

PARENT & STUDENT CULTURAL GUIDE

Last updated: November, 2023

Welcome to Holy Spirit Catholic School. This student & parent Cultural Guide has been prepared with the input of students, parents and school personnel.

It is designed to inform you of the present procedures and policies by which Holy Spirit Catholic School operates. Please take the time to sit down as a family to read through this handbook together. Then be sure to sign this form to acknowledge your awareness and understanding of the contents of this Cultural Guide.

The staff of Holy Spirit Catholic School is focused on the wellbeing of each and every child and will do our best to ensure each child's success. Please feel free to meet with your child's teacher or the Principal when questions or concerns arise. If needed, you may request a conference with the Principal.

We believe that with the combined efforts of home, church, and school we can provide students a strong foundation upon which to build their spiritual and academic futures.

Peace,

Mrs. Rita Parsons
Principal, Holy Spirit Catholic School

This handbook is a legal contract between the school and the families, accepted upon completion of registration. Please sign and return this page as acknowledgement that you and your student(s) have read and discussed this handbook.

Student Names (printed):

Student Signatures:

Parent / Guardian Signatures:

Date:

ARCHDIOCESAN "MISSION" POLICY

Policy Statement

- The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
- Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
- While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

ARCHDIOCESE OF INDIANAPOLIS HEALTH AND SAFETY PLAN

Catholic schools in the archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of god;
- that catholic school communities are enriched by the unique image and likeness of god that is

Present in each individual;

- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of

Catholic schools to support the domestic church;

- that catholic schools are part of the evangelizing mission of the church, forming disciples

Through the intentional integration of faith, culture, and life; and

- that “excellence” is defined by and achieved through the growth and holistic development – Spiritual, intellectual/academic, social, emotional, and physical – of the individual within the Context of community.

The best way in which catholic schools can practice these beliefs is by operating catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2021, catholic school ministry and its extra-curricular activities will resume with new Health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure. The catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our catholic school community as determined by administration.

1. I understand that the school will make every reasonable effort to provide a safe environment, Including specific measures to guard against the spread of a contagion such as covid-19. I accept that no matter the precautions taken by the school there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.

2. I will provide my student the necessary equipment, resources, and supports needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.

PHILOSOPHY

Holy Spirit School is dedicated to the Christian education of children. We follow the teachings of Christ and the policies of the Indianapolis Archdiocese under the direction of the Pastor, the Administration and Staff. We focus our efforts on the personal growth and development of young people spiritually, socially and academically.

To make this philosophy a reality, the school depends to a great extent on the family, which must be the prime agent of these same Christian values and teachings.

HOLY SPIRIT SCHOOL MISSION STATEMENT

Holy Spirit Catholic School, located on the eastside of Indianapolis, was founded in 1949, as an educational ministry of Holy Spirit Parish. We are a Catholic community, rich in diversity, serving students from 12 months through 8th grade. Our teachers, parents, and community, guided by the Holy Spirit, are devoted to academic excellence and the development of faith-filled students who desire to serve others.

HOLY SPIRIT SCHOOL PLEDGE

I am building the kingdom of God today! I
am doing the right thing today! I am treating
people right today! I am working my brain! I
am happy and healthy! Every day, in every
way, I am getting better & better!
Holy Spirit – pray for us!

HOLY SPIRIT SCHOOL MOTTOS

Education Inspired by the Spirit
Academically Directed, Spiritually
Connected

POLICIES

The administration of the school is guided by policies set down by the Archdiocesan Board of Education, Holy Spirit School Commission and the Pastor of the parish. Changes in basic policies are either initiated at these levels, or at least approved by them.

ADMISSION

Holy Spirit School accepts students for enrollment in the following order until maximum class sizes are reached in accordance with this Enrollment Policy, as established by the Holy Spirit School Commission.



Order of priority:

1. Currently enrolled school students
2. Siblings of currently enrolled school students
3. Currently enrolled preschool parish students
4. New students as registered parish families
5. Currently enrolled preschool non-parish students
6. All other students, non-parish families

Additionally, any family who requests to re-enter Holy Spirit School after departing previously (for whatever reason) must be accepted by the principal and parish pastor. Any past due tuition amounts owed from any previous years must be paid in full before registration will be accepted.

Students of families who are not current on tuition payments will not be permitted to enroll for the next school year until financial arrangements are approved.

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

RESPONSIBILITIES OF STUDENTS

It is the responsibility of the students to:

- Comply with the policies, procedures, and regulations of Holy Spirit School
- Obey and respect the authority of the teachers, administrators, and all adults involved in the school day
- Refrain from acts of misconduct
- Be diligent in study, which includes:
 - o Completing assigned work on time
 - o Paying attention to the teacher
 - o Exhibiting good citizenship
 - o Giving their personal best work that is consistent with the student's individual ability and grade level
 - o Cooperating with teachers and other students
 - o Being regular and punctual in attendance

RESPONSIBILITIES OF PARENTS

It is the responsibility of parents to show support for Holy Spirit School policies and procedures.

- Be informed of the school's student behavior and discipline policy
- Communicate school expectations to your child
- Support the principal, teachers, teacher assistants, and other staff
- Report vandalism, use of profanity or fighting
- See that your child does his/her homework
- Create a structured environment for your child
- Be accountable for your child's conduct

SCHOOLWIDE PROCEDURES

ATTENDANCE

It is essential for children to attend school regularly in order to obtain maximum benefit from their school education. The law states that it is the responsibility of the parent or guardian to see that their children attend school regularly. Any student who is absent from school is required to furnish a written excuse, signed by the parent or guardian, upon his/her return to school. The excuse should give the cause of the absence. Extended absences may also require a doctor's written excuse.

We ask that if a child is ill and must be absent from school, his/her parent or guardian call or e-mail the school office by 8:00 AM the morning of his/her absence. Indicate student's name, homeroom, reason for absence, and any request for missed schoolwork.

ARRIVAL & DISMISSAL

Students may arrive at school at 7:00 AM through the Holy Family doors.

At 7:15 AM, all students are to go directly to their classrooms. This is a time to prepare for the day. Our day begins at 7:30 AM.

