

**Holy Spirit
Catholic School**

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www.hscatholicschool.com

**Parent / Student
Handbook**

Dear Parents and Guardians,

Welcome to Holy Spirit Catholic School. As we begin a new year, let me remind you of the reasons for selecting a Catholic school for your children. We hope that the main reason you selected this school was to provide your child with a sound Christian value system upon which he or she can base their future life. A broad-based academic program designed for average to above average students, and a faculty dedicated to the principles of Christ-centered education will help us in attaining this goal.

This Handbook contains the rules and policies which guide the operation of our school. Please take the time to read it. The Pastor and I are always at your service if you should have any questions or concerns about the school. The faculty, staff, and administration at Holy Spirit Catholic School look forward to a blessed and rewarding school year.

Sincerely Yours In Christ,

Dr. John A. Luciano
Principal

MISSION STATEMENT OF HOLY SPIRIT SCHOOL

Holy Spirit Catholic School, will provide a nurturing and faith-filled setting for each unique child of God. Through a variety of methods, our students will learn the gospel of Jesus Christ and the traditions of the Catholic Church. Holy Spirit students will develop skills for future success and the desire to serve others.

ADMISSION POLICY STATEMENT

Holy Spirit Catholic School is open to all children, regardless of race, color or national origin. Some of the criteria which are examined when determining student acceptance include the length of time that a child's parents have been contributing members of Holy Spirit Church, a child's academic background, and a child's prior school records indicating student conduct and study habits.

CURRICULUM

The grade level objectives approved by the Diocese of St. Augustine are the basis for our school program. Textbooks and programs are chosen which will meet students' needs as determined by our faculty or diocesan-appointed committees. These objectives are updated and revised in accordance with sound educational and developmental research and can be viewed at www.dosafl.edu under "Education" and "Syllabus."

REGISTRATION PROCEDURES

Students presently attending Holy Spirit Catholic School, grades K-through Eighth grade, will be allowed to register for the following year first. The beginning of the annual registration will be announced in the church bulletin. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. Information and fees required for registration will be announced in ample time for compliance. All book fees are nonrefundable. Siblings of current students are given next priority for admission, followed by the children of contributing members of Holy Spirit Church. Other Catholics are assigned if space is available, and finally, all other applicants are considered.

AGE REQUIREMENTS

Holy Spirit School will abide by the state of Florida Health Department age requirements for entering pre-Kindergarten 4-year old program (age 4 by September 1 and potty trained), Kindergarten (age 5 by September 1) and/or First Grade (age 6 by September 1).

BIRTH AND BAPTISMAL CERTIFICATES

These certificates are to be submitted upon registration (New students).

HEALTH CERTIFICATES

Holy Spirit School will abide by the 1981 Florida Statutes, Chapter 232.0315 regarding school-entry medical examinations as well as Chapter 232.032 regarding proof of immunization. These certificates must be on file when the student begins classes. Effective 1997/98 school year, all children enrolling in 7th grade will need to provide a second dose of measles (preferably MMR), a TB booster, and completion of Hepatitis B Vaccine Series. Effective 1998/99 school year, proof of completion of Hepatitis B vaccine series will be required for enrollment in Kindergarten.

EMERGENCY INFORMATION

Each family should have on file in the school office an Emergency Information Card indicating the parents' names and telephone numbers (both home and work). **TWO PEOPLE**, other than parents, should be listed to contact in case we are unable to contact parents. These

persons should be known by you to be available in your absence. **This information should be kept up to date throughout the school year.** Please let us know of **ANY CHANGE.**

SCHOOL HOURS

The school day is from 7:50 a.m. to 2:50 p.m. each day. Students may be dropped off between 7:30-7:45 in front of the gym. After 7:50, students will be marked tardy. The school day closes at 2:50. Any student not picked up by 3:00 p.m. will be held in the main office. Extended Day is available from 7:00-7:45 and 2:45-6:00PM each day. Students must be in attendance until at least 11:00 AM in order to be counted as “present” for a school day. No student is to be on school or church property without adult supervision, this includes all sports functions. Holy Spirit does not accept responsibility for any student who does not adhere to these policies.

ARRIVAL AND DISMISSAL PROCEDURES

The children will be off loaded starting at 7:30 a.m. in front of the gymnasium. School begins at 7:50 a.m. Dismissal K-8 2:45-3:00.

