



Parent/Student Handbook  
2016-2017

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## **HOLY SPIRIT SCHOOL**

Holy Spirit School is a Pre-Kindergarten through 5th grade Catholic Elementary School under the Diocese of Bridgeport Office for Education. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the Bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Holy Spirit School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles as well as fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a variety of audio-visual and technology tools and a multi-text approach to the content areas.

## **HISTORY**

When Holy Spirit Parish was canonically established on September 15, 1962, plans were formulated for a Church/School facility on the parish property at 403 Scofieldtown Road in North Stamford. Groundbreaking ceremonies took place on August 11, 1963. On September 8, 1964, Holy Spirit School opened to students in grades one through five. Classes for sixth, seventh, and eighth grade were opened over the next three years in order to provide for a Holy Spirit Parish School from grades one through eight. In September 1978, a full day Kindergarten was introduced and three portable classrooms were added to the school. The first Pre-Kindergarten for four-year-old students was introduced in September 1983. A Pre-Kindergarten for three-year-old students was introduced in September 1993.

In 1991, under the direction of Bishop Edward Michael Egan, J.C.D., Holy Spirit School joined four other Catholic Schools in Stamford and one in New Canaan to form the Catholic Regional School System, which was supported by 16 parishes in Stamford, New Canaan, and Darien. In June of 1992, The Regional Board of Directors and the Regional Board of Education voted to convert Holy Spirit School to a Pre-K3 through Grade 5 school. This was done to support the enrollment at the Regional Middle School.

Holy Spirit School's first principal was the Reverend Alfred J. Sienkiewicz. The first 26 years of the school were under the leadership of the Bernadine Sisters of Saint Francis. For the 1990-1991 school year, Mrs. Claudia Allen served as the administrator. Sister Marie Vianney Gallagher, a School Sister of Notre Dame, became the administrator in September 1991 and served through July 2000. Dr. Alfred J. Liotta was named administrator in August 2000 and served until June of 2004. Mrs. Patricia Torchen was appointed in July 2004 and served until June 2013. Ms. Dina Monti was appointed in July 2013 and is the present Administrator. Ms. Marianne Licare is starting her second year as the Associate Principal.

Although the schools of the Diocese of Bridgeport are no longer regionalized, the Bridgeport Diocesan Schools of Stamford including Holy Spirit, St. Cecilia, Our Lady Star of the Sea and Trinity Catholic Middle School are still bound together with one Advisory Board. This School Advisory Board provides the leadership for an environment which provides Catholic values, long-term strategic planning and financial stability.

When Holy Spirit School was established, its purpose was to serve the children of Holy Spirit Parish. At this school academic excellence has always been stressed in an atmosphere permeated with a deep Christian concern for the individual development of each child. Over the years, the parish community changed and Holy Spirit School began attracting students from all of Stamford, as well as other parts of Fairfield County. This has enabled Holy Spirit to achieve the culturally diverse population that it has today. Over the past fifty years, the purpose of Holy

Spirit School has always remained the same: to foster academic excellence in a Christ-like community where each child can achieve the satisfaction of knowing that he/she has achieved his/her personal best.

## **DIOCESAN SCHOOLS' MISSION STATEMENT**

The fundamental purpose of Catholic schools is to advance the educational mission of the Church. Catholic Schools educate diverse student bodies to form Catholic person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

## **MISSION STATEMENT OF HOLY SPIRIT SCHOOL**

Holy Spirit School is a Pre-K3 to Grade 5 elementary school committed to providing a Catholic foundation upon which academic excellence and Christian values are nurtured. Our goal is to instill a life-long desire for learning and a genuine love of God and God's people inspiring our students to become faith-filled Christians serving in their community.

## **PHILOSOPHY**

Holy Spirit School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Bridgeport.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **ACCREDITATION**

Holy Spirit School is accredited by the New England Association of Schools and Colleges, Inc.

## **ADMISSION INFORMATION**

### **(Nondiscriminatory Policy)**

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

As openings become available, the following priorities will be used to accept students to Holy Spirit School:

1. Siblings of currently enrolled students;
2. Members of Holy Spirit Parish;

3. Members of Stamford parishes;
4. Other Catholic students; and
5. Non-Catholic Students.

Children entering Pre-K3 must be three (3) years of age by December 31<sup>st</sup>. Children entering the Little Blessings Program must be two (2) years of age by December 31<sup>st</sup>. They must also be capable of using the bathroom independently. (Please note that if your child has a problem in this area, you will be called to come and change him/her.)

Children entering Pre-K4 must be four (4) years of age by December 31<sup>st</sup>.  
 Children entering Kindergarten must be five (5) years of age by December 31<sup>st</sup>.

Following receipt of the "Application for Admission" and non-refundable Application Fee of \$250.00, all students will be screened with testing appropriate to the grade they are entering.

In addition, at the time of registration, all new students seeking admission to Holy Spirit School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Parish Certification Form that certifies you are an active member of your parish verified by use of weekly envelopes or automatic deposit. (This enables you to get the lower tuition rate.)
- \*Health Records
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-5 must present a copy of their current report card and standardized test results. These will be reviewed to determine whether the program at Holy Spirit School will meet the educational needs of the students. As part of the Admissions Process, it is recommended that your child spend a day visiting his/her class at Holy Spirit School.