Warren Bus riders are dismissed at 2:00 PM and 10th Street walkers are dismissed at 2:30 PM. Car pool and Sadlier Street walkers are dismissed at 2:35 PM. Extended Care students are dismissed after car riders at approximately 2:45 PM.



No students are expected to remain at school unsupervised after 2:45 PM and will be sent to Extended Care. Extended Care is available from 2:45 until 6:00 PM for students who must be picked up later. Students having an after-school sport's practice must go to extended care or go home and return to school at the time of the practice if the practice is after 3:00 PM. Arrival and dismissal maps can be found on the Holy Spirit Catholic School website school.holyspirit-indy.org.

BOOKS

The textbooks used by Holy Spirit Catholic School are approved by committees appointed by the Office of Catholic Education and selected by the teachers in each individual school. The selections of those committees are binding upon all of the parochial schools in the Indianapolis Archdiocese, with the exception that the Archdiocesan Executive Director of Schools may give permission to use a textbook other than one on the adoption list. Individual schools may utilize supplemental materials and textbooks as desired.

Since all textbooks are on the rental system, care should be taken so that books are not damaged or lost. Families will be charged for any lost or damaged books.

BULLY PREVENTION POLICY – Olweus Bullying Prevention Program

Bullying is:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

– Dr. Dan Olweus

Goal of the Olweus program & bully policy: To keep students safe emotionally and physically

Bully Procedures:

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school AND an adult at home.



Reporting: Students are to report mean actions and bullying as soon as they happen. They may report them by:

- 1) Dropping a note in the counselor's news box.
- 2) Speaking to or emailing a teacher or staff member.
- 3) Telling two different adults: teacher, staff member, parent, Principal or Priest.

Parents are to report mean actions and bullying as soon as they know about them. They may hear about bullying by overhearing a conversation, being told, or seeing it themselves. They may report by:

- 1) Email, phone call or in person conversation with the homeroom teacher.
- 2) Email, phone call or in person conversation with the school office.

All reports are to be documented by the staff members. All reports are to have a follow up meeting with the staff member. All reporting is to be kept anonymous.

BUS TRANSPORTATION

Bus transportation is available only to K-8th grade students who live within Warren Township School District through the school's transportation department. In most cases riding the Warren Buses involves riding a shuttle bus between Holy Spirit School and Warren Central High School and then another bus between the high school and the student's home. Students must change buses at Warren Central High School.

Only students registered with Warren Township Transportation and on Holy Spirit School's list of bus riders will be allowed to ride Warren Buses. Bus riders may only ride to their specified address. Guests are not allowed on the buses.

Contact the school office (317-352-1243) if you have inquiries about this bus service.

BUS PROCEDURES

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. Parents are responsible for the safety of their child while going to and from the bus stop and while waiting for the school bus. Students are expected to conduct themselves in a proper manner at bus stops and on the buses.



On the bus:

- 1) Follow the driver's instructions without question.
- 2) Remain seated while the bus is in motion.
- 3) Treat others with respect.
- 4) Keep hands to yourself.
- 5) No loud or profane language.
- 6) No food or drink is to be consumed on the bus.
- 7) No instruments larger than can fit in your backpack are allowed on the bus.

REMEMBER: WE ARE GUESTS OF WARREN CENTRAL H.S. AND SHOULD ACT ACCORDINGLY.

Discipline for student misbehavior on the school bus, including violation of any of the above regulations, will be treated in the same manner as student misbehavior on Warren School premises. Warren bus drivers will also refer misbehavior cases to the Holy Spirit Principal. In addition, Warren School Corporation may deny the privilege of riding the school bus to any student who fails to act in accordance with these regulations or to obey the directions of the school bus driver.

ALTERNATE BUS SCHEDULES DUE TO BAD WEATHER OR OTHER EMERGENCIES:

Watch local TV stations to be aware of changing schedules. You will receive an email or text on delays and/or closings.

- 1) If Warren buses have a morning delay and we also have the same delay, you may ride Warren buses and expect to be shuttled to Holy Spirit School.
- 2) As long as both schools are in session and dismissing at the same time, Warren buses will transport our students as usual. A calendar of days that do not match between schools is available in the school office and will be sent home the first day with bus riders.
- 3) When school is delayed because of weather, check to see if both Holy Spirit and Warren Central are on the same schedule to determine if Holy Spirit students will have bus transportation.

CELL PHONES

Students may keep cell phones in their backpacks turned OFF. If seen or heard, the cell phone will be removed from the student. Parents may pick the cell phone in the office. Some teachers

may have an activity using a cell phone. During this activity and under the teacher's supervision, a cell phone may be used.

CHEWING GUM

Chewing gum is not permitted on a regular basis, but teachers do use as an incentive for students as a special privilege. When given this privilege, students are expected to act responsibly. The gum is thrown away when leaving the classroom.

CLASSROOM PARTIES

PTO sponsors holiday celebrations at Halloween and Valentine's Day.

CURRICULUM POLICY

All students enrolled at Holy Spirit School are expected to participate in all curricular offerings, including educational field trips. Our curriculum is comprised of standards mandated by the Indiana Department of Education as well as additional standards required by the Archdiocese of Indianapolis. Copies of these grade level requirements are available on the D.O.E. website.

CYO SPORTS PROGRAM

CYO sports are a part of the school's program. Holy Spirit students participate in a CYO sponsored program of sports competition between the various parishes on the grade school level. School facilities are used, announcements are made and school trophies are displayed in the school.

The program is open to any children belonging to Holy Spirit Parish whether they are enrolled at Holy Spirit School or any other school.

Holy Spirit students must remain academically eligible to participate in the CYO sports program. The following guidelines, established by the Holy Spirit CYO Board in conjunction with the school principal, will be used by the school principal in determining eligibility.

UPON ABSENCE OF SCHOOL

- Students are not to attend practice or games on days they have missed school.

UPON ISSUANCE OF REPORT CARDS

- A grade of 69% or lower in any subject places a student on ineligible status, meaning they cannot participate in games, until the grade is improved to the minimum of a 70% average.

UPON ISSUANCE OF MID-TERM PROGRESS REPORTS

- The mid-term serves as an update for the student and family.