Walkers and bike riders should go immediately to the gymnasium upon arrival or proceed home immediately upon dismissal. Bicycles must be walked on school grounds. Locks are strongly recommended. Bicycles are to be ridden by the owner only. Children in grades one through three are **NOT** encouraged to ride bicycles to school. The school is not responsible for bicycles. A written note indicating the child has permission to ride his/her bike or walk home must be on file in the office.

ATTENDANCE

A minimum attendance requirement of 36 days per each 45 day grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.

Parents will be notified by phone upon the sixth absence of a student during any 45 day grading period. After the sixth day of absence, written notification will be sent to the parents requesting their cooperation in preventing further absences. Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

Please observe the following:

1. Attendance is checked by the homeroom teacher. Students who are tardy are to report to the school office. Students arriving after 7:45 a.m. must obtain a tardy slip before going to their classroom.

2. Parents should notify the school of a child’s absence by calling the office prior to 8:00 a.m. Messages can be left at any time on the school’s answering machine.

3. If a student is absent, a dated written note should be presented to the school office when the student returns in order for the absence to be noted as “excused.” If a student is out for one day due to illness, they will be given one day to “make-up” any missed assignments. If they are absent two days due to illness, they will be given two days to complete any missed assignments, etc. ***Parents wishing to “pick-up” daily assignments for a sick child can do so only after the child has been out for more than one full day.***

4. Regular and punctual attendance of students is necessary for success in school. All absences are unexcused except those due to illness, accident, or death in the immediate family. Arrangements for requesting any make-up work is the responsibility of students and parents. ***Homework or classwork missed due to an absence can only be requested over the***

phone if a child has been out for more than one entire day. Students absent for only one day will be assigned their missed work upon returning to school.

5. If your child is on vacation when school is in session, your child will be allowed to make up the missed assignments after they return. The child will be responsible for all missed tests and all graded assignments given during his/her absence. Classwork and homework will be assigned when the child returns. The work will be due back according to the teacher's directions. Any work not returned may affect the child's grade.

6. Please try to make doctor and dentist appointments after school hours whenever possible. Check the school calendar for days off and any early dismissal dates as these would be good days for making such appointments. Early departures should be requested in writing.

7. Students leaving school early **Must Be Signed Out In The Office**. Students must be picked by their parents or other duly authorized adults.

TARDINESS

Students are to be in the gym by 7:50 a.m.

1. A student is allowed to be marked tardy only three times per grading period to allow for any medical appointments, family emergencies, and transportation problems which might arise.
2. Once a student has been marked tardy for the fourth time in a grading period, a 45 minute after-school Detention will be assigned. For each additional tardy throughout the grading period, another 45 minute Detention must be served.

INCLEMENT WEATHER CONDITIONS

Holy Spirit Catholic School will follow the Duval County Public Schools in emergencies, such as hurricanes. If the Duval County School Board cancels classes due to inclement weather, Holy Spirit Catholic School will also cancel classes. Announcements of canceled classes will be made on radio and TV. Parents are encouraged to check the school web site for additional information during these times. www.hscatholicschool.com

TEXTBOOKS

All hardback books remain the property of Holy Spirit School. Part of your annual book fee is rental of these hard covered books. The proper care and handling of these is the responsibility of the student. Any damage, defacing or loss will necessitate reimbursing Holy Spirit for the full purchase price of the textbook. Most books range from \$15 - \$50.

Keep all hard covered books covered at all times and handle them very carefully.
The condition of your books will be assessed at the end of the school year.

COMMUNICATIONS

Please observe protocol in arranging appointments for conferences.
Communication is much more meaningful when parents and teachers have had some time to prepare. Calling the office initiates the process for arranging a mutually agreeable time.

PARENTS AND VISITORS

Parents and visitors are welcome to visit the school. Please report to the office at the time of your arrival. Parents are welcome to visit their child during lunch time. Also, parents may visit the child's classroom with a scheduled visit by the teacher. During regular school hours, all visits must be scheduled with the **teacher**.

VOLUNTEERS

Fingerprinting is required of all school volunteers since the 1998-99 school year. An application must be kept on file along with three telephone reference checks. This is a Diocese requirement. Also, volunteers who will have repeated contact with students, or any parent wishing to chaperon a field trip, must complete the Protecting God's Children program on child abuse education. Volunteer committee chairmen will provide volunteers with duties and responsibilities.