All new students will be given a trial period in which to prove themselves both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from Holy Spirit School.

## **FINANCIAL OBLIGATIONS**

### **TUITION SCHEDULE SCHOOL YEAR - 2016-2017**

#### **KINDERGARTEN - GRADE FIVE**

Annual Tuition Rate per child with "Parish Certification" . . . . .	<b>\$6,580.00</b>
Tuition charge without "Parish Certification" . . . . .	<b>8,860.00</b>

#### **PRE-KINDERGARTEN**

Tuition Rate per child (5days - Little Blessings, Pre-K3 & PreK-4). . . . .	<b>7,190.00</b>
Tuition Rate per child (3days - Little Blessings and Pre-K3 <b>only</b> ) . . . . .	<b>5,750.00</b>

**Sample Family Rates based on Number of K-8 Students:**

Number Students	1	2	3	4	5
Grade K-5 Certified	\$6,580	\$12,630	\$18,740	\$24,820	\$30,900
Grade K-5 Non-Certified	\$8,860	\$17,220	\$25,580	\$33,940	\$42,300
Grade 6-8 Certified	\$7,200	\$13,900	\$20,600	\$27,300	\$34,000
Grade 6-8 Non-Certified	\$9,348	\$18,196	\$27,044	\$35,892	\$44,740

The FACTS system is used to bill Registration Fee and Tuition.

**Tuition Agreement 2016-2017**

1. In order for a family to receive the certified tuition rate, a Parish Certification form must be submitted each year signed by the family's pastor, from one of the Catholic parishes within the Diocese of Bridgeport. A Parish Certification form is enclosed in this packet.
2. Families requesting financial aid must apply online at [www.FACTSmgt.com/aid](http://www.FACTSmgt.com/aid) no later than March 15, 2016. Late applications will be considered to the extent financial aid funds are available after processing all on-time applications.
3. **No child will be admitted to class in Fall 2016 unless the tuition balance from all previous years are paid in full. This includes ALL monies owed for after school programs as well.**
4. **All families must enroll with FACTS Management** and indicate which method of tuition payment will be used for the new school year. **NEW THIS YEAR: At this time you will pay the \$300.00 per student Registration Fee to secure registration for your child.** Regardless of the plan selected, all tuition payments will begin July 2016 and extend to April 2017. The \$43 annual FACTS enrollment fee is waived for all families paying in full and is reduced to \$10 for families who choose to enroll in a semi-annual plan. *All families must enroll in a payment plan through FACTS Management in order for your registration to be considered complete.*
5. If a family elects to pay entire tuition bill in one payment by May 1, 2016, the family will receive a 3% discount on tuition.
6. If an electronic payment fails for insufficient funds, a \$30 Returned Payment Fee will be assessed by FACTS Management and your bank may assess additional fees. The missed payment will be automatically reattempted within 15 days. There is a 2.75% convenience fee for paying by credit/debit card.
7. All tuition accounts will be considered seriously delinquent if not paid after 30 days. Report Cards will be withheld for delinquent tuition accounts past 30 days.
8. If an account remains past due for more than sixty (60) days, the student may be asked to leave the school permanently until their account is paid. We reserve the right to send any delinquent account to an outside collection agency which may adversely affect your credit rating.
9. No school academic records will be released until all financial obligations have been met.
10. Families are responsible for all attorney's fees and collection fees associated with recovering any defaulted balance.
11. **Application and Class Registration Fees are Non-Refundable.** If a family enters the school during the school year all application and registration fees are due in full. These fees are not prorated.
12. **Tuition is Non-Refundable.** In the event that we are unable to serve your child due to medical reasons, we will gladly refund the unused tuition after a note from your doctor is given to your school principal. If a family is relocated out of state or more than 30 miles from original address, refunds will be pro-rated based on the following:

Prior to November 1 <sup>st</sup>	75% of Total Tuition
November 1 <sup>st</sup> - January 31 <sup>st</sup>	50% of Total Tuition
After February 1 <sup>st</sup>	No Refunds

**Middle School and High School**

All elementary and middle school families that have an open balance at year end and wish to be considered for enrollment in the Middle School or a High School, **must settle their balances prior to acceptance into the school.** The Middle School or High School must receive financial clearance from the elementary school principal to ensure the families' financial obligation has been satisfied.

### **Bishop's Scholarship Fund ("BSF")**

A fund for tuition assistance, the Bishop's Scholarship Fund will award money annually to students and families enrolling in a diocesan sponsored Catholic School. Awards are issued on a first-come, first served basis. Also, families with multiple children enrolled in our schools who may not traditionally be eligible for financial aid are a special focus of the BSF. Applications are available online at [www.FACTSmgt.com/aid](http://www.FACTSmgt.com/aid).

### **Tuition Assistance Committee ("TAC")**

The Tuition Assistance Committee was created to help families who applied for the BSF and received an award, but are still in need of additional financial support. Once the award from the BSF has been determined a family still in financial need will fill out the TAC form. The form is sent to a committee to determine if additional financial support will be given.