INELIGIBLE STATUS

The Principal will contact the Athletic Director to inform him/her that the student may not participate in team practices or games. The Athletic Director will communicate the status of ineligible players to the respective coaches. Adherence to the CYO Academic Eligibility Policy will be the responsibility of the Athletic Director and the respective coach.

DISCIPLINE POLICY

The discipline policy for Holy Spirit School is intended to reinforce our shared values of honesty, respect for others, and respect for property. The welfare of all the students is of paramount importance, therefore we expect all students to follow procedures and place a priority on their education. Understanding and accepting the consequences of one's behavior is a part of the growth process and part of all education.

We will follow the Life Skills and Lifelong Guidelines as a school wide discipline program for all students.

LIFE LONG GUIDELINES

FAITH, TRUTH, TRUST, RESPECT, ACTIVE LISTENING AND PERSONAL BEST

LIFE SKILLS

CONFIDENCE	Knowing you can do it
MOTIVATION	Wanting to do it
EFFORT	Being willing to work hard
RESPONSIBILITY	Doing the right thing
INITIATIVE	Moving into action

PERSEVERANCE	Completing what you start
CARING	Showing concern for others
TEAMWORK	Working with others
COMMON SENSE	Using good judgment
PROBLEM SOLVING	Putting what you know and can do into action
FOCUS	Concentrating with a goal in mind

LIFE SKILL REMINDERS (Grades 4-5) – Students will receive a Life Skill Reminder for a reflective writing. Part of the form will be completed by the teacher and part by the student. Parents should discuss and sign the form that night. Forms should be returned to the teacher the next day. If the form is not returned, the student will do the reflective writing during recess.

CONDUCT NOTICES (Grades 6-8) – Students will receive a Conduct Notice for reflection. This requires the student to sit with the issuing teacher during lunch to discuss their behavior and solution. This form is to be signed and returned the next day to the homeroom teacher. If the form is not signed and returned, students will call home to notify parents of the time spent in the office. Middle School students who do not receive a Conduct Notice during the month will earn a non-uniform day at the end of the month. Dates will be announced.

EXPECTATIONS

HONESTY – Honesty is a basic value of community and should permeate all aspects of school life. We expect all students to:

- Look us in the eye
- Tell the truth
- Don't cheat
- Accept responsibility for their behavior

RESPECT FOR OTHERS – We expect students to have regard for each other's physical and emotional wellbeing.

Lack of respect for others includes:

- Fighting
- Disruptive behavior



- Bullying of any kind
- Profane language/gestures/drawings

Consequences for lack of respect:

- The above listed infractions will be handled by the supervising adult who will issue a Conduct Notice or Life Skill reminder, with notice to the appropriate homeroom teacher. Repeated infractions will be noted by the principal and a meeting requested with the parents.
- Fighting will result in suspension, which may be in-house or out-of-school at the discretion of the principal. The third documented fighting offense will result in expulsion.

RESPECT FOR PROPERTY – We expect students to maintain the physical integrity of the school buildings and grounds and to honor the property rights of others.

Lack of respect for property includes:

- Theft
- Defacing school property
- Destroying school property

Consequences for lack of respect:

- Damaged property must be repaired, cleaned or replaced; this process may require supervision by the student's parents.
- Theft requires restoration, or replacement.
- Wanton destruction or theft of property may result in the notification of civil authorities.
- Theft and destroying or damaging school property may result in suspension or expulsion.

OFF CAMPUS / AFTER SCHOOL BEHAVIOR – All students will be held accountable for behavior that is damaging to Holy Spirit School at the discretion of the principal.

ALL SCHOOL SPONSORED EVENTS – Expectations and policies apply to all school sponsored events. Students are accountable for how they represent Holy Spirit School at all times.

SUSPENSION – A student may receive an in-house or out-of-school suspension for reasons stated above. The length and need for the suspension will be determined by the teacher and principal. The absence of the student because of suspension will be considered an unexcused



absence and no makeup will be allowed for work missed during out-of-school suspension. If a test is given on a day the student is suspended, that test will be given to the student to make up the day he/she returns to school without credit.

DISMISSAL/EXPULSION – There will be **ZERO TOLERANCE** for:

- The bringing onto school property of any form of alcohol or drugs.
- The bringing onto school property of any device which could cause physical harm to the student, to others, or to the facilities.

The following infractions may also result in immediate expulsion from Holy Spirit School.

- Student not performing to their academic potential.
- Unacceptable student behavior, as determined by the principal. Some examples are but not limited to fighting, stealing, harassment of any nature, profanity, etc...

DOCTOR APPOINTMENTS

We strongly encourage making doctor appointments outside of school hours whenever possible. Students missing class time for appointments are expected to make up missed class assignments. When returning to school from a doctor appointment, students should bring validation from the doctor.

If a student is leaving early for an appointment, notify the school with a note, including who will be picking up the student if it is a person other than a parent. All students will need to be signed out at the office.

DRESS CODE

We believe a dress code is appropriate for our school environment. Student dress has a direct influence on attitude and behavior. A uniform code eliminates competition of student dress and allows emphasis to remain on the learning process.

Most uniform clothing may be purchased from the local School Belles uniform store. Our school uniform code is 50978. Green and black uniform shirts are available through PTO. Parents may purchase conforming style slacks (no jean/rivet cut), white shirts, and shorts from local department stores providing that the clothing is in strict compliance with the uniform code.



PRESCHOOL DRESS CODE

A specific uniform is not required of preschool children. Clothing that is neat, clean, and conducive to a play environment is adequate for the preschool program. Shoes should be closed-toed tennis or dress shoes only.

KINDERGARTEN AND GRADES 1-8 UNIFORM

BOYS (K-5)

- Pants - khaki or navy blue, twill or corduroy uniform pants. No blue jean material or cargo pants.
- Walking shorts - navy blue or khaki twill uniform shorts.
- Shirt - White polo shirt with collar, long or short sleeve, or white turtleneck white dress shirts are permissible. Green or black logo shirt purchased through PTO.
- Sweater - hunter green or white, V-neck, crewneck, cardigan, or sweater vest.
- Wind shirt - approved embroidered Holy Spirit shirt in green.
- Sweatshirt - approved Holy Spirit School sweatshirts. Hoodies are only allowed on spirit wear days and may not be worn to Church.
- Socks - plain white, plain navy blue, plain black, and plain brown.
- Shoes - tennis or dress shoes that are closed-toed and heeled.
- PE Uniform - Purchased through PTO; gray shirt and green shorts.

