

Holy Spirit School

Student/Family Handbook

2025-2026

Preschool through Eighth Grade



Holy Spirit School
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Pequannock, NJ 07440-1389
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Mission Statement

Holy Spirit School accepts the challenge of fulfilling our mission: to educate the child's mind, strengthen their God-given intellectual powers, satisfy their souls with knowledge of their faith, strengthen their bodies with organized physical activity and provide the setting where children are taught to interact with love and consideration for each other. We hear the words of Jesus enjoining us to

"Love the Lord your God with all your heart, with all your soul, with all your strength and with all your mind. Love your neighbor as you love yourself."

Luke 10:27



Principal's Letter and Philosophy of Holy Spirit School

In choosing Holy Spirit School, you have demonstrated a commitment to the values of Catholic education. As educators, we assume our responsibilities to God and treat each of our students as a precious gift. We have adapted our curriculum to educate and support those entrusted to us equipping them with knowledge and understanding of our ever-changing world. This ability to integrate our curriculum continues to create an environment of love and understanding deeply rooted in our faith. It is in this way that we enable our students to gain the self-confidence and esteem so needed by the youth of today. Our primary goal is to give each student a solid moral and academic foundation so they will be prepared to make a difference in this world. As a strong Catholic School, we serve as a cornerstone in the holistic growth of our students. We stand firm in the truths of our faith as they relate to life issues today.

Sister Marie Antonelli, M.P.F., Principal

"The church of God is not a restful garden, but a working vineyard."

St. Lucy Filippini

Foundress of the Religious Teachers Filippini

Nondiscrimination Policy

Holy Spirit School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school.

School Protection/Rights Policy

A positive and constructive working relationship between Holy Spirit School and each student and their family is essential to the fulfillment of the School's educational purpose. Therefore, the School reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community; (ii) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the School or disregards or is unable to abide by the rules and regulations of the School; or (iii) the School determines that the continued involvement of a parent or guardian with the School is not in the best interests of a student or the School. Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

School Hours

<u>K-8</u>	Regular School Day	8:00 a.m– 3:00 p.m.
	Early Dismissal	8:00 a.m – 12:30 p.m
	Delayed Opening	10:00 a.m – 3:00 p.m. (No Before Care)
<u>PK3 and PK4</u>	Regular School Day	8:30 a.m. – 2:50 p.m.
	Early Dismissal	8:30 a.m. – 12:20 p.m.
	Delayed Opening	10:00 a.m- 2:50 p.m. (No Before Care)

ADMISSIONS

Age of Admission

Kindergarten- 5 years old by October 1

PK 3- 3 years old by October 1

PK 4- 4 years old by October 1

Student Registration

While applications for admission are accepted throughout the year, general registration and open house is held during Catholic Schools Week in late January.

The following documents/materials must be submitted before registration is complete:

- Copy of legal-certified Birth Certificate
- Copy of child's Baptismal Certificate
- Record of current physical examination
- Immunization Record
- Academic and behavioral records
- Completed application form
- Non-refundable registration fee
- Proof of Parish Registration (envelope number) if family is member of parish
- Application for Private School Transportation
- Textbook Request Form

FINANCIAL COMMITMENTS

Parents must agree to accept full legal responsibility for their child(ren) and agree to pay in full on the date due all tuition and fees payable. They must understand that failure to meet the obligations may result in the child not being permitted to attend classes. Until all financial obligations have been satisfied in full, the School will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts. Additionally, the School reserves the right to use collection agencies and other legal means to collect unpaid tuition. If unexpected difficulties arise, parents should contact the principal to discuss special arrangements. According to Diocesan policy, Catholic schools within the Diocese should not accept a student from another Catholic school unless that student's family has honored all previous financial commitments.

Blackbaud Tuition Management Company

Blackbaud Tuition is the Diocesan tuition collection company. All families not opting for the single payment must use Blackbaud Tuition. Tuition is paid directly to Blackbaud Tuition Company as per the signed Blackbaud contract. Families registering late will divide payments for the remaining months left on the contract. Information about the Blackbaud Tuition program is available in the office. It covers all terms, conditions and methods of payments. Blackbaud accepts credit/debit card payments, direct deposit, mail, etc. They have a 24/7 help center at <https://parent.blackbaud.school/Login.aspx>.

No monthly payment for tuition will be accepted at the school. All delinquent tuition payments will be paid to Blackbaud Tuition, not the school. If tuition is delinquent, report cards may be held at the school. Arrangements may be made for payments.

Payments for fundraisers are not made to Blackbaud Tuition. They are paid directly to Holy Spirit School.

Tuition Assistance

There are grant assistance programs available that must be applied for by May 1st prior to the next school year. These are only available to Kindergarten through 8th grade students. Applying does not guarantee receiving assistance. It is funded by Tri-County Scholarship Fund. The FACTS Grant and Aid Assessment form will need to be filed. Parish subsidies are applied for at your parish if your family is not a member of Holy Spirit Parish. There may be subsidies available, with your parish approval, to offset the out-of-parish charges. Your parish will have more information.

