loss of all exam exemptions for the duration of the student’s time at Holy Spirit</p> <p>5th offense: OSS and loss of all student privileges (including participation in extracurricular activities) for one calendar year</p> <p>6th offense: recommendation for expulsion</p>

OFFENSE	ACTION
Chewing Gum	1 st offense: Documented written warning 2 nd offense: Detention 3 rd and subsequent offenses: Saturday Detention
Classroom disruptions and/or interference with school activities	1 st offense: Documented warning or detention at the discretion of the administration. 2 nd offense: Detention 3 rd and subsequent offenses: Saturday Detention
Damage, destruction, or theft of private property (including textbooks)	Restitution is required for all damage, destruction, or theft. Consequences range from student conference through expulsion, depending on the circumstances, at the discretion of administration.
Defiance of Authority	1 st offense: Detention 2 nd offense: Saturday Detention 3 rd offense: OSS
Disrespectful or rude behavior toward another student or toward a teacher, staff member, or another adult	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Failure to attend detention	1 st offense: Additional detention 2 nd offense: Additional detention 3 rd offense: Additional Saturday school

OFFENSE	ACTION
Failure to follow directions	1 st offense: Documented warning or detention at the discretion of the administration 2 nd offense: Detention 3 rd offense: Saturday Detention
Failure to attend Saturday Detention	1 st offense: Additional Saturday Detention 2 nd offense: Additional Saturday Detention with parental participation 3 rd offense: OSS
Falsifying a signature or making a false statement	1 st offense: Parental notification and detention 2 nd offense: Parental notification and Saturday Detention 3 rd offense: Parental notification and ISS
Fighting with other students on campus or at a school activity	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Gambling on school property or at school functions	1 st offense: Detention and parental notification 2 nd offense: Saturday Detention 3 rd offense: ISS or OSS

OFFENSE	ACTION
Inappropriate language	1 st offense: Detention 2 nd offense: Detention 3 rd offense: Detention and/or Saturday Detention
Misconduct on school campus or at school activity (including encouraging others to misbehave)	Consequences range from student conference through expulsion, depending on the circumstances, at the discretion of administration
Violation of no-contact policy/horseplay	1 st offense: Documented warning or detention at the discretion of the administration 2 nd offense: Detention 3 rd and subsequent offenses: Saturday Detention
Obscene materials – use or possession of any type	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Being in unassigned area alone with a member of the opposite sex	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration

OFFENSE	ACTION
Being in unassigned area	1 st offense: Documented warning or detention at the discretion of the administration 2 nd offense: Saturday Detention 3 rd and subsequent offenses: OSS
Leaving campus without permission	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Parking/traffic violation on campus, including using cell phone while driving	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Cell phone not turned in. Cell phone or other electronic device seen, used, or heard or smart watch used or heard from 7:50 a.m. until dismissal	1 st offense: Detention, loss of exam exemption 2 nd offense: Saturday school Subsequent Offenses: Minimum of Saturday school through expulsion at the discretion of administration
Public display of affection	1 st offense: Documented warning 2 nd offense: Detention 3 rd offense: Saturday Detention
Sexual misconduct or harassment, including but not limited to inappropriate touching	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration

OFFENSE	ACTION
Tardies (Semester Basis)	At 3 rd tardy: Teacher contacts parent At 4 th tardy: Detention At 6 th tardy: Saturday Detention Each subsequent tardy: Saturday Detention
Threats, harassment, bullying, cyberbullying; prejudiced or racist language or action; intimidation of another student	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Tobacco and/or nicotine products or any type of vaping devices—use or possession	Referral for expulsion; see policy in appendix
Using profane, vulgar, obscene words, gestures, or other actions or blasphemy	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Use of or possession of dangerous instruments at school or at a school activity	Referral for expulsion
Weapons: use of or possession at school or school activity	Referral for expulsion

Uniform Policy

Dennis Uniform is our exclusive uniform provider. The Dennis Uniform online store for Holy Spirit includes all approved uniform items. Only uniform items purchased from Dennis and spirit store items purchased through Wagners may be worn. Non-Dennis shorts and slacks are not allowed.

Shirts:

- Holy Spirit polo shirts in red, black, and white ordered from Dennis with the Holy Spirit logo are required daily wear Monday through Thursday. Holy Spirit sponsored t-shirts may be worn in lieu of the polo shirts on Fridays only. Shirts must be tucked in at all times.
- Shirts worn under the Holy Spirit polo shirt must be white or black with no visible writing. Short sleeve undershirts are not to exceed the polo shirt sleeve.

Slacks/shorts:

- Students may wear the gray uniform shorts and slacks purchased through Dennis. Shorts must be no higher than the fingertips when arms are extended down to the side. Non-Dennis shorts and slacks are not allowed.
- Students must wear a traditional solid black or brown belt with an appropriate belt buckle. Belts must be visible at all times.