Sweats may be worn over the PE shorts and shirt in the winter, must be black and must be purchased through PTO PE uniforms may be worn all day on PE days. If you are not purchasing the black sweats from the PTO, students will put on a school uniform.

BOYS (6-8)

- Pants - Khaki twill or corduroy uniform pants. No blue jean material or cargo pants.
- Walking shorts - Khaki twill or corduroy uniform shorts.
- Shirt - White polo shirt with collar, long or short sleeve, or white turtleneck; white dress shirts are permissible also. Green or black logo shirt purchased through PTO.
- Sweater - hunter green or white, v-neck, crewneck, cardigan, or sweater vest
- Wind shirt - approved embroidered Holy Spirit shirt in green.
- Sweatshirt - approved Holy Spirit School sweatshirts. Hoodies are only allowed on spirit wear days and may not be worn to Church.
- Socks - plain white, plain navy blue, plain black, and plain brown.
- Shoes - tennis or dress shoes that are closed toed and heeled.



- PE Uniform - Purchased through PTO; gray shirt and green shorts.

GIRLS (Grades K-3)

- Jumper with pleats - SchoolBelles green plaid and should be worn on all Mass days.
- Blouse - White blouse with collar or white polo shirt (long or short sleeve), with collar or white turtleneck. Green or black logo shirt purchased through PTO.
- Slacks - Khaki or navy blue, twill or corduroy uniform pants. No blue jean material, skinny cut, cargo pants or capris.
- Walking shorts - Khaki twill uniform shorts.
- Sweater - solid white, solid hunter green white; V-neck, crewneck, cardigan or sweater vest.
- Sweatshirt - approved Holy Spirit School sweatshirts. Hoodies are only allowed on spirit wear days and may not be worn to Church.
- Windshirt - approved embroidered Holy spirit shirt in green.
- Socks - plain white, plain navy blue, plain black and plain brown.
- Shoes - tennis or dress shoes that are closed toed and heeled.
- PE Uniform - Purchased through PTO; gray shirt and green shorts.

Sweats may be worn over the PE shorts and shirt in the winter, must be black and must be purchased through PTO. PE uniforms may be worn all day on PE day. If you are not purchasing the black sweats from the PTO, students will put on a school uniform.

GIRLS (Grades 4-8)

- Skirt - with two pleats, Schoolbelles green plaid.
- Blouse - white polo shirt, long or short sleeve, with collar or white turtleneck, white blouse with collar. Green or black logo shirt purchased through PTO.
- Slacks - khaki or navy blue, twill or corduroy uniform pants. No blue jean material, skinny cut, cargo pants, or capris.
- Walking shorts - navy blue or khaki, twill uniform shorts.
- Sweater - solid white, navy blue or white; V-neck, crewneck, cardigan or sweater vest
- Sweatshirt - approved Holy Spirit School sweatshirts. Hoodies are only allowed on spirit wear days and may not be worn to Church.
- Wind shirt - approved embroidered Holy Spirit shirt in green.
- Socks - plain white or navy blue.
- Shoes - tennis or dress shoes that are closed toed and heeled.
- PE Uniform - Purchased through PTO; gray shirt and green shorts.



Sweats may be worn over the PE shorts and shirt in the winter, must be black and must be purchased through PTO PE uniforms may be worn all day on PE days. If you are not purchasing the black sweats from the PTO, students will put on a school uniform.

“Walking shorts” in navy blue or khaki are permitted as a uniform option depending on your child(ren)’s grade level. They may be worn from the beginning of school until Fall Break and after Spring Break until the end of the school year. Shorts must be purchased from the uniform company or from the “uniform section” of a department store to ensure neatness and regulation length and color. Shorts must be no more than two inches above the knee. All students may wear walking shorts. No “skorts” are allowed.

- Uniforms should be neat and clean and fit properly. Shoes should be tied, and shirts should be tucked in.
- If t-shirts are worn under the uniform shirts, they should be plain white with no printing of any kind. Any clothing under the uniform shirt should be white with no pictures or writing.
- No oversized clothing is allowed. Short sleeves should fall above the elbow. Slacks must be hemmed at the heel of the shoe. No decorative zippers, snaps, rivets, embroidery, plaid or colored cuffs, flared leg, oversized pockets, baggy, cargo, contrast stitching or additional adornment is permitted.
- Jumpers and skirts should measure no more than two inches above the knee.
- Students must wear shorts / pants that are the proper waist size and wear them at the waist. No stretch or knit pants, leggings, cargo pants or hip huggers are allowed.
- Belts must be plain navy blue, black or brown and must be worn with shorts/pants by students in grades 4 through 8.
- No open sided shoes are allowed such as sandals and clogs. Boots are not to be worn with skirts.
- Hair fasteners should be simple in design and in uniform colors.
- Girls may wear only simple post earrings. No dangling, hoop earrings, gauge styles, or ear clips are permitted. Boys may not wear earrings.
- No body piercing of any kind or tattoos are permitted.
- No make-up or nail polish is permitted.
- No extreme hairstyles, as determined by the principal are permitted. Hair should remain natural color. All hair styles will be corrected at the expense of the family.
- No feathers, flowers and/or accessories in hair except a plain, over-the-head style headband or simple bow.
- Boys’ hairstyle length must be above the shirt collar and above the ears and eyebrows. No Mohawk style or designs on head, including but not limited to boy buns.

- No writing on skin is allowed.
- All girls will wear their uniform skirts or jumpers on Mass days.

SPIRIT FRIDAY

Students can wear Holy Spirit “Spirit Wear” or any Holy Spirit t-shirt with uniform shorts, slacks, jumpers or skirts. Colored socks are permitted on Spirit Fridays.

EXTENDED CARE PROGRAM

Before school care is available for free from 7:00 - 7:15 AM in the Parish Center. Children arriving at school before 7:15 AM are required to attend before school care.