INSURANCE

Subscribing to the Diocese insurance program is mandatory as of the 1996/97 school year and is now required of all students attending Diocesan schools. This charge is included with your Registration fee.

WRITTEN WORK AND NOTES REQUIRING PARENTAL SIGNATURES

Parents will be contacted when a student neglects to return written work or notes that required a parent signature. Parents will be contacted at least two weeks ahead of time if a child is in danger of receiving an F or a 5 on a Report Card.

STUDENTS' SCHOOL RECORDS

Parents have the right to review the cumulative records of their children with a person designated by the principal. These records are the property of Holy Spirit Catholic School. Copies of these documents will only be forwarded to other schools when all financial obligations have been met.

SICK CALL

If a student becomes too ill to remain in class, his/her teacher will send him/her to the school office. If it is necessary for the student to be sent home, parents will be called by the office personnel. The student should be met and signed out at the office by a duly authorized person (name found on emergency card). **NO MEDICATION** may be given to a child by any staff member of the school unless a written parental consent with instructions is provided. **If a child is under doctor's care and Tylenol or over the counter medication is prescribed, a physician's authorization is required.** Prescription medications will be given only if they are dropped off at the office in original containers properly labeled with the child's name, the name of the medication and the dosage to be administered, accompanied by a signed note from the parent/guardian giving permission for the medication to be dispensed to the child.

In addition, a Medications Release Form must be signed by the parent and placed on file at the school. **ALL MEDICINES** sent to school must be clearly labeled and kept in the school office during school hours. **NO STUDENT MAY HAVE MEDICINE ON THEIR PERSON OR IN LUNCH BOXES DURING THE SCHOOL DAY. THIS INCLUDES HEADACHE PAIN RELIEVER MEDICINE.** If at all possible, please arrange dosage times to avoid the necessity of bringing medications to school.

DRESS CODE

School uniform regulations must be adhered to daily. Students should appear in a neat and orderly manner at all times when on school grounds. Any additions to the uniform or body will be left to the discretion of the principal. All articles of clothing must be permanently labeled. Any exceptions to the following school uniform must be accompanied by a note from the parent.

Boys School Uniform

Pants - solid navy blue dress pants (navy blue uniform shorts for boys in kindergarten and first grade). Pants must fit properly and not be faded or torn. 8th grade boys must wear a blue tie purchased from RC Uniforms.

Shirts -white knit with school logo and collar in kindergarten through fifth. White oxford button-down shirts for sixth through eighth grade. Shirts are to be adjusted properly in order for plain brown or black belts on trousers to be visible. Belt loops on pants require a belt.

Shoes –Only solid DARK leather oxford or loafer cut below ankle, closed shoe no more than one and a half inch heel. No “dock-siders,” boots, or athletic shoes of any kind.

Dress **Socks**-required plain black, blue, or white. Socks must be tall enough to cover the ankle bone.

Sweaters-kindergarten through fifth only solid red cardigan sweaters. Fifth grade may also wear the blue cardigan or pull-over sweater with school logo.

Sweatshirts-with school emblem sixth through eighth grade only. Sixth through eighth grade may also wear the blue cardigan or pull-over sweater with school logo.

Hair/Accessories -must be above the eyebrows, top of ears, and above the collar neatly styled.

Boys may not use special hair products to style hair to meet requirements. Completely or partially shaven with long hair over the shaved area or dread-lock style haircuts are not permitted.

Any use of products to change the natural coloring of the hair will not be allowed. No highlighting of any kind. No “spiking” of hair. Students should avoid using any product to style their hair in an unnatural manner. Sideburns may not extend below mid-ear. Older students are not allowed mustaches or facial hair. If necessary, must be clean shaven. No showy jewelry, earrings, necklaces made of shells, leather, string or plastic. Bracelets, tattoos, hats or caps will not be permitted.

The school principal has the final determination on all uniform related matters.

Girls School Uniform

Plaid **Jumpers**-kindergarten through fifth grade ordered through Fontaine Apparel

Plaid **Skirt**-grades sixth through eighth.

**Length may not be more than four inches from the floor at a kneeling position.

Blouses-White with peter pan collar kindergarten through fifth grade. White button-down oxford for sixth through eighth grade. No lace or ruffles or turtleneck shirts. Shirts and blouses are to be adjusted properly in order for the waistband on skirts to be visible. No colored undergarments will be permitted to be worn above the waist.