### **PARENT'S ROLE IN EDUCATION**

We, at Holy Spirit School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the physical, mental, spiritual, emotional, and psychological development of your child's life. Your choice of Holy Spirit School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, each other, and the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Spirit School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical talents and natural abilities. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in challenging the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story as your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades he/she has earned and be accountable for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **PARENTS AS PARTNERS**

As partners in the educational process at Holy Spirit School, we ask parents:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch or has ordered hot lunch and has a nutritional snack every day.
2. To actively participate in school activities such as Parent-Teacher Conferences.
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
4. To notify the school with a written note when the student has been absent or tardy.
5. To notify the school office of any changes of address or important phone numbers.
6. To meet all financial obligations to the school.
7. To inform the school of any special situation regarding the student's well-being, safety, and health.
8. To complete and return to school any requested information promptly.
9. To read school notes and newsletters and to show interest in the student's total education.
10. To support the religious and educational goals of the school.
11. To support and cooperate with the discipline policy of the school.
12. To treat teachers with respect and courtesy in discussing student problems.

## **HOME-SCHOOL ASSOCIATION**

The Holy Spirit Home-School Association is our parent organization that works to support and enhance the educational ministry of our school. Fund-raising, hospitality, coordination of volunteers and room mothers, administration of hot lunch program, scheduling and funding cultural enrichment events for our students, parent communication, and building community are the goals of this organization. The Home-School Association is only as dynamic as the parent volunteers who are willing to donate time and energy to its various committees. Volunteers are always needed and everyone has a talent that we could put to good use. It makes it easy to volunteer when we realize that the children in our school are the real beneficiaries of our parent involvement.

## **GENERAL INFORMATION**

**School Hours:** Little Blessings, Pre-K3 & Pre-K4 . . . . . 8:45 A.M. - 12:00 NOON  
Kindergarten to Grade 5 . . . . . 8:45 A.M. - 2:55 P.M.

At Holy Spirit School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their children to enter the school building on their own each morning following our morning drop-off procedure. Various classes invite parent involvement or visitation on particular occasions, and we have many volunteer opportunities where children can see their parents working in our building.

The school doors are opened for students at 8:25 A.M. Students arriving at that time should be dropped at the far gym door, where they will be greeted and escorted to the gym by the teachers on duty. Students should stand or sit in an orderly manner at this time. They are not permitted to run around or play games. Students not in their homeroom at 8:50 A.M. when Morning Prayer begins are considered tardy. Students who are tardy must report to the office with their parent and be signed in by parent before going to class.

Dismissal time is 2:55 P.M. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.

Three (3) tardies or three (3) early withdrawals are considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic progress since they are deprived of their morning time to properly prepare for their day.

Students not picked up by the end of car dismissal (3:10 P.M.) will be sent immediately to the After-School Program. Parents are charged the daily per child rate of \$20.00 for using this program.

Holy Spirit School offers an After-School Program. This program runs from 3:00 P.M. until 6:00 P.M., and all children must be picked up promptly by 6:00 P.M. An additional fee of \$20.00 is charged for students picked up after 6:00 P.M.

### **SCHOOL OFFICE HOURS**

The school office is open on all school days from **8:30 A.M. - 3:30 P.M.**

### **SCHOOL VISITORS**

School visitors (volunteers, parents, etc.) must come directly to the Main Office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason.

### **ATTENDANCE**

A student's absence from school interferes with his/her academic progress. Students are expected to attend all scheduled school days.

### **ABSENCE**

**When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Holy Spirit School students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Generally, students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work once they are healthy and return to school.

When a student is absent for **illness** a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM and 3:30 PM. Students can also make arrangement with classmates regarding assignments, or obtain them from their teachers when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. However, students are held responsible for the work**



covered when they are on non-scheduled school vacations. (A doctor's note may be requested to verify illness.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests should be taken within one week of the original test date and will be administered before or after school according to arrangements made with the teacher.

Excessive absence (40) days or the equivalent of 40 days including tardiness, can be cause for a student to be retained in the current grade for another year.

### **ABSENCE DURING THE SCHOOL DAY**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3  $\frac{1}{2}$  hours or more will be counted as absent for  $\frac{1}{2}$  a day.

### **ACADEMIC INFORMATION**

#### **CURRICULUM**

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas. In addition, our Math and Language Arts Curriculum are now aligned to the Common Core State Standards. Holy Spirit School offers students opportunities for growth in the following major subjects:

#### **RELIGION**

The Religious Education Program of Holy Spirit School teaches the basic doctrine of the Catholic Church, Scripture, Social Justice, and Lives of the Saints. Preparation for the sacraments of Reconciliation and Holy Eucharist are also included, although students do receive their sacraments within their own parish Religious Education Program. Christian values and the value of prayer are woven throughout the school day, so that they become second nature to our students. First Friday Masses are held monthly and are planned and presented by the various classes during the school year. The children also participate in small prayer services, Stations of the Cross, recitation of the Rosary, and the annual May Crowning. Students in Grade 5 take the ACRE (Assessment of Catechesis of Religious Education) Test at the beginning of May.