Extended Care is available after school from 2:45 - 6:00 PM in the school café for a nominal fee. Afternoon activities include snack, study time, and playtime. Fees must be paid weekly and families must be current on bills to attend Extended Care.

FACILITY MAINTENANCE

AHERA COMPLIANCE

In compliance with Indiana code, Holy Spirit acknowledges the presence of asbestos. Asbestos management meets all AHERA protocols.

PESTICIDE USE

All pesticide applications to school property (both buildings and grounds used for the instructions and recreation of students) must be performed by certified and licensed applicators or employees operating under the direct supervision of those certified and licensed applicators. This includes any pesticide applications by school staff (including teachers), hired contractors (pest management professionals, pest control operators, lawn care professionals, etc.), and volunteers working for the school or the school's athletic department. Pesticide "use" includes any application, mixing, loading, storage, transportation or disposal of pesticides at the school.

Pesticides with lowest hazards to children are used whenever possible.

Parents and guardians can request advanced notification of pesticide use on campus by checking the box on your family's emergency card.

INDOOR AIR QUALITY (IAQ) COMPLIANCE

In compliance with Indiana code, our IAQ Coordinator is Juan Guzman who can be reached at jguzman@holyspirit.cc or 317-353-9404.

HEALTH POLICIES

MEDICATIONS - Any medicine requiring a physician's prescription and sent to school for school personnel to dispense must be accompanied by a medication form (found on the school website), including the following on the physician's prescription or order:

- Student's name
- Type of medication
- Dosage
- Time of administering
- Days medication is to be given
- Parent signature

Any change in the amount of dosage or the time of administration should be submitted to the office in writing.

Any non-prescription medicine including aspirin and Tylenol sent with the child should be accompanied by a medication form authorizing school personnel to make medication available to the child. The note should include the same information as above. Non-prescription medication will be administered only if no other home administration can be arranged. If possible, medication times should be arranged so that the child receives the medicine before and after school at home. Medication that is not accompanied by a signed note from the parent or guardian will not be administered.

PLEASE USE THE MEDICATION FORM FOUND ON THE SCHOOL WEBSITE!

IMMUNIZATIONS

All elementary school children must have immunization against diphtheria, mumps, whooping cough, tetanus, measles, rubella and poliomyelitis, Hepatitis B, Pneumococcal Conjugate and Hib. No child will be permitted to attend school unless he/she is fully immunized.

If your child does not receive these immunizations due to medical reasons or religious beliefs, we must have a written statement in our files. Medical reasons must be listed and signed by a physician.

HEALTH SERVICES

There are yearly tests of vision in grades 1, 3, and 8, and hearing tests in grades 1, 4, and 7. Public health services furnish a nurse for the school when the need arises and for consultation. Each child must furnish forms showing a health history (illnesses, immunizations, etc.) when entering the school. A health record of each child is kept on file in the school office. This record is updated each school year. Parents can help to keep records updated by informing the school of immunizations as they are given.

HOMEWORK

Teachers are required to update daily information regarding homework and current classroom events on powerschool. Assignments will be definite, meaningful, and geared to the individual child. Any assignment not turned in on the date due will be required to be completed. Homework may be given on the weekend if the teacher feels the necessity of the assignment to complete the work of the day's class. Students should study, write or read every evening even if specific work is not assigned. Suggested uninterrupted time to be spent on homework each evening:

- Grades 1 -3 30 minutes
- Grades 4 -5 45 minutes
- Grades 6 - 8 60 minutes

When a student is absent from school, a parent may request that missed work be sent home on the day of absence by calling the school office, using the school website for absence or tardies or emailing the homeroom teacher.

The number of days allowed for a student to make up work after an absence is the same as the number of days that the student was absent.

HONORS DAY RECOGNITION

Holy Spirit School values academic achievement as well as other areas of student achievement and effort that ensures success. Our goal is that students will ultimately internalize good work ethics and habits as lifelong tools. Achievement is directly related to motivation toward improvement, good attendance, positive attitude, and responsibility for homework. We also recognize those who regularly show qualities that model Christ.

Recognition for academic achievement and school related success such as those mentioned above will occur at the end of each quarter during an Honors Day Assembly. This assembly will take place in Early Hall or in their classrooms. Students will be acknowledged for various accomplishments and receive a certificate for each area of recognition.

LEAVING SCHOOL

Children are not permitted to leave the school grounds during school hours for any reason except with a parent's and the principal's permission. This is Indiana Law. Violations of this rule will result in serious consequences. Any student being picked up during the school day **MUST** be signed out at the office.

Please send a note or call school if your child must be picked up before regular dismissal. Include the reason for leaving school and indicate who will be picking up the child. The adult picking up the child must come to the school office to sign out the child. The child will be called to the office at that time.

LICE

If a child is found to have evidence of head lice, they must leave school immediately. Once children have been treated for lice they may return to school.

LITURGY

Students attend Mass on Wednesdays at 8:30 AM, unless a Holy Day falls during the week. All parents are invited to join us. Classrooms will also rotate throughout the year to attend a Friday Mass at 8:30 AM.

LOST AND FOUND

Lost and found items are located in each classroom. Parents are urged to mark all items of clothing (uniforms, gym clothes, sweatshirts, sweaters, jackets, coats, boots, etc.) Lunch boxes, backpacks, and other belongings should also be marked. Students should check the classroom lost and found box when something is missing. At various times during the school year, all the accumulated items are placed on a table in the hall so that students may claim lost items. (Items not claimed in a timely manner are donated to Holy Family Shelter, St. Vincent de Paul or other charitable organizations.)

LUNCH & BREAKFAST

All students are invited to have breakfast every morning and they must eat lunch every day. There is no cost for Breakfast or Lunch at Holy Spirit. All students who do not bring their own lunch will be provided a meal during lunch. If staff continually observe a student that is not eating during the lunch period, their parents will be notified.