Skirts/skorts:

- Female students may wear the Holy Spirit plaid skirt/skort available through Dennis Uniforms. Skirts/skorts must be no more than three inches above the top of the knee. Skirts/skorts must be worn with the plain white, front button down shirt or monogrammed polo shirt. No mid-calf or longer length skirts are permitted.

Outerwear:

- Sweaters and fleece jackets are available through Dennis. Holy Spirit athletic outerwear is available in spirit packs and the school spirit shop through Wagner's Team Sports. Outerwear through Dennis and Wagners is the only outerwear that may be worn in the school building during the school day. Hooded sweatshirts and jackets may not be worn in the building during the school day.

Footwear:

- Shoes are required and must be safe for indoor and outdoor wear. Shoes must be clean and have a closed heel and toe and must be hard-soled. Boots of any type (rain, work, cowboy, etc.), house shoes/slippers, flats, or heels are not allowed. Students must wear socks; socks may be any color.

For all school field trips (unless instructed otherwise), students are to wear a red uniform shirt.

On out-of-uniform days, garments exposing cleavage or the midriff (when raising the hand or bending over), see-through or mesh clothing, sleeveless shirts, clothing with holes/tears, pajamas, or sleep or loungewear not permitted. All items must be modest and school appropriate.

Approved items may be purchased from the following vendor:

- Dennis Uniforms: <https://www.dennisuniform.com/schools/BAHSTA> (school code: BAHSTA)

Dress code violations (wrong shirt, skirt not meeting length guidelines, slacks/shorts not from Dennis, no belt, no socks, wrong shoes) --

1st offense: Documented warning and parent contact

2nd offense: Detention and parent contact

3rd offense: Detention and parent contact

4th offense and beyond: Saturday Detention

- **Boys grooming**

- **Hair** is to be a male-style haircut that is out of the eyes, off of the face, and above the collar. Ponytails, tail knobs, mohawks, punk haircuts, dyed or bleached hair, and wigs are not allowed. If a student is notified that he is not in compliance with hair rules, he will have one week to comply. If he does not comply in that time, he will have detention, and parents will be contacted. The student will serve detention for each day not in compliance. If, after three days of detention, the student is not in compliance, he will have ISS.
- Boys must be **clean-shaven** every day. Sideburns must not come below the ears. If a student is not in compliance, he will be issued a documented warning and given one day to shave. At the third documented warning and each warning thereafter, he will be assigned detention.

- **Girls grooming**

- **Hair** is to be neatly groomed and out of the eyes. Mohawks, shaven heads, punk or spiked haircuts, readily noticeable dyed or bleached hair, or wigs are not allowed at Holy Spirit. If a student is told that she is not in compliance with the hair rules, the policies applicable to boys will be enforced.
- Excessive **makeup** is not allowed; only natural, light makeup (including light mascara) is allowed. Nail polish is restricted to one color.

- **Jewelry**

- Boys' earrings/studs may not be worn at school or when representing the school at school-sponsored events.
- Girls' earrings must be studs or small earrings (no larger than a quarter or one inch in length). No dangling earrings are allowed.
- No body piercings are allowed other than conservative earrings for females.
- Visible tattoos are not allowed.
- Only minimal conservative jewelry is allowed.

Any item of clothing or any accessory (hair bows, etc.) that is distracting is not allowed.

Consistent violation of dress code or grooming rules will be considered defiance of authority and will be disciplined accordingly.

General Information

After care

All students are to be picked up at dismissal time. Any student who is not in a supervised activity and who has not been picked up twenty-five minutes after dismissal (3:30 p.m. Mon., Tue., Wed., and Fri; 2:40 p.m. on Thur.) will go to After Care at the elementary school. Parents must sign students out from After Care and will be charged a program fee. Accounts must be paid monthly in order to continue use of After Care. Students attending After Care must abide by the program's policies and can be held responsible for consequences of misbehavior according to the Family Handbook. All students must be picked up from After Care by 6:00 p.m.

Backpacks

Middle School students may bring backpacks to school but may NOT bring any backpack or other container of any kind used to carry multiple books and other items into any classroom during school hours. High School students may take backpacks into the classroom as long as the bag is used to carry allowed school books and supplies and the bag fits neatly under or in front of the student desk and is kept out of the classroom aisle. Each student is expected to use his/her locker to store a backpack, if necessary, during the school day. Backpacks or other book containers may not be left in the gymnasium, gym locker rooms, hallway, or any other common area.

Books

Each student is responsible for all books and materials issued to him or her for each class. A student is responsible for any book that is lost, stolen, or damaged in any way. He or she is expected to pay for damages or for replacement of the book. Books are not to be left in classrooms, on hall floors, in the foyer, in the gym, or in the lunchroom. Any books that are found in the above-mentioned places will be taken to the lost and found in the cafeteria. Students must return all textbooks issued to them or pay for lost or damaged books before final grades are recorded.