#### **LANGUAGE ARTS**

Our Language Arts Program emphasizes correct speaking, effective listening, proper grammar usage, reading comprehension, phonics and word usage, spelling, composition, and library skills. Penmanship, recognized as an important tool in the art of communication, is also emphasized. Our reading program provides our students with an appreciation of literature through our grade level anthologies and our leveled reading books where students can discover the joy of reading when they can successfully read the books on their level. An accelerated reading program is available to our fifth grade students.

#### **MATHEMATICS**

Introduction to mathematics begins in Pre-Kindergarten followed by a unified and sequential mathematics program in Kindergarten through Grade 5. This follows the Diocese of Bridgeport Mathematics Curriculum Map now aligned to the Common Core State Standards. Students utilize various educational tools that aid in building self-confidence as well as skills. Math classes are departmentalized for grades three through five offering a smooth transition from year to year. This ensures continuity and reinforces the learning of the concepts each year.

## **PHYSICAL EDUCATION**

Weekly classes develop the physical and social aspects of the child. Rules of good sportsmanship and teamwork are stressed through intramural games.

## **SOCIAL STUDIES**

Communities, Regions of the United States, World Cultures, American History, Current Events, Government, and Political and Social Problems are the areas of emphasis in the field of Social Studies. Map skills and geography are also an integral part of this program. An annual school-wide International Celebration is held to encourage appreciation of the many cultures represented in the school.

## **SCIENCE**

The Science program offers students a foundation of scientific concepts and vocabulary, along with key concepts in the life, physical, earth, and space sciences. Hands-on activities are included in order to give students opportunities to participate in embedded task activities according to the Common Core State Standards. STEM (Science, Technology, Engineering and Math) Activities are woven throughout the curriculum throughout the academic year.

## **HANDWRITING**

Students in Grades 3 through 5 are expected to submit all handwritten work in neat and correct cursive handwriting.

## **FINE ARTS**

Our Music and Art Programs encourage individual expression and creativity. The students are introduced to music through listening activities, dance, lyrics and singing. Two shows a year provide them with the opportunity to perform and shine. Music theory and appreciation are also included in the curriculum. Through our Art Program, children are given the opportunity to excel in their own special way. Young artists are encouraged to display their talents using various mediums. In addition to classroom projects (which may complement any subject in the curriculum), the students design sets, posters, and bulletin boards for special events.

## **TECHNOLOGY**

Weekly computer classes are held for students in Kindergarten through Grade 5. Our technology program has been developed to enhance the curriculum of each grade by supplying each class with age appropriate software in language arts, mathematics, and reading. This curriculum helps give the students a solid academic base while also teaching programs such as Microsoft Word, typing skills, and responsible use of the Internet for research projects. Each student is able to work on his/her individual level at his/her own pace. Teachers are also able to make use of the computer lab as they integrate technology across the curriculum. Each classroom is also equipped with computers for student use. Smart Boards are also located in the Technology Lab for use by all classes and in PreK-3, PreK-4, Art Room, Library and Grades 1, 2, 3, 4 & 5.

### **Grading Scale**

A	94 - 100
A-	90 - 93
B+	87 - 89
B	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D	66 - 69 below average, but passing
F	65 or below - Failure

## **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** are important tools for communication. Report Cards for grades one through five will be given four (4) times during the academic school year or approximately every nine (9) weeks. Pre-Kindergarten and Kindergarten receive their report cards three times a year. Conferences are held for the first quarter. Students receive their first report card in January. **Progress Reports** will be given mid-way between each nine-week grading period.

## **PARENT/TEACHER CONFERNECS**

Parent-Teacher Conferences are held after the first report card has been issued and again in the spring.

Conference schedules are prepared and issued by the school office in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are issued quarterly.

## **STUDENT RECORDS**

Holy Spirit School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Their contents are only available to parents or guardians or those staff members who have a legitimate educational interest.

Parents requesting student records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Holy Spirit School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **TESTING**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Terranova Test is given in Grades 3 through 5. The Cognitive Abilities Test is administered in Grades 3 and 5. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grade 5.

## **PROMOTION AND RETENTION POLICY**

Consistent with Diocesan Policy, all homeroom teachers are required to sign each Pupil Report Card certifying that the student was Promoted to the next grade, Advanced to the next grade, or Retained in the current grade.

Promoted:	The pupil has completed the grade's work to the extent of his ability and has attained a minimum of "D" average in all major subject areas.
Advanced:	The pupil has failed to meet the minimum level of achievement of grade level, but after careful consideration of all factors (social, emotional, physical, academic and age) and the involvement of teacher, parents, administrator, and Special Service Personnel, it is determined that retention in this grade would not benefit the pupil.
Retained:	The pupil has failed on the final average, two or more major subjects (Math, English, Reading, Science, Social Studies).

If consideration is being given for a pupil to be either Advanced or Retained, the parents shall be notified by the end of the third marking period. It is assumed that the parents have been apprised of their child's progress by means of previous conferences.

Written notification of the determination to Advance or Retain a pupil shall be sent to the parents by the Administrator following the close of the third marking period, but no later than May 1<sup>st</sup> of the school year.