School lunch costs:

- There is no cost for student Breakfast or Lunch at Holy Spirit.
- Adult Breakfast - \$2.90
- Adult Lunch – \$4.75 per day. Lunch price includes a drink.
- A hot lunch, peanut butter and jelly sandwich, yogurt parfait and weekly choice options are available. Students may also bring a sack lunch from home.
- Lunch Times
 - o Pre K: 10:25-10:55 AM
 - o K/1/2: 10:35-11:00 AM
 - o 3/4/5: 11:20-11:40 AM
 - o Middle School: 12:10-12:30 PM
- Guests may join our students for lunch and can purchase a school lunch. Please check in at the school office upon arrival.

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS (**No Charges will occur the 2023-2024 School Year**)

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Holy Spirit Catholic School will adhere to the following meal charge procedure.

- HSS families are expected to provide a lunch from home or provide their child with cash (to be paid at the school office) or maintain funds in their meal account to purchase school meals and a la carte items. A la Carte items are only offered to 6th, 7th, 8th grade students, staff members and adults guests.

Payments can be made in several ways:

1. Cash or check can be sent to school with the students. We ask parents to send the cash or check in a sealed envelope with the student's name clearly marked. A fee of \$20.00 is charged for any returned checks due to insufficient



funds. Checks should have the student's name and purpose of the payment in the memo line.

2. You are encouraged to make deposits in advance to allow time for accounting.

- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees and/or extra milk.
- If a student repeatedly comes to school with no lunch and no money, Cafe employees must report this to the principal. This may be a sign of abuse or neglect and the proper authorities should be contacted.
- When a meal account of a student who pays reduced or full price reaches a negative balance of \$10.00, we will provide an alternative meal comprised of a peanut butter and jelly sandwich, a full serving of vegetable and fruits and milk.
- The Cafe manager or business office personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Titan will notify parents by email weekly of any outstanding negative balance in the student's lunch/meal account. The Cafe manager will also send home letters every two weeks to parents of students who carry negative balances of \$10.00 and above.
- All accounts must be settled at the end of the school year.
- Students who graduate or withdraw from the HSS and have \$25.00 or more left in their account can transfer their funds to another student or receive a refund. Students who graduate or withdraw and have less than \$25.00 will not receive a notification, but the household can contact the business office at 317-353-9404 to receive a refund. Unclaimed remaining balances will be donated to local outreach unless the parent contacts the office within 30 days of the graduation or withdrawal date.

We at Holy Spirit Catholic School denounce school lunch shaming of all students. Every effort will be made by Holy Spirit Catholic School to keep parent(s)/guardian(s) informed regarding their family account. When a student receives an alternative lunch, it is important to know that we are not removing a lunch from the student. It is ultimately the responsibility of the parent/guardian to maintain a positive meal account balance so that their children can be provided meal choices during the meal service.

THE ARCHDIOCESE OF INDIANAPOLIS SCHOOL WELLNESS POLICY – HOLY SPIRIT SCHOOL



The Archdiocese of Indianapolis is committed to supporting school environments that support and promote the health, well-being and ability of students to learn by providing access to healthy foods, nutrition education and participation in physical activity.

Guidelines to achieve these goals are as follows:

- All students will have increased opportunities to be physically active on a regular basis.
- Health education is offered at all grade levels to provide students with the knowledge and skills necessary to promote and protect their health.
- We will support parental efforts to provide a healthy diet and daily physical activity for their children by communicating with the home, and sharing the growing knowledge regarding health and nutrition.
- School lunches will serve as a focus to support the integration of nutrition education with healthy lifestyle choices.
- We provide students with 20 minutes for lunch and 20 minutes for recess.
- We will refrain from scheduling tutoring, club or organizational meetings or activities during meal times, unless students may eat school lunch during such activities.
- Parents and students will be encouraged to include fresh fruits and other healthy items, rather than packaged chips, etc.
- Soft drinks may not be brought to school.
- Elementary students are not to have access to vending machines at any time during the school day. (Including the after school time of 2:30-6:00pm)
- “Fast food” meals may not be consumed in the café during school hours.
- No outside food can be consumed during breakfast service.
- Food or beverages, including food served through the school meals, will never be withheld from students as a disciplinary measure.
- We will limit celebrations that involve food during the school day to no more than one party per class per month, encouraging healthy food choices and other means of celebrating.
- Classroom teachers will make adaptations, which will allow students to experience a healthy physical environment by examining the school day for opportunities for increased physical movement.
- Students will not be kept from participation in physical education classes for academic, or disciplinary reasons.
- No child may miss more than half the recess period.

PARENT/STUDENT-LED CONFERENCES

Parent student-led conferences are scheduled in the fall and spring. Individual conferences may be scheduled any time as desired by the parents or the teachers.

PARENT/TEACHER ORGANIZATION (PTO)

The Parent/Teacher Organization (PTO) exists to assist the school. It meets monthly. The dates and times of the meetings are on the school calendar and published in the weekly school newsletter. This organization is an important asset to the successful operation of volunteer help and fundraising. Every parent is encouraged to take an active role in the organization. Family sign up forms are available in August during Jump Start.

PHYSICAL EDUCATION PROGRAM

All students at Holy Spirit participate in a comprehensive physical education program. Each class participates in planned exercises, games, relays and seasonal sports. Students are to wear tennis shoes and their gym uniform on the days they have PE scheduled. They will wear the PE uniform in place of their school formal uniform for those days. Uniform shorts are not to be worn for PE class. No child is excused from class unless he/she has a doctor's note. Please label each piece of clothing.

INSTRUMENT LESSONS/ENRICHMENT CLASSES

PIANO LESSONS – Private piano lessons are available for ½ hour sessions. Students who miss classroom instruction because of music lessons must contact the teacher upon return to obtain missed work. Students are expected to maintain good, passing grades to continue taking piano lessons. Children taking lessons will have the opportunity to be in a piano recital. Contact Rachel Howard at rhoward@holyspirit-indy.org.

BAND & INSTRUMENT LESSONS – Flyers will come home for additional opportunities sponsored at our school. Please watch for more information in newsletters and e-mail.

ENRICHMENT CLASSES – During the school year, we try to provide several short term opportunities for students to participate in other topics of interest. These have included pottery classes, Safe Sitter classes, or Spanish. As these become available, communication will come through the newsletter or e-mail.