Shoes –Only solid DARK leather oxford or loafer cut below ankle, closed shoe no more than one and a half inch heel. Shoes must have a heel of at least ½ inch measured from the exact center back of the shoe. No “flats” or soft material shoes.

Dress **Socks** -required, plain red, white, black or blue, or tights in same colors. Socks must be tall enough to cover the ankle bone.

Sweaters-kindergarten through eighth grade solid red cardigan sweaters. Fifth through eighth grades may also wear the blue cardigan sweaters with school logo.

Sweatshirts-with school emblem sixth through eighth grade only.

Hair/Accessories- Showy jewelry is not acceptable. This includes casual necklaces and bracelets made of shells, leather, string, or plastic. Pierced earrings are to be post only (no-dangling and no hoops of any kind and not larger than ½ inch in diameter. No more than two earrings may be worn at any time, one in each earlobe (earlobes only!). No make-up, nail polish or fake nails are permitted. No hair in eyes. Hair must be well- groomed, no beads in hair, no hat or caps are permitted and no tattoos. No use of any product to change the natural coloring of the hair will be allowed. No highlighting will be allowed in hair.

The school principal has the final determination on all uniform related matters.

Uniforms may be ordered directly from: R.C. Uniforms 11645 Beach Blvd., Jacksonville, Fl. 32246

(904)646-0493 fax (904)641-5570 E-mail: orders@rcuniforms.com

web site: www.rcuniforms.info

P E Uniforms

Required for grades Second through Eighth

Holy Spirit Red school shirt
Navy blue cotton pull-on shorts
Sneakers

PE Uniforms **must** be bought from R.C. Uniforms.

During cold weather, children in grades Second and up may wear **Navy Blue Sweats**.

REPORT CARDS

Report Cards are prepared at the end of each quarter. It is important that parents examine, not only the grades, but also the conduct, and effort sections indicating where improvement is needed. Report Cards should be signed and returned to the homeroom teachers as soon as possible. If tuition is not up to date at report card time, it is the school's policy to withhold the student's report card until financial payments are made. Parents will be notified at least two weeks in advance if their child is in danger of receiving an F or 5 on a Report Card.

The grading system is in accordance with the St. Augustine Diocese:

- A - Outstanding (90-100)
- B - Above Average (80-89)
- C - Average (70-79)
- D - Below Average (60-69)
- F - Failure (0-59)
- S - Satisfactory
- U - Unsatisfactory
- I - Incomplete

SPECIAL NEEDS CHILDREN

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally and spiritually. The staff members of Holy Spirit school have no certification or special training in serving the unique needs of learning disabled children.

Individual schools establish admission policies for their school which target students who are able to manage in a mainstream setting. Limited resources prevent us from accepting students who would require more than the most simple accommodations. (additional time or reduced assignment lengths)

RETENTION

Most students will be able to follow the school's regular program of sequential learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel will follow Criteria for Retention.

Criteria for Possible Retention:

1. The student has failed to pass the major subjects at each grade level. The list below indicates the specific failure on each Grade Level that could result in retention at a particular grade Level.

Kindergarten Failure to demonstrate readiness for First Grade
Grade 1 & 2 Failure in Reading
Grade 3 Failure in Reading and Mathematics
Grade 4 - 8 Failure to achieve an overall average of 60% in the major subject areas of Religion, Reading, Language Arts, Mathematics, Social Studies and Science.

2. The student has not demonstrated acceptable effort in achieving academic success. The following types of behavior might indicate unacceptable behavior
 - a. Consistent failure to complete school and homework assignments and projects.
 - b. Consistent inattention to classroom instruction.
 - c. Lack of preparation for school assignments. (These areas will be documented by the teacher).

The teacher(s) and Principal will give serious consideration to retaining a student whose performance falls under the two Criteria for Retention.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made no later than mid May. All necessary documentation is to be on file in the office of the Principal including a Possible Retention Form (to be signed by the parent along with any written response of the parents.)

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention. Although the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal

RELIGIOUS EDUCATION

All grades will attend Mass each Friday morning. Parents and families are invited to celebrate Masses with the students. Parents are asked to attend Mass on Sundays with students and see that children participate in the yellow envelope church/school support program.

Sacramental preparation for First Reconciliation and First Communion takes place in Grade 2. Sacramental preparation for Confirmation takes place in Grades 7 & 8.