Break

Holy Spirit students have a break each morning. Students may purchase drinks, snacks, etc., in the cafeteria. During break, high school students may be in the cafeteria, gym, or in the high

school hallways. High school students may not be in the Middle School wing (library, offices, etc.) without a pass. Food and drink are permitted in the cafeteria only. There is to be no eating or drinking allowed in the hallways, classrooms, or gym with the exception of water. Any food or drink other than water outside of approved areas will be confiscated and disposed of immediately. Any water bottle that is not clear will be confiscated and emptied immediately and returned to the student at the end of the school day. Repeated violations will result in disciplinary consequences. Students are not to be in the cafeteria between classes. Students are not allowed to use the ice machine.

Cafeteria

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Each student is expected to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior include leaving the table and surrounding area clean and orderly, replacing chairs, and putting trash in the proper containers. Purchase of carbonated drinks and snacks is not allowed during the lunch period. Carbonated drinks may not be brought from home.

Lunches must be pre-ordered and pre-paid through FACTS. Families must have an active FACTS account to order and pay for lunches. Students may bring lunch from home. Lunch, whether purchased at school or brought from home, must be consumed in the cafeteria. All items, including napkins, straws, etc., used by students who bring their lunches, are to be paid for. Microwaves are available for heating lunch materials. Students, parents, or visitors may not bring fast food to the school cafeteria for lunch.

Cell Phones/Electronic Devices/Smart Watches/Headphones

Cell phones, non-school issued electronic devices, and headphones are not to be seen, used, or heard during the school day. Headphones may be used with the school-issued iPad in the classroom for an assignment or activity with the teacher's permission. Smart watches may be worn but may not be used or heard in the building. Smart watches must be removed for testing.

All students will turn their cell phones off and turn them in to their home room teacher upon reporting to home room. Once the bell rings at 7:50 a.m. for students to report to home room, cell phones may not be used by students. Failure to comply will result in disciplinary consequences as outlined on page 29. Holy Spirit reserves the right to review calls and messages on confiscated phones. Students needing to call home must do so at the office. If a parent needs to contact a student for an emergency during the school day, the parent should call the office, and the message will be delivered to the student.

All other electronic devices except for Holy Spirit-issued iPads are prohibited unless specifically approved. The iPad policy is contained in the Appendix.

Character Rating for Co-Curricular Participation

Students involved in an activity or program—such as elected or appointed officers, teams representing Holy Spirit School, clubs, etc.—must realize that they represent not only themselves but also the school as a whole. Participation in co-curricular activities is a privilege, not a right, and as such may be suspended for disciplinary and/or academic reasons after a consultation between the administration and the coaches/sponsors.

Child Abuse Laws

Holy Spirit abides by child abuse laws of the state of Alabama which mandate that all cases of suspected abuse and/or neglect be reported to the Department of Human Resources.

Clubs/Organizations

- **Student organizations**—Holy Spirit offers clubs and organizations which provide opportunities for student participation. All Holy Spirit clubs have a faculty sponsor and are approved by the administration. Clubs and organizations must abide by all school rules and regulations.
- **Parent organizations**—Parent organizations include the PTO, Academic Booster Club, and the Athletic Booster Club.

All fundraising must be approved in advance by the administration.

Communication

The school has the responsibility of communicating directly with the parents of each student. If, at any time during the school year, there should be a change in the marital status of the parents, the parent who is the custodial parent shall notify the office. Also, the office should be notified if there is a change of address or phone numbers. No student will be allowed to check out with anyone who is not on his/her FACTS profile for pickup or communicated in writing to the office.

Computers

All computers in the school (including school-issued iPads) are the property of Holy Spirit and may be searched for history, correspondence, etc. There is no right to privacy for content on Holy Spirit computers and/or servers. Individual technological devices (laptops, iPads, etc.) may be used in classes for specific projects with the teacher's approval. The school is not

responsible for loss or damage of any electronic device. Please refer to the Computers/iPad/Technology Acceptable Use Policy and the Network and Internet Access Agreement in the Appendix.

Conferences/ Staff Communication

Conference times with teachers are available after the first quarter. Parents may schedule appointments at any time by contacting the school office, who will inform the appropriate person. Parents may contact teachers by email, school phone, or scheduled conference at any time. Teachers' email addresses are available on the school website. Parents should contact teachers first regarding class and academic questions or concerns. Parents are encouraged to contact the administration with questions or concerns beyond those handled by the classroom teacher.

Confidentiality

Parents can review their child's transcripts, testing, and health records in the Holy Spirit office with an advance appointment. No records will be released without written permission. No student information will be released by Holy Spirit without proper authorization. Non-custodial parents are entitled to access student, teacher, and non-official records unless prohibited by the courts.