When retention in the grade is planned, it is desirable to encourage the pupil and parents to develop a positive attitude toward the decision. Both should be guided to feel that retention is in the best interest of the pupil and that the primary objective is a more successful learning experience for him/her.

Reports of the progress made during summer school must be sent to the administrator before the start of the school year. Students failing two or more major subjects will be required to repeat the grade.

## **ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

## **HOMEWORK**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Generally, homework is assigned to students Monday through Thursday. Make-up work and missing work can be made up on weekends.

## **LIBRARY**

The school has a library and students make use of it for curricular enrichment and pleasure reading. Our librarian meets with each class once a week for book discussion or teaching of library skills, and selection of reading material for class projects or personal reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of \$.25 per day is required for overdue books. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.

## **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission and faxed copies **cannot** be accepted.
6. Each Field Trip will have its own permission slip. This is the only permission slip that may be used to allow a student to leave school during school hours. Additional forms can be obtained through the school office or the student's teacher.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the field trip permission form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All field trip money and signed permission slips must be returned to the teacher one week prior to the trip. All monies collected for the field trip are **non-refundable**.

11. **Cell phones** are **allowed** on field trips at the discretion of the teacher and/or administration.
12. Student Emergency Forms, all medications and Epi-pens, and authorizations to administer medication are taken on all field trips.

### **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Holy Spirit School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. Although the second grade students are prepared for these sacraments during religion class, they are administered in the children's home parishes, and they usually need to register and attend a portion of the CCD program in their home parishes.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only offered to students baptized in the Roman Catholic tradition.

### **LUNCH PROGRAM**

Our students eat in the gym seated at cafeteria tables. Each child is requested to bring in a terry cloth dish towel to be used as a placemat. This provides your child with a clean space of his/her own and is helpful in absorbing spills that inevitably happen. Your child's name and grade should be on all lunch boxes and dish towels.

Holy Spirit School offers a hot lunch program staffed by parent volunteers. Meals are prepared by outside vendors. (The number of days offered will depend on the capabilities of the volunteer staff.) Menus are placed on our website a month before and must be completed online along with payment. Students who have not ordered hot lunch and come to school without lunch will be given a bagel and fruit or yogurt. Parents will receive a "Forgotten Lunch" bill.

Students may choose to bring their lunch each day. Students should not bring frozen meals that need to be cooked, glass bottles, soft drinks, or excessive amounts of candy. **Parents are asked to refrain from bringing lunches from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **UNIFORMS & DRESS CODE**

Holy Spirit School Uniform:

#### **BOYS**

#### **Regular Uniform**

<b>PK4-5<sup>th</sup> Grade</b>	Pants:	Navy long pants
	Shirt:	L/S or S/S white polo shirt with imprinted logo or white turtleneck with imprinted logo <b>Shirts are to be tucked in at ALL times.</b>
	Belt:	Black, brown, or navy leather
	Hosiery:	Navy or black socks
	Optional:	Navy V-neck pullover sweater, cardigan sweater or vest with logo Navy fleece with logo

#### **Summer Uniform**

<b>PK4-5<sup>th</sup> Grade</b>	Shorts:	Navy shorts
	Shirt:	S/S white polo shirt with imprinted logo <b>Shirts are to be tucked in at ALL times.</b>
	Belt:	Black or navy
	Hosiery:	White or navy crew socks

## GIRLS

### Regular Uniform

PK4-3rd Grade	Jumper:	Black Watch Plaid Style #194-79
	Blouse:	White L/S or S/S Peter Pan collar with imprinted logo or white turtleneck with imprinted logo
	Hosiery:	Navy knee socks or tights
	Optional:	Navy V-neck pullover sweater, cardigan sweater or vest with logo Navy fleece with logo
Grades 4 & 5:	Kilt:	Black Watch Plaid Style #137-79
	Blouse:	L/S or S/S White Polo Shirt with imprinted logo or white turtleneck with imprinted logo <b>Shirts are to be tucked in at ALL times</b>
	Hosiery:	Navy knee socks or tights.
	Optional:	Navy V-neck pullover sweater, cardigan sweater or vest with logo Navy fleece with logo
Optional PK-4 Grade 5	Slacks:	Navy slacks; Dec. 15 through March 15 <b>ONLY</b>
	Leggings:	Navy Blue with school logo. Must be purchased from Dennis Uniforms. <b>Navy blue socks must be worn with the leggings.</b>

### Summer Uniform

PK4-5 <sup>th</sup> Grade	Bottom:	Navy Skort Style 55432
	Blouse:	S/S white polo shirt with imprinted logo or, S/S white Peter Pan collar with imprinted logo <b>Shirts are to be tucked in at ALL times.</b>
	Hosiery:	White or navy anklet socks.

### Gym Uniform (Boys and Girls)

PK4-5 <sup>th</sup> Grade	Top:	Green sweatshirt with logo and white T-shirt with Logo
	Bottom:	Green sweatpants with logo and/or green jersey knit or nylon mesh gym shorts with logo

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

### UNIFORM GUIDELINES

Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (Oxford style, saddle shoes, loafers, and top-siders are acceptable). **No sandal, no open-back shoes, or any type shoe which resembles a tennis shoe, no boots or hi-top shoes, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Heelies are never permitted in our school.**

**All students** - hair should be neat. Scrunchies, bows, hair clips, and ribbons should coordinate with the school uniform (solid dark green, navy, black, white, or matching plaid).