Religious devotions (Rosary, Stations of the Cross, Mary Crowing, etc.) are held at appropriate times of the Church year.

FIELD TRIPS

Field trips are considered a part of the curriculum as they are concrete learning experiences. Special forms are sent to parents explaining policy, rules, and regulations relative to this type of activity. Written consent of the parent is required for each field trip in order that the student may accompany the class. Uniforms are to be worn except when circumstances, as defined by the administration, call for otherwise. Students are expected to attend.

HOLY SPIRIT STUDENT CODE OF CONDUCT

As we endeavor to help students grow into the well rounded mature adults, that our school Philosophy dictates it is necessary that certain desirable behaviors are demonstrated by all members of Holy Spirit student body. It is also necessary that certain unproductive or harmful behaviors not take place. In order for this policy to work it is necessary that the school and the home cooperate. Our children will all benefit and the school atmosphere will be enriched.

Rules and Responsibilities of the Kindergarten-5th:

1. A good student is dressed according to uniform code at all times. Dress code violations may be handled with increasing consequences like any other discipline infraction.
2. A good student is on time for school each day.
3. A good student has proper supplies at all times.
4. A good student keeps his/her hands and feet to himself/herself
5. A good student shows respect for all adults and children in the school
6. A good student raises his/her hand and is recognized before speaking.
7. A good student respects the rights and property of others.

8. A good student listens to the teacher/adult in charge and follows directions.
9. A good student hands work in on time.
10. A good student uses appropriate language at all times.
11. A good student uses appropriate bathroom behavior.
12. A good student follows school rules concerning blacktop and playground behavior.
13. A good student follows school rules concerning behavior in the hallways.
14. A good student follows classroom rules as explained by the teacher.
15. A good student does not talk and shows reverent behavior in church.

Rules Infractions:

A student is not living up to his/her responsibilities and is breaking a rule when he/she:

1. Is not dressed appropriately
2. Is repeatedly late
3. Is not properly prepared for class
4. Causes another child physical harm
5. Speaks or acts in a disrespectful manner
6. Disrupts the class by speaking out of turn
7. Takes things that do not belong to him/her
8. Destroys or damages another person's property
9. Ignores directions
10. Uses unkind or profane language or gestures
11. Is disruptive in the bathroom
12. Is disruptive in hallway
13. Is disruptive in the classroom
14. Is disruptive in the gym or on the playground
15. Is disrespectful or disruptive in church

Consequences of Rules Infractions

The following consequences may result if a student commits an infraction of the rules:

1. A conference may be held between the student and the teacher
2. The student may be given a period of "time out" in another room and a note might be sent to the parents
3. A conference between the teacher and parents maybe held
4. A conference may be held with the parents and the principal
5. Repeated rule infractions may result in in-school suspension, after-school detention, out-of-school suspension, or expulsion.

Intermediate Level Student Responsibilities Grades 6 - 8

Students will:

1. Show respect for faculty, staff, and adults, by speaking, cooperating, and behaving in an appropriate manner at all times.
2. Show respect for other students by speaking, cooperating and behaving in an appropriate manner at all times.
3. Show reverence in church and school
4. Demonstrate self-control
5. Avoid physical confrontation
6. Respect the rights and property of others
7. Remain on school grounds during school hours
8. Display proper treatment of school and personal property
9. Avoid the possession of dangerous , illegal objects or offensive material.
10. Maintain academic honesty and do their own work at all times.
11. Obey all Federal, State, and local laws.

A responsible student will:

1. Dress in the school uniform.
2. Come to school on time.
3. Come to school with all supplies and prepared for the day.
4. Make sure all correspondence will be received by parents or guardian.
5. Participate and respond in Mass.
6. Not talk or play in church
7. Receive the Holy Eucharist in a reverent manner.
8. Not use profane language or gestures.
9. Not talk back to a teacher or staff member.
10. Not interrupt a teacher.
11. Raise his/her hand to speak.
12. Respect the rights of others to speak when it's his/her turn.
13. Not use unkind words when speaking to others,
14. Move quietly and safely through the halls.
15. Not chew gum in classroom or on school property.
16. Use appropriate bathroom behavior.
17. Not write on or in any way deface school property
18. Not bother other people or their things.
19. Not fight.
20. Not bring drugs, cigarettes, alcohol, matches, lighters, **electronic or battery operated devices (walkman radios, cell phones, pagers, handheld video games),** or weapons to school.