Crisis Plans/School Closings

In case of inclement weather, Holy Spirit typically follows the Tuscaloosa City Schools; however, variations may occur at the discretion of the administration. Announcements will be made on local television or radio stations and by means of the FACTS automated message system. Crisis plans (tornado, fire, disaster, intruder, etc.) are available for review in the Holy Spirit office.

Dances

School dances, whether held on the school premises or away from school, are school functions and, as such, will be governed by school regulations. High school dances are not open to the general public. Students may invite a guest, who will be required to submit the appropriate permission form in advance and will be expected to abide by the same standards of conduct as Holy Spirit students. Normally, high school dances end at 11:00 p.m. and operate on the once-in-and-out rule. This means that after a student enters the dance, he/she (and date) must remain for the entire dance; if they leave, they will not be readmitted.

Middle school students may not attend high school dances. Social activities for middle school occur throughout the year. These activities are open to Holy Spirit middle school students only unless otherwise indicated.

Dismissal/Parking Lot

Students are to exit the building when dismissed so that the car line is not delayed. Students are not to be in the halls or classrooms unless they are supervised by a teacher. Students who have practice will go to the gym where they will be supervised until their coaches arrive. Once a student is in the gym, he/she may leave only with a coach or stay in the gym until 3:30 p.m.

Parents should follow the car pool driving directions for entering and leaving the campus during morning drop-off and afternoon pick-up of students. Siblings of younger students will be picked up between the buildings. For the safety of students, parents should avoid use of cell phones while driving on the school campus.

Elementary students will be dismissed to older siblings only if they are being picked up in a car. If an elementary student is coming to the high school for any reason after school, he/she will be dismissed to a high school teacher or staff member when students are brought to the elementary school for after care. Please remember that coaches do not supervise younger siblings while older students are practicing.

The driveway between the buildings is closed and barricaded 3:00-3:20 p.m. on Monday, Tuesday, Wednesday, and Friday, 2:10-2:30 p.m. on Thursdays, and 1:00-1:20 p.m. on early release days. No cars are allowed to go to the back of the high school building until car line has ended. Drivers parked in the back of the school should not attempt to exit between the buildings until car line has ended. Drivers should not park in handicap spaces, even during dismissal. Drivers should stop at all stop signs, even if a faculty member is directing traffic in that area.

Financial Obligations:

It is the responsibility of each family to keep the Business Manager informed of the need to make any changes in the preferred tuition payment plan or adjustments in the tuition paid. Without such information, the following will apply when tuition payments are received 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. The missed tuition payment will be re-attempted by FACTS on the next payment date (5th or 20th of the month). In addition, families who have missed two monthly payments will be contacted by the Business Manager and given 10 business days to bring the account current (No personal and/or business checks will be accepted as payment, only cash, cashier's checks or money orders). If the account is not brought current within that time period, the student will not be allowed to return to school until the account is brought current. In addition, report cards, records, transcripts, etc. will not be released if there is an outstanding financial obligation.

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.

Gifts and Invitations

Students are not to bring personal or private party invitations or gifts to be exchanged at school.

Guidance Department

Guidance services are available to every student in the school. Guidance services are available to assist the student with educational or career plans. Information concerning these areas is available in the guidance office. In addition to college and career guidance, students are welcome to discuss any personal problems they might encounter. Parents are also welcome to confer with the guidance department.

Gymnasium/Fields

The Holy Spirit gym and fields are used primarily by Holy Spirit students; however, they can be made available to other groups for different activities provided all insurance, supervision, and agreement requirements are met in advance. For information, contact the school office. All Holy Spirit events take precedent over other events.

Internet Policy

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, gaming, social media, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be 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.

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2. To protect each and every student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School must treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any of student, employee, or Catholic school by a student or parent/guardian 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 not and on school time or not. Any student or parent found to be 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/her parent/guardian.

Immunization

Holy Spirit abides by Alabama state law requiring immunization. Any child reporting on the first day of school without an appropriate Certificate of Immunization will not be allowed to attend class.

Library/Computer lab

All students may use the library with a pass or during a class library period. Books may be checked out for two weeks and renewed for the same period. Books must be brought to the library to be renewed. Reference books and magazines may only be used in the library. The cost of a lost book is \$20.

Students must also have a computer lab pass to be in the lab unless they are with a class.

No food or drink is allowed in the library and the computer lab. Bringing food or beverages into these areas may result in the loss of privileges to use them and disciplinary action.

Lockers

Hall lockers for the storage of student books and equipment are available. Students are not to share lockers and should not reveal their combination to anyone. Lockers are the property of Holy Spirit Catholic School. Students should not keep money, jewelry, or other expensive items in the lockers. The school does not accept responsibility for, and cannot replace, items stolen from the lockers. Items such as opened drinks, food, etc., are not to be kept in lockers. Any locker that does not function properly should be reported to the office.