PLAYGROUND/RECESS PROCEDURES

Playground regulations are based on mutual respect students should have for one another and for the teachers. Normal standards of courtesy are always expected, and the use of common sense dictates many norms of behavior so that the Christian atmosphere of our Catholic school may be maintained.

All students should be prepared with the proper clothing according to the weather to go outside every day for recess.

The following procedures have been established to ensure a safe environment.

- Designated play areas may be assigned on a rotational basis for certain grade levels.
- The school will provide balls and playground equipment. Students are not encouraged to bring their own. However, if they do so, they assume responsibility for them.
- Balls will be retrieved periodically from the roof of any building by the custodian only.
- Anyone coming into the building must have the playground supervisor's permission and be escorted.
- No one may stay in from recess without a doctor's note.
- No one will stay in a classroom without a teacher present.
- If a child is injured, the playground supervisors will take care of the child. In the case of a severe injury, the playground supervisor will notify office personnel or take the child to the office. The supervisor will fill out an injury form if necessary.
- Tackle football may not be played. Touch football is permitted, but only on the field area.
- Rocks, pebbles, sticks, snowballs, or any other objects are not to be picked up or thrown.
- Use of profanity will not be tolerated.
- Fighting is a serious infraction and will be treated as such.
- Students will demonstrate respect for other students and adult supervisors.
- Students must stay on the playground until the whistle is blown and the teachers are present to escort them into the building.
- Students must come in from recess quietly and orderly following procedures.

Any infraction of the rules will initially be handled by the playground supervisors and teachers with the student being removed from the situation in a time-out period. If a student is consistently out of order, the principal will be asked to assist and a consequence will occur, minimally – loss of recess privileges for a period of time. Any students involved in incidents of fighting or use of profanity should be brought to the school office.



INDOOR RECESS – Recess will be indoors in cases of inclement weather. Students are to engage in activities and games in their own classrooms. No running or rough play is allowed in the classrooms.

PRAYERS

Formal prayers will be said at the beginning of school in the morning, before and after lunch, and before being dismissed in the afternoon. These prayers may also be spontaneous or shared prayer by the students.

Please notify the office (by phone or e-mail) of any prayer requests that you may want the school to announce.

RELIGIOUS EDUCATION

Preeminent among the school's goals are those related to the living of religious values, the experience of religion and the teaching of religion. Textbooks used are approved by the Archdiocesan Office of Catholic Education.

Each day, thirty to forty minutes of religious instruction (depending on grade level) is given by the teacher. The material used is based on the psychological aspects of each age group as well as the ability and interest of the child at each grade level as set up in the textbooks.

The experiences and activities, planned along with the doctrinal teachings, are meant to provide strong foundations upon which the child can build his/her faith and his/her Christian attitudes later in life. The material used is child oriented, but it can only be as good as the teachers, priests, and parents who bear personal witness to Christian love, patience, understanding, knowledge, faith and trust. Through the example of these adults, the child will enjoy the rewarding experience of growing in love, trust and faith.

REPORT CARDS/PROGRESS REPORTS

Report cards are given out four times each year. Grades are determined according to the following scale:

- A = 93-100
- B = 85-92
- C = 76-84
- D = 70-75

- F = 69 or below

Marks for effort and personal development are included on the report cards.

In Grades 1-8, families will have a password access to the students' grades through PowerSchool. Grades are accessible 24/7. This serves as a communication tool for parents. At any time, parents are encouraged to sign in and check the progress their students are making. Telephone calls, signed papers, e-mail, and conferences are other forms of parent/teacher communication that may be used. Individual levels will also be reported three times a year through our benchmarks Ready Reading and Math (see Standardized Testing section).

Parents add to a child's incentive to do the best possible when they take the time to look at the report card. Add praise generously when it is deserved and encourage a better performance when the work is not what it should be.

RIGHT TO INSTRUCTION (RTI) CENTER

Holy Spirit School is dedicated to meeting individual academic, behavioral, and social needs in each classroom. However, we also have the benefit of an RtI team. They provide a variety of in-class help but may also do initial screenings of students for possible learning problems and for outstanding learning ability. If students are referred for testing, the homeroom teacher must first meet with our Response to Instruction (RTi) team for possible classroom strategies. After documentation of progress, we may proceed in setting up an Individual Education Program (IEP).

TESTING POLICY/PROCEDURE

Warren Township Schools Before referring a student to Warren Township for testing, Holy Spirit School will first administer initial classroom interventions. If progress isn't reached, we may include screening tests. These tests include the Wide Range Achievement Test, the Slosson Intelligence Test, and the Peabody Picture Vocabulary Test. If the screening test results indicate a potentially significant learning problem, then Holy Spirit School will provide the referral forms (Notice of Parent rights, Notice of Educational/Psychological Evaluation, Teacher's Report, Parent's Report and Permission for Testing). Further testing will then be performed at Warren and a conference will be scheduled later to share test results and recommendations.

SPEECH

Your child's teacher will contact you if they feel screening for speech classes is needed for your child. If you are concerned about your child's speech, you may address it first with your child's teacher.

All Holy Spirit School students are evaluated for speech by Warren Township School District if deemed necessary. If you have concerns regarding your child's speech, contact their teacher. The teacher will notify our resource teacher to start the process. If your child qualifies for speech classes, they will be provided by a Warren Township teacher here at Holy Spirit School.

SACRAMENTS

Children are prepared for the reception of the Eucharist and the Sacrament of Reconciliation in second grade. Parents of older children who have not yet been baptized, received First Eucharist or received First Reconciliation should contact the Director of Religious Education at 317-357-6915 if they are interested in having their children receive these sacraments.

SECLUSION AND RESTRAINT

Holy Spirit School of the Archdiocese of Indianapolis believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience. Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

SCHOOL DELAYS, CLOSINGS AND EMERGENCY NOTICES

Please watch for an announcement on TV channels: 6, 8, and 13. Please watch only for Holy Spirit School as we do not always close with Warren Township Schools.

We will use Power Messenger e-mail and text messaging and post on our social media sites as well.

You can follow us on Twitter: @HSSCatholic at www.twitter.com or www.facebook.com/HolySpiritCatholicSchoolEastside

SHADOWING

It is permissible for eighth grade students to spend a day “shadowing” before making a final decision regarding high school choice. Each student may shadow a maximum of two times in a given year.