No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. For safety reasons, only studs (flat on the earlobe) may be worn. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt tails should be tucked in while a student is in school. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown, or black.

Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day.

## **OUT-OF-UNIFORM GUIDELINES**

### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jogging suits
- \*nail polish
- \*jewelry
- \*dresses
- \*slacks
- \*crocs

### **Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

## **MEDICATION & HEALTH SERVICES**

A school nurse is assigned to Holy Spirit School on a part-time basis by the Stamford Health Department and functions as the health resource person in the school. It is through the Nurse's Office that measures are taken to ensure that the students maintain their good health. In addition to assisting children who are ill or require first aid, the school nurse does annual screenings for vision and hearing, as well as scoliosis screening in Grade 5.

If a child must take any medication in school that is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must be labeled with the following information:

- a. Child's name

- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

The medication (including Tylenol, cough medicine, inhalers, Epi-pens, etc.) must also be accompanied by the official State Authorization for the Administration of Medicines by School Personnel. Without this properly completed form, medications cannot be administered.

If an older child (Grades 3, 4, & 5) is in need of cough drops, a note stating this should be sent to the office along with the cough drops. When the child needs the cough drop, he/she should come to the office, finish it, and then go back to class.

A dental hygienist is also provided by the Stamford Health Department. The hygienist visits the classrooms teaching the children about proper dental hygiene and performs dental check-ups on all students from Kindergarten to Grade 5.

### **COMMUNICABLE DISEASES**

Parents are asked not to send a child to school in a contagious condition. If there is any doubt regarding health, consult your physician. As a general rule, students may return to school twenty-four hours after the cessation of vomiting, diarrhea, or running a fever. Sick children do not belong in school!

### **INVITATIONS**

Invitations for parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the class.

### **CLASS PARTIES/BIRTHDAY OBSERVANCES**

Class parties are traditionally held for Halloween, Christmas, Valentine's Day, and at the end of the school year. (No parties are to be held during Holy Week.) Room parents usually plan the parties along guidelines given by the classroom teacher. Birthday treats may be brought to school for students in Grades Pre-K through Grade 5, and must follow class guidelines with regard to student allergies. We request that birthday treats be already prepared into individual servings.

Holy Spirit School is not a peanut-free school. We have a peanut-free table in our lunchroom. Also, the classrooms that contain children who are allergic to peanuts are peanut-free with regard to snacks and goodies brought into the classroom.

### **CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys (including all electronic devices), trading cards, pagers, laser lights, palm pilots, CDs, iPods or other Mp3 players, or anything that will detract from a learning situation are not allowed at school at any time including After-School Program. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to



be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **SCHOOL SAFETY/HARASSMENT OR BULLYING**

Holy Spirit School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, Facebook.com®, Instagram®, Twitter®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **DISCIPLINE**

The primary goal of any disciplinary code is self-discipline: enabling the student to internalize Catholic values and principles and to behave in accordance with those values and principles. Each student has the right to learn in a safe, caring, Catholic environment. This right must be respected and safeguarded. **The Diocese of Bridgeport has a published Student Code of Conduct (Practices/Procedures) which outlines specific behavioral expectations and consequences to be used as a guideline for each individual school's own discipline policy. Additionally, the following guidelines apply to all:**

1. A teacher should never dismiss a pupil from the classroom for a disciplinary reason without notifying the principal.
2. A student must be accompanied by school personnel when dismissed from class.
3. On the rare occasion when it is necessary to remove a student from the school for part of a school day, the principal will resolve the situation and notify the parents/guardians.
4. Direct supervision of a pupil who is being disciplined is the responsibility of the teacher or principal and is required in all cases. Placement in corridors, closets, or corners is never acceptable.
5. The use of corporal punishment is forbidden.
6. Discipline records shall be maintained.
7. Bullying of a student by another student is forbidden.

### **BULLYING POLICY**

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts against the same student are repeated over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

1. Students may report acts of bullying anonymously and each school shall set up a procedure for such reporting and publicize the procedure. Each school shall also set procedure so that parents/guardians of students may make written reports of acts of bullying.

2. Any school that receives an anonymous report from a student or a written report by a parent/guardian shall investigate such report. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

### **Investigation Procedures**

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues. Bullying incidents that demand in school/out of school suspension shall be reported to the respective Deputy Superintendent (elementary schools) or Superintendent (high schools).

### **Consequences/Intervention**

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

### **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### **PLAGIARISM**

At Holy Spirit School, students are taught the process of gathering information for a research paper. This process involves use of books, magazines, reference materials, and the Internet. Students are to assimilate the information gathered and put it in their own words as they write their report. Plagiarism (taking the exact words and language of an author and passing it off as one's original work) will not be tolerated. Any research paper found to be plagiarized will receive a grade of "0", and no opportunity will be given to change the grade.