Lockers should remain closed and locked when unattended. Lockers may not be modified or propped open. It is the student's responsibility to see that the locker is kept locked and in order (inside and out). No lockers should be jammed open. Students will be held financially responsible for damaged lockers. All student lockers must be cleaned out prior to the beginning

of the second semester exams. Unauthorized entry into another student's locker is considered a major offense against Christian respect and is subject to disciplinary action.

Holy Spirit reserves the right to search lockers and any items brought on campus at any time.

Locker Rooms

The athletic locker rooms are open in the mornings for students to store athletic bags and equipment. The locker rooms are open during P.E. classes for the class in P.E. The locker rooms are off limits during the school day. Items needed during the school day must not be stored in the locker rooms.

Lost and Found

Students who find lost articles are requested to turn them in to the office. Students who lose items may claim them from lost and found (located in the cafeteria). Items that are not claimed by the end of the semester are turned over to a charitable agency.

Medication

The school is not permitted to dispense non-prescription medicine of any kind without written parental permission as indicated on the health and emergency record sheet. Parents must send in unopened containers of non-prescription medication for their child's use. Prescription medicine may be dispensed from the front office only with written permission from the parents. These forms are available in the office. All medicines, prescription and non-prescription, must be turned in to the office before school.

Motor Vehicles/Parking Lot

Motor vehicles must be licensed and insured. Operators of motor vehicles on campus must also be licensed and insured, and they must operate their vehicles in accordance with state law. Students may not ride in the cargo bed of any vehicle while on school property. Students must complete a parking application, receive a parking permit, and park in the spaces specifically assigned when they register their cars. Speeders on campus, or violators of motor vehicle regulations, forfeit their right to operate a vehicle on the campus. For safety reasons, no drivers are permitted to use cell phones while driving on campus. Violators will forfeit their right to operate a vehicle on campus and may be subject to a fine. Upon parking their cars in the morning, students are to leave the vehicles and not return to them until dismissal.

Off-campus Conduct

Off-campus conduct reflects the good reputation of students, parents, and faculty. People are often quick to label an entire group wrongly after experiencing unpleasant associations with some members of the group. Students coming to and from school, at school events, and at social, or athletic functions of other schools, bear the good name of Holy Spirit. All school rules apply to students at these times.

Any off-campus behavior that subjects the school to negative publicity or perception by the public in the opinion of the school administration is considered a serious infraction. The students involved will be disciplined as determined by the administration.

Parental Support

Registration at Holy Spirit Catholic School is an agreement by the parent/guardian to abide by the rules and regulations of the school and to support its mission and belief statements. A cooperative relationship between Holy Spirit personnel and a parent/guardian is essential for the overall education of a student. Parents are the primary educators of their children, and as such, are expected to display an attitude of respect and support toward the school, the staff, and the educational process. If a parent repeatedly or seriously violates proper school protocol and/or displays disruptive, harassing, or inappropriate behavior toward a student, teacher, or staff member, the school administration may take corrective action. This may include, but not be limited to, imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff, restriction or termination of the parent's access to school property, or dismissal of the parent's child(ren). The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

Photographs

Holy Spirit Catholic School reserves the right to use photographs, videos, and names of students in publications, news releases, or on the web unless otherwise notified in writing by a parent or guardian by the end of the second week of school.

Students are not allowed to take photographs or make video or audio recordings at school without permission of their teacher or an administrator. Additionally, the person who is photographed or recorded must give permission for his/her image/voice to be made public or published in any format (including online publication). Violations may result in disciplinary consequences (see discipline code).

Printing

Printers are located on the middle and high school hallways for student use. Students may print school related material from their iPads. Students are allowed twenty-five pages per quarter. Additional pages are available at five cents per page.

School Property

Each student shares the responsibility to treat all school property and buildings with care. Damages resulting from the destruction or defacement of school property, whether willful or accidental, are to be paid for by the student(s) responsible. In addition, the student guilty of malicious damage will be subject to disciplinary action (see discipline section).

Signs/Posters

Administration must approve in advance any posters or signs to be placed in the school. Any club or individuals who post signs are responsible for removing their materials.

School Trips

Our students have consistently brought praise and honor to Holy Spirit at the different activities they have attended. Students have been welcomed back to places they have visited because of their appropriate behavior. Students on trips are governed by the same regulations applicable to all school activities.

Whenever students leave school during school time for a field trip conducted by a faculty member, or whenever a student travels to represent the school, either alone or as part of a team or club outside of school time, a permission form signed by the parent or guardian is required.