The students should check with their teachers to see if a particular day is good for shadowing. Also, the student should ask their teachers if there is any work they will miss so they won't miss any important assignments.

Students must have a shadow form completed or an appointment scheduled with the high school. Seccina Memorial High School has a form which you must obtain from their school office.

STAYING IN FROM RECESS/ILLNESS

A child cannot stay in the building unsupervised. Please do not request that your child stay in during recess. There is no teacher available for supervision since recess is the teacher's lunchtime and space is too limited in the office. If a child is too ill to go outside for recess, that child is too ill to be in school.

Parents will be called to take their child home from school if they are ill. Therefore, it is vitally important that we have a parent or guardians' daytime number at which they can be reached. This information should be updated regularly at the beginning of the year and as changes are made.

No child having a communicable illness may be at school. We request that all children remain home until they are fever free for 24 hours without the use of fever reducing medications.

STANDARDIZED TESTING

Children in grade 3 will take the IREAD test in the spring. Children in grades 3 through 8 will take the ILEARN test in the spring. Children in grades K through 8 will also participate in a computerized benchmark, Ready Math and Reading three times a year to show their classroom teacher areas of growth and need. Parents will receive a print out of each of these results. A final report will be placed in the student's permanent record.

STUDY TRIPS

The administration encourages activities that have educational and cultural value. Study trips to historical places, factories, farms, city utilities and government buildings are a part of the first-hand experiences, which play a vital part in a child's education. Holy Spirit School has a membership to the Childrens' Museum. Classes make several visits each year.

Parent's written consent must be obtained. Study trip costs are included in tuition. Teachers will arrange bus or car transportation and supervision for these trips.

When traveling by car the following must be observed:

- All adults must have an appropriate background check on file with the Archdiocese.
- The driver must have a valid, non-probationary driver's license and proof of insurance on file with the school office.
- No student under 10 years of age will ride in the front seat of a vehicle. No student will be allowed to ride in the front seat of vehicles with airbags.
- Seat belts must be worn.
- The number of passengers will not exceed the seating capacity of the vehicle.
- Side trips will not be taken. Chaperones will not purchase toys, food, or drinks for students that are considered an "extra" during the study trip.

School uniforms are to be worn on field trips unless otherwise specified.

TARDINESS



All students must obtain a pass from the school office to enter their classroom after 7:30 AM. All students arriving after 7:30 AM will be counted tardy. Parents MUST sign their child in at the school office.

If a student has been at a doctor appointment, the tardy counts as an excused tardy only if the student brings a signed note from the doctor's office. Tardies caused by attending an appointment (with signed form or note) or extenuating circumstances are excused. All other tardies are unexcused. Tardies are not marked excused or unexcused on the report cards but are simply totaled.

It is important that students be on time for school so that they have their materials and are physically and mentally prepared when the teacher starts class. When a student is tardy, they miss instruction, or at least, the time to get ready for instruction. This disrupts the continuity for not only the tardy student but for the whole class. Please try to see that your child is at school on time.

TECHNOLOGY

By signing the handbook, you are also agreeing to the school's Internet Acceptable Use Policy. Students and parents will need to review the Acceptable Use Policy before being allowed to use the internet during school. This is also a download found on our school website.

Holy Spirit School values the use of technology as a tool that enhances the education and prepares students for life. Integration of technology into the regular classroom will occur daily.

TELEPHONE CALLS

Emergency messages should be given to the school office, and the office will relay the messages. If parents wish to contact the teachers, they may do so by a note, telephone call, e-mail message or by prearranged conference before or after school hours. Students will be allowed to use office telephones for emergency use only. Students should not use personal cell phones or iPads to contact parents to go home. The school office will assess if a phone call needs to be made.

TOBACCO POLICY

Holy Spirit prohibits any tobacco use, including e-cigarettes (vapes, Juuls), by students, faculty, staff, parents and visitors on school property, in school vehicles and at school-sponsored functions away from school property 24 hours a day.

TRANSPORTATION ARRANGEMENTS

If your child's mode of transportation for going home after school changes on different days of the week, please send a note to your child's teacher at the beginning of the school year. The note should explain the different modes of transportation your child may be using to go home and when they will use each. If your child's mode of transportation only changes occasionally, please be sure to send a note to your child's teacher explaining how they are to go home and the date. If no note is received, it is assumed that your child should be dismissed the usual way.

TRIPS

WE DISCOURAGE STUDENTS LEAVING FOR VACATIONS DURING SCHOOL DAYS. PLEASE AVOID IT IF POSSIBLE.

Parents who take children on trips with them must have the child ask all teachers for missed assignments when he/she returns to school after the trip. We do not encourage such absence since what is missed daily in the classroom cannot be made up at home. Parents must send a note to the teacher prior to the trip so the teacher will accumulate daily work for the student when he returns. The number of days allowed for a student to make up work after an absence is the same as the number of days that the student was absent. If this occurs near the end of a grading period, the grades on the missed assignments may be averaged into the next grading period. The best way to support your child's education is to schedule family vacations during school vacations.

VIDEO CONFERENCING/GOOGLE MEETS

Parents should be emailed in advance for all video conferencing calls / Google Meets and when they are scheduled. Parents are asked to report unscheduled interactions or concerns they may have about their child's safety.

VISITORS



7241 East 10th Street
Indianapolis, Indiana 46219

EDUCATION INSPIRED BY THE SPIRIT

Parents are encouraged to visit the school. Anyone entering the school must report to the office to sign in, get a visitor's name tag, and receive permission to proceed to any classroom.

VOLUNTEER PROGRAM

The success of Holy Spirit School depends on volunteers. Many parents act as volunteers. Some examples include, teacher assistants, librarian assistants, room parents, and helpers with a variety of subjects and projects. If interested in volunteering, please contact the school office.

All volunteers that have any contact with the students must complete a mandatory background check and the Safe Parish online course with the Archdiocese. Go to the following web address to create a new account: <https://www.archindysafeparish.org/>

A certificate of completion will be e-mailed to you and the school office to be kept on file.