### **DETENTION**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention.

### **SUSPENSION IN SCHOOL**

A student serving an in-school suspension will be separated from his/her class. During the suspension period, the student will be under the supervision of the principal and will complete all required school assignments.

### **OUT-OF-SCHOOL**

Out-of school suspension means that a student is excluded from classes for a specific period of time. During this time, the student is expected to be at home and/or under the supervision of his/her parents. The student is given school assignments that must be completed by his/her return to school.

### **EXPULSION**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Holy Spirit School. The final decision for expulsion rests with the Superintendent of Schools.

## **BUS SERVICE**

Bus transportation, provided by the City of Stamford, is available to all Stamford residents in Kindergarten through Grade 5. Pre-K students must have an older sibling with them in order to ride the buses. Students must realize that conduct on the bus should bring credit to themselves and the school. Students must behave in a way that does not jeopardize anyone's safety. The bus driver will not tolerate any fighting, walking around, or screaming on the bus. Continued infractions will be brought to the attention of the school.

Upon the first offense, the child and parents will be given a written warning. Upon a second offense, the child will be denied bus transportation for a period of two weeks. Upon a third offense, the child will be denied transportation for the remainder of the school year. Misbehavior on the school bus will not be tolerated. This policy will be strictly enforced.

## **CAR DROP OFF AND CAR DISMISSAL**

The school doors are opened for students at 8:25 a.m. Students arriving at that time should be dropped at the far gym door, where they will be greeted and escorted to the gym by the teachers on duty. This door will be closed at 8:45 a.m. or after the last bus arrives. Students must then enter by the main door and be buzzed into the building.

An **Early Morning Drop Off Program** is available each day. The cost is \$15.00 per day.

Dismissal for the Pre-K-5 students follows our established car-line procedure. Parents pull their cars around the circle in front of the Church and your child is called to go to one of three stations to enter your car. (Please remember to form the line along the perimeter of the lower Church parking lot in order to keep our driveway entrance free for the buses and emergencies.) Passing other cars is prohibited, unless directed by a teacher or the principal. In addition, state law requires drivers to stop for a "stopped" school bus. This law also applies to vehicles in our parking lot. In inclement weather, parents should enter the school lobby to pick up their children.

While outside waiting for the teacher to call their names, students need to remain quiet and in their assigned positions. Under no circumstances are the children to take it upon themselves to run up to their car.

Parents are asked to pay close attention during this process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Pre-K students leaving at noon are dismissed from the main door. Parents will come to the doors to receive their child.

Homeroom teachers and the school office should be advised in writing if a child is to go home with another student or by a different means on a given day. These notes must be received by 1:00 p.m. so that we can properly notify the teachers responsible for dismissal duty. **Your child's safety is our top priority, and we need to be informed if the dismissal routine changes.**

Likewise, when your child is to be picked up by someone unknown to us, you need to send in a note to that effect and inform the person picking up your child to come to the office with a driver's license so that we can verify that he/she is indeed the person you want to pick up your child. **No phone calls will be accepted without written permission to release your child.**

Students are expected to take the responsibility to pack the books necessary for them to complete their homework. If your child has forgotten something, and you wish to come back to school to retrieve it, please call the school office first to make sure the classroom is accessible. Teachers lock their classroom doors when they leave for the day, and the principal is the only one who can open them.

## PHOTOS/PUBLIC RELATIONS

Throughout the year, school programs, achievements and special events are given attention through any number of publications or literature such as social media, local area newspapers and the school website. Information disseminated through this publicity gives us the opportunity to highlight to the school community and the community at large the positive attributes that an education at Holy Spirit School can provide for your students. The distribution of these pieces varies according to the type of publication and the target audiences. The literature can be mailed to our current parents, alumni and alumni parents. Information can be seen by the general public on our website, social media or in local newspapers. Parents are asked to sign the Media Release Form.

## DRUGS AND ALCOHOL

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. Alcohol is not permitted at school-sponsored events where students are present.

## TITLE IX

Holy Spirit School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## CHILD ABUSE LAWS

Holy Spirit School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## VOLUTEERS

During the course of the school year, the need arises for parent volunteers to assist with special projects, chaperone class trips, staff hot lunch and provide academic enrichment. All individuals who volunteer in the school must first enroll in the Diocesan mandated *Protecting God's Children Awareness Training Program*, known as *Virtus Training*. These sessions are given around the diocese on a regular basis, and registration takes place at [www.virtus.org/virtus](http://www.virtus.org/virtus). If you have difficulty registering or do not have internet access, please call Erin Neil (203-416-1406) at the Diocesan Office.

## HOME AND SCHOOL COMMUNICATION

In order to insure that all communication from school reaches home in a timely manner, Holy Spirit School uses a Wednesday Family Envelope mail system. Official envelopes containing all correspondence are sent home on Wednesdays and should be returned the following day. There is a \$1.00 replacement charge for envelopes that are lost. **Information is not sent home if the Wednesday Family envelope has not been returned.** Official school-wide communications are sent with the oldest or only child.

## SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. All textbooks must have a proper book cover. No writing in rented textbooks is permitted. The student will pay for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

It is highly recommended that all workbooks be covered as well. This prevents the loss of pages at the end of the book due to wear and tear. If a student's workbook falls apart, he/she will be required to purchase a new one.

## TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## TELEPHONE

Permission to use the telephone must be obtained from the school secretary or the principal. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, gym clothes, etc. do not constitute emergencies. Arrangements for after school visits with friends must be made at home.

## STUDENT DIRECTORY

At the beginning of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be **used** or **sold** for other purposes.

## EMERGENCY DRILLS

State Law requires that fire drills be held on a regular basis. During the fire drills, students should follow the guidelines posted in their classroom and explained by their teacher. Lockdown drills are also conducted.

## CRISIS PLANS

Holy Spirit School has implemented a "crisis plan" in case of a lockdown or evacuation emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an emergency requiring evacuation, students will be moved to one of two secure designated locations: Holy Spirit Church and off Campus as advised by the Police Department.

## WEATHER EMERGENCIES

If it should be necessary to close or delay the opening of school because of weather conditions or other emergencies, an announcement will be made over local television and radio stations. Please take note:

1. If Stamford Public Schools are closed or delayed, Holy Spirit School is closed or delayed.
2. All delays are 2 hours with drop-off at 10:30 a.m. instead of 8:30 a.m. Pre-K3 and Pre-K 4 will be in session.
3. **If Holy Spirit School is the ONLY school closing** due to an internal problem. (No power, broken water pipes, etc.) you will receive notification through My Student's Progress.
4. Check, watch or listen to:
  - Holy Spirit School Website @ [www.holyspiritschool.info](http://www.holyspiritschool.info)
  - Stamford Public Schools Website
  - Cablevision - Channel 12
5. Generally, if we dismiss early, all after school programs will be cancelled.
6. When a Holy Spirit School has a scheduled early dismissal day, and the City of Stamford calls for a delayed opening due to inclement weather, Holy Spirit School will **CANCEL** school for that day. This day must be made up.

## **LOST AND FOUND**

Any items found in the school building or on the school grounds should be placed in the Lost and Found Bin located in the lobby. **Items placed in the Lost and Found remain there for 30 days. After 30 days, uniform items are placed in the uniform recycle center and all other non-uniform items are donated to charity.**

## **THE SCHOOL ENVIRONMENT**

The school does all that it can to ensure the school environment is favorable to children with allergies. The school does not keep furry and feathery pets and has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with allergies. Children will be brought to the office if particular fumes make them uncomfortable.

Holy Spirit School is not a peanut-free school. We have a peanut-free table in our lunchroom. Also, the classrooms that contain children who are allergic to peanuts are peanut-free with regard to snacks and goodies brought into the classroom.

## **FOOD ALLERGY POLICY**

Holy Spirit School recognizes that life threatening food allergies are a serious condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Holy Spirit School will maintain a procedure for addressing life threatening allergic reactions once they are made known to us by parents and doctors. In order to minimize the incidence of life threatening allergic reactions, Holy Spirit School will provide training and education for Holy Spirit School staff.

The training is provided to all homeroom teachers, full-time teaching assistants, the principal, and office staff and will include (but not be limited to):

1. A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies.
2. The signs and symptoms of anaphylaxis.
3. The correct use of an epinephrine auto-injector (Epi-Pen).
4. Specific steps to follow in the event of an emergency.
5. Location of emergency Epi-Pen.
6. Policy and procedure will be reviewed at the beginning of every school year.

## **PROCEDURES FOR LIFE THREATENING ALLERGIES**

### **Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### **Classrooms**

Teachers must be familiar with the doctor's orders of those students in their classes and respond to emergencies as per the emergency protocol documented in the Authorization for the Administration of Medicines by School Personnel.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and The Emergency Medical Services will be called immediately. The classroom will have easy communication with the school nurse by such means as functioning intercom system, 2-way radio or cell phone.

Information will be kept about students' food allergies in the classroom which is accessible by teachers, substitutes, or other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the "cafeteria", a "nut-free" table is established and maintained for students with peanut allergies and those students who have nut-free lunches.

### **SCHOOL FIELD TRIPS**

The school nurse will recommend to the administration the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies. Protocols for field trips will include timely notification to the nurse. Medications including an Epi-Pen and a copy of the student's medication authorization must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the Epi-Pen will be identified and introduced to the student as well as the other chaperones.

### **SCHOOL ENDORSEMENTS**

Occasionally during the school year, Holy Spirit School send home announcements and flyers advertising various events, services and items that are available to our school population. The inclusion of these notices in the Weekly Family Envelopes or through My Student's Progress e-mail system does not constitute an endorsement of the event, service, or item by the school. Our intent is to provide information for parents to evaluate and use as deemed appropriate.

### **CATHOLIC SCHOOLS WEEK**

Holy Spirit School, following the guidelines of the Office of Superintendent of Schools, celebrates its teachers and students during the annual celebration of Catholic Schools Week which begins on the Last Sunday of January each year.

### **RIGHT TO AMEND**

Holy Spirit School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email. The principal reserves the right to waive and/or deviate from any disciplinary regulations for just cause at his/her discretion.