A Holy Spirit trip is one that is sponsored and approved by the school administration. The superintendent must approve all multi-day field trips and trips 100 miles or more away from school. Students who violate school regulations may be sent home immediately at the parent's expense and may be subject to additional disciplinary action.

Testing

The following standardized tests are administered at Holy Spirit:

Grades 6-9—MAP (three administrations August/September, January, and April/May)

Grades 6-9—ARK (April)

Grades 9-11—PSAT (October)

Grade 10—ASVAB (spring)

The exact testing dates will be published on the calendar and in the newsletter. It is important that students are present for the testing periods.

High school students should have only two tests per day. No tests should be given within five school days before mid-term or final exams (9-12 only). If all students in a class are exempted from the exam, the previous sentence does not apply to that class.

Test procedures

In order to safeguard the integrity of classroom testing situations, teachers will enforce the following procedures:

- Students will not have access to material that might compromise the testing situation.
- Students will not have any additional books or papers at their desks during the test.
- Students will not have anything on their desks that is not necessary to take the test.
- Students will remove smart watches or other wearable electronics.
- Students will not leave the room at any time during the testing period (i.e. from the distribution of the test until the last paper is turned in).
- Students will not be allowed to talk during the testing period.
- Students will remain in their seats during the testing period.
- Students will not make gestures, comments or in any way distract others during the testing period.

Teachers may add other requirements as necessary depending on the testing situation. Any violation of these rules will be considered cheating and will be subject to disciplinary action (see discipline code).

Visitors

Upon arrival, all visitors must report to the school office and obtain a visitor's badge. Students are not allowed to have visitors at any time during the school day.

Appendix A

Alcohol, Drug, and Tobacco Policy

Purpose and Intent

The constant teaching and Tradition of the Catholic Church uphold the sanctity of life and the dignity of the human person. As Catholics, we believe men and women are made in the image and likeness of God. We believe our bodies are temples of the Holy Spirit. The Fifth Commandment—you shall not kill—forbids the abuse of alcohol, tobacco, and drugs that alters our consciousness and harms our bodies. This profound and overarching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy pertaining to alcohol, tobacco and drugs:

Policy

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 during any school-sponsored trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or 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. Students found using or possessing alcohol, tobacco, 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.

Implementation of this policy is consistent in each of the diocesan high schools. Our Catholic high schools provide a caring family environment that is free of alcohol, drugs, and tobacco. Our school should present to the community a clear witness of our Catholic commitment to respect our bodies as temples of the Holy Spirit. Our Catholic faith also teaches compassion. The intent of the following regulations is not to punish but to encourage students to make choices consistent with a healthy lifestyle.

School officials have the responsibility to be proactive in providing and maintaining a safe school environment. In order to accomplish this, an important component is providing educational opportunities for parents, students, and school personnel. All parents, students and faculty are responsible for attending the alcohol, tobacco, and drug presentations offered by the school. By accepting admission into the school, parents assume the responsibility for cooperating with school officials in fostering in their children healthy lifestyle choices.

General Disciplinary Regulations

The policy of Catholic high schools strictly forbids the possession, use, and distribution of alcohol, drugs, and tobacco. The consequence for violation of this policy is referral for suspension and/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 and/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.

Holy Spirit High School (6-12) Mandatory Drug Testing

All students enrolled in Holy Spirit may be tested for drugs during the school year. Thereafter, students may be tested on a random basis throughout the school year or may be tested when there is reasonable suspicion that a student has violated the terms or conditions of the Program.

Random Testing of Students

All students are subject to random testing throughout the school year. On a periodic basis and without prior notice, students will be selected to submit to testing in accordance with this Program. Since the selection is random, some students may be selected several times for a random testing during the school year and others may not be tested through random selection. Prior negative test results of a student do not exempt a student from additional testing.

Detailed policies, guidelines, and procedures regarding school drug testing are on file with the administration and may be requested with two days' notice.

Appendix B

Computers/iPad/Technology Acceptable Use Policy

Holy Spirit provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

Acceptance of Policy

The Technology Acceptable Use Policy falls under the guidelines outlined in the Holy Spirit Catholic High School Family Handbook. The acceptance of this Acceptable Use Policy (AUP) is indicated in the signing of Handbook Acceptance letter that is signed by both the student and parent/guardian, indicating that both parties have read and understand the policies regarding technology set forth by Holy Spirit. Failure to sign the policy will result in loss of privileges. The violation of technology policies and any usage deemed unacceptable by either the administration or faculty may result in loss of privileges. Violations of these policies and the resulting loss of privileges may correspond with disciplinary actions outlined in the Family Handbook. Revoked privileges may result in academic failure if assignments require the use of school technology.

Purview of Technology Policies

Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network and servers), whether owned, leased, or loaned to Holy Spirit.