Consequences: (one or more of the following may apply)

1. Conference with teacher followed by time out to reflect.
2. Conference with principal, student, and teacher followed by parent notification.
3. Detention, "Time-out" in another class, In-School Suspension, Out-of-School Suspension.
4. Expulsion

Intermediate level responsibilities

The student should understand that he/she is a responsible person who is capable of making good choices. Therefore, the student should understand that consistent breaking of rules may result in one of the following:

1. Parent, teacher, principal conference with in-school suspension.
2. Out of School Suspension
3. Expulsion or school transfer
4. Eighth grade expulsion or out of school suspension during the fourth quarter, students may not be allowed to participate in graduation activities.

DISCIPLINE REFERRAL POLICY

A written discipline referral to the Administration may be given when your child has already received one warning under any Student Responsibilities in the Handbook. The following punishments may be applied.

Lunch detention-in main office with paper work

After-school detention with teacher

Social work with parent. Each child needs to choose one activity below and will need to return a signed note from the receiver.

This will be verification that social outreach work was served.

- * Make sandwiches and take to the Soup Kitchen
- * Work at the Soup Kitchen
- * Collect can food from your neighbors and family and take to a food bank.
- * Visit a nursing home, take something you made-small craft or cookies.
- * Do a chore for an elderly citizen.

Meeting with parents/faculty - placed on probation.

In school suspension from 1 to 3 days.

Any child who repeatedly receives in school suspension will meet with the Pastor, faculty, and parents and out of school suspension or expulsion may occur.

Any detention not served, may result in a parent & staff conference.

Out of school suspension

Expulsion

Dispute Resolution

Although the Constitutional requirement of due process does not apply legally to private or parochial school systems, Holy Spirit Catholic School, as part of the larger faith community of the Church, desires to impart fairness and justice in all actions and judgments made by administrators and teachers. While it is important to maintain and protect the rights of students/guardians be made aware of their respective rights and responsibilities which arise from and complement these rights.

Students and parent/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct. Students and parents shall the right to be informed, either orally or in writing, of the school rules which have been violated and of the specific grounds for the disciplinary action.

The faculty and administration should work consistently and diligently toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure this atmosphere, the following procedures will be enacted when necessary.

1. When there is a violation of the student code of conduct, which the student handbook states results in a suspension or expulsion, the student's parent or guardian will be contacted and informed of the violation. The parent may be required to immediately pickup the student from school. The student will thereafter be suspended from school until a decision is reached on the violation and consequences.
2. A review board may be convened within 72 hours after the suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, other appropriate persons identified by the principal, and a teacher chosen by the student. The student and at least one parent / guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a decision, which will be enforced by the school.
3. Parents or guardians may discuss the decision with the Pastor for further review.
4. The decision of the Pastor is final and will be upheld and carried out by the school administration.
5. The disciplinary consequences are NOT subject to appeal. However, failure of the school to follow stated disciplinary procedures as outlined in the student handbook under, "Dispute Resolutions," is appealable. If the school has followed its procedures as outlined in the student handbook, there will be no appeal.

INSPECTIONS & SEARCHES OF PERSONAL EFFECTS, LOCKERS AND DESKS

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for Holy Spirit Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct inspections of lockers, desks, and personal effects (backpacks) of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is the health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects, desk, or locker of the students concerned when there is reasonable suspicion that the instrumentality's of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

EXTENDED DAY CARE

Extended Day Care is an after school program which provides a structured, caring economical service for Holy Spirit's students grades K - 8. Extended Care is provided only on days Holy Spirit is in session.

Any event held after school dismissal at 2:45 needs for the student to be chaperoned by an adult at least 21 years of age. Students who stay after school between 2:40 - 6:00 need to be in Extended Day. Any student that chooses to return to school between 2:40 - 6:00 and is not

chaperoned by an adult may be assigned out of school suspension for one or more days for being on school property without an adult chaperone.

NO STUDENT MAY REMAIN UNSUPERVISED ON SCHOOL GROUNDS AFTER REGULAR DISMISSAL TIME. This includes attending any function in the Parish Center.

INTERNET POLICY

In virtue of the values professed in all Catholic school of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of the Internet connection will not be liable for the actions of anyone connecting to the Internet through this hookup. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (E-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading a computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy of quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.