Acceptable Use Policies also apply to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and iPad Apps; Student Information Systems such as FACTS; online-based educational tools used online or through the Apple App Store; anti-plagiarism software (Turnitin.com); and online database subscriptions (Ebscohost, Gale).

School-issued iPads

iPads issued by Holy Spirit are property of the school. Holy Spirit reserves the right to modify, change, update, and both issue and revoke apps installed on the school iPads, whether purchased by the student/parent or the school. All school-owned iPads are managed by the school. Any attempt to bypass or jailbreak the school management system will result in loss of student use privileges as well as other disciplinary measures for defiance of school policy.

Students' use of the school-issued iPads require adherence to all policy established in this handbook and the following requirements:

- All iPads are to remain in school issued cases at all times.
- All iPads must be brought to school/class daily fully charged. Failure to possess a fully charged iPad may result in student inability to participate in classroom activities or assignments.
- Students must be in possession of their school-issued iPad at all times. Students are not to lend or give their devices to any other individual.
- All iPads must be passcode protected. The passcode is not to be shared with others.
- All iPads must have an appropriate image with the student's name as the lock screen.
- All iPads must have the iCloud feature Find My iPad enabled at all times.
- All iPad usage in the classroom is determined by the teacher.
- All iPads must have Bluetooth enabled when in the school building.
- All students must remain logged into iCloud with their school-issued Apple ID.
- School-issued Apple IDs do not allow use of the App Store. Students and parents are responsible for payment for all purchases made through iTunes, iBooks, and the App Store if the student manages to circumvent school security measures on the device. The School and the Diocese are not liable for any personal financial, data, or identity loss associated with the use of the iPads or personally managed Apple IDs and linked payment methods.

iPad Warranty, Loss, and Theft Policy

Upon receiving an iPad, the student assumes the responsibility and liability of the iPad, cord, and school-issued case. The student is fully responsible for physical care and any negligent damage, loss, or theft of the iPad, cord, and case. Any physical damage (intentional or not), loss, or theft of the iPad must be reported to the school designee immediately. Failure to report the damage, loss, or theft of the iPad may result in legal action for which the student and parents will be responsible for all fees.

Accidental damage to the iPad is not covered by the school. Any instance of damage will be repaired by the school and billed to the family at full cost. Repair/replacement fees are the responsibility of the student and parents to whom the device was issued. Damage, loss, and theft are not covered by Holy Spirit. In case of loss or theft, the student is responsible for the full replacement value of the iPad.

Unacceptable Use of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright laws
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user

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- Gaining unauthorized access to resources or entities
 - Invading the privacy of individuals
 - Using an account owned by another user
 - Posting personal communications without the original author's consent
 - Posting anonymous messages
 - Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that may degrade or offend others
 - Any activity that interferes with the operation of any computer system
 - Any activity that damages any equipment or programs (Restitution will be required if this occurs.)

Any usage that violates any of the expected standards of student behavior outlined in the Family Handbook, including but not limited to plagiarism, cheating, bullying, hazing, and harassment

Network and Internet Access Agreement

Parents and Students: The purpose of this agreement is to outline the rules for using the local area network and the Internet at Holy Spirit. Because of the cost and sensitivity of the computer equipment, and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students.

The acceptance of this Internet Access Agreement is indicated in the signing of Handbook Acceptance letter that is signed by both the student and parent/guardian, which indicates that both parties have read and understand the policies regarding technology set forth by Holy Spirit. Failure to sign the policy will result in loss of privileges.

1. The use of the school computers is a privilege, which may be taken away if the student uses computers, the network, or the Internet improperly or causes damage to computer hardware or software. This privilege includes all technology resources.
2. The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e. objectionable material).
3. The computers are to be used only for schoolwork as directed by the teacher or staff.
4. Each student is responsible for good behavior while using computers and/or the network. The same rules which apply to common courtesy and respect for people and property will also apply with regard to use of the school computer network and the Internet. Improper use will lead to the suspension of computer privileges.
5. The student will only use the Internet under the supervision of a teacher or staff member.

6. The school has the right to review (or monitor) access, retrieve, read and disclose to any authorities deemed necessary, all activities, E-mail correspondences, and material created by students on school computers,

7. The following activities will lead to suspension of computer privileges:

- Installing or downloading software or other files on school computers
- Subscribing to any kind of Internet service using school computers (such as Instant Messaging, chat services, etc.)
- Deliberately attempting to compromise the integrity of the school's computers, network or software
- Any use of instant messaging software or apps.
- Possession of food or drink in the computer labs.

8. Even if the agreement is not signed by the parent or student, improper use of school computers or network will result in loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.

9. With the current state of popups and ads on the Internet, it is often difficult to avoid popups containing inappropriate content. Because these popups are unintentional, the student will not be punished or blamed. However, the student **MUST** report the incident immediately or risk the loss of computer privileges and further disciplinary action.

10. The school has installed filtering software for the protection of the students. The school is not responsible for students going outside the protected sites. Any students found doing this will be subject to disciplinary action.

Appendix C

PLAGIARISM

(Adapted from the Sources Listed Below)

Simply put, plagiarism is the academic term used to broadly define any act of copying directly or borrowing directly or indirectly another's words, ideas, form, or intellectual property without giving the original creator credit by properly and formally providing bibliographic information and citations.

Plagiarism, however, is not simply cheating and borrowing. Plagiarism is, more specifically, an act of fraud in which an individual or group steals work, written or otherwise, or ideas of another individual or group and lies about the origin and source of the work or ideas, passing it off as an original creation. According to the Merriam Webster Online Dictionary, to plagiarize is to steal and pass off someone's words or ideas as one's own, to use someone else's words or ideas without properly citing the original source, to commit literary theft, and/or to present as original work a work that already exists. According to U.S. law, an act of the expression of ideas is intellectual property and protected by U.S. copyright laws as long as the act of expression is recorded in some manner, such as in a book, file, magazine article, internet file or article, or internet site, to name a few.

Plagiarism includes but is not limited to the following:

- Turning in someone else's work as one's own
- Copying the words or ideas of a text without providing credit to the original text
- Copying information, ideas, or exact words from the internet without proper citations
- Using text generating artificial intelligence and submitting the work as one's own
- Failing to use quotation marks around direct quotes
- Failing to properly cite a paraphrase
- Failing to properly summarize a source
- Giving incorrect information about a source, whether intentional or unintentional
- Changing the words of a text but keeping the ideas and sentence structure without proper citation.

How to Prevent Plagiarism

First and foremost, formally acknowledge the use of sources from which you have borrowed ideas or words, provide the proper bibliographic information necessary for an instructor to locate the original source, and include the proper use of in-text citations using MLA format.

Steps to avoid plagiarism:

1. Be sure to correctly understand the assignment. Ask the instructor questions before beginning.
2. Know that procrastination is the leading cause of plagiarism.
3. Understand what plagiarism is and how to properly use the words and ideas of others. If an assignment requires the use of outside sources, use them correctly and provide all required documentation. If the assignment prohibits the use of outside sources, do not consult outside sources whatsoever.
4. Ask how to properly cite before submitting work if there is any uncertainty.
5. Be sure to understand the consequences of plagiarism. Plagiarism is an act of stealing, which sabotages the quality of education for all students and undermines the value of education. Plagiarism leads to serious consequences, including detention, Saturday school, loss of exam exemption privileges, suspension, or even expulsion. More seriously, plagiarism can prevent admission into collegiate institutions or programs.
6. Know that there are alternatives to plagiarism. Talk to the instructor about problems and concerns before submitting work. Consult the instructor or proper sources on note-taking, summarizing, paraphrasing, quoting, citing, and documenting.
7. Know that all instructors are required to report cases of suspected plagiarism to the administration.

Sources consulted and for further reading:

"Before You Begin That Paper." *First-year Writing Program*. The First-year Writing Program of The University of Alabama, 2011. Web. 27 June 2012.

Brizee, Allen, and Karl Stolley. "Avoiding Plagiarism." *Purdue Online Writing Lab*. Purdue University, 7 May 2012. Web. 27 June 2012.

"First-year Writing Program Policy on Academic Misconduct." *First-year Writing Program*. The First-year Writing Program of The University of Alabama, 2011. Web. 27 June 2012.

Plagiarism.org. Paradigms, LLC, 2012. Web. 27 June 2012.

Appendix D

Athletic Eligibility

Requirements

Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum numerical average of 70 in those six units. Four core curriculum courses must be included in those units passed and averaged. Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the school year and be eligible as long as the student remains on track for graduation with his or her class.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

(Note: A new unit is one that has not been previously passed. A semester is half of a school year, as defined by the local school system.)

Guidelines

Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. Note: Holy Spirit Catholic School has the requirement that a student must pass at least five classes during the first semester to be eligible for athletic teams that begin competition in the second semester.

Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.

A maximum of two units (or subjects) earned in an approved summer school program may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average. An accredited correspondence course may be accepted by a school, but must be completed before the school year starts. Only one unit of physical education per year may be counted. Any questions concerning eligibility should be referred to the athletic director.

Appendix E: Diocese of Birmingham 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.

2023-2024 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 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: _____

2023-2024 Family Handbook Acknowledgement

Please carefully read the Family Handbook for 2023-2024. Parents and students are expected to know and abide by the policy set forth in the handbook.

Print, sign, and return this form by August 7, 2023.

By signing, you acknowledge that you have read the 2023-2024 Family Handbook and agree to follow the school policies and procedures as stated.

Parent/Guardian Name

Signature

Date

Student Name

Signature

Date