Fundraising Policy

Fundraising is an essential part of the commitment to our school. It is essential to make up the difference between the full cost of Holy Spirit School educating your child and the tuition per child.

Each family is required to sign a Fundraising Contract and to fulfill their contractual obligation each year.

The only organizations that are allowed to fundraise on the Holy Spirit grounds are those organizations directly related to Holy Spirit Parish and Holy Spirit School. Fundraising for all other organizations on school premises is prohibited. A list of annual fundraisers is discussed at contract signing. It is subject to change and needs as determined.

The annual contract signing has the cost of each required fundraiser.

Contract Signing

Contract signing for the coming school year is held at the end of the current school year. Meeting dates are announced for sign up. It is essential to sign your contract by the given date to ensure proper planning is done for the following year with regard to teachers, books, supplies, funding, Blackbaud, and necessary records. General paperwork will be completed at this meeting.

State and Federal Service

The state of New Jersey provides funding aid for textbooks, technology, security, nursing services, and transportation, which helps to defray costs.

- Textbook Chapter 79: Parents are required to sign a textbook form each year.
- Corrective Speech: Testing for these services is done through Morris County Special Services. Referrals may be made after discussion with the classroom teacher and the principal.
- Chapter 192: Compensatory Education is a remedial program in reading and computation skills for students who do not exceed a minimum level of proficiency, as per state guidelines.
- Chapter 193: Examination and classification of students needing additional help is available for students who are evaluated by a Child Study Team, composed of a psychologist, social worker, and Learning Disabilities Teaching Consultant (LDTC). A Speech Therapist is available upon request. Students are evaluated in the following areas: academic, behavior, physical and articulation.
- Supplementary instruction is provided for a student classified by the Child Study Team. It is in addition to the regular instructional program.
- English as Second Language (ESL support)

CHANGE OF CONTACT INFORMATION

Any changes of address, telephone number, employment, or emergency contact information must be promptly reported to the office. **Parents are responsible to maintain and change information.**

PARENTAL RIGHTS/COURT ORDERS

Under New Jersey Law, Student's records, held by the school, must be available to the parents and custodial parents regardless of custodial status or legal guardians. Parents have the right to challenge information kept in those records.

RECORDS AND TRANSCRIPT REVIEWS

- A parent has the right to review his/her child's academic record, standardized test results, health records, and emergency sheet. These records can be made available upon request.
- Records attached to publicly funded services, provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc. are the property of Morris County Special Services.
- A parent who wishes to examine these records, or to procure additional copies for his/her own use, must apply to the local Board of Education. The school is not permitted to distribute this information to anyone, not even parents or guardians.

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.
- Transcripts of academic and health records may not be given directly to the parent in the event of transfer. Transcripts will be sent directly from the school once the sending school receives an official written request from the receiving school.
- No student records will be forwarded to another school until Business Office accounts have been settled.

CHILD ABUSE REPORTING OBLIGATIONS

All Staff at Holy Spirit School are "mandated reporters" if there is a suspicion of child abuse or neglect.

USE OF SCHOOL NAME OR LOGO

To protect the integrity of our school and its standing in the community, the Holy Spirit School Name and Logo can only be used with permission from the Principal, when it is to be used in a written or digital format.

FAMILY PRESENCE AT WEEKLY MASS

Weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents, that families attend Mass on a regular basis. As the primary religious educator of their children, parents are encouraged to consistently follow through on this most serious obligation.

ACADEMICS

CURRICULUM: The program of studies offered at Holy Spirit School follows guidelines provided by the Diocese of Paterson.

Academic Core: As appropriate to their grade level, all students receive instruction in the following subjects: Integrated Language Arts, Mathematics, Social Studies, and Science.

Religion: The goal of the religion component of the curriculum is to provide students with a firm foundation for faith development. In addition to the formal teaching of the Scriptures, traditions, and doctrines of the Church, the Religion curriculum provides students with the opportunity to participate in liturgical celebrations throughout the year. Perhaps more importantly, through the efforts of parish, parents, and faculty, the students are afforded the experience of a vibrant Christian faith community. All students, regardless of individual religious affiliation, are required to participate in religion classes and religious celebrations.

Additional Curriculum: These courses are provided to supplement the core curriculum. We believe they are an integral part of the children's creative, intellectual, and emotional development and **must** be given the same attention and respect by students. Grades earned in these specials will affect honor roll (see Honor Roll requirements- p.13).

- **Physical Education:** Students not in gym uniform on their assigned day will not be permitted to participate in gym class (see Uniform section-p.27). Their class grade will be adjusted accordingly. If a student is unable to participate in the program, a note written by the parent/guardian or doctor is required.
- **Music:** Students participate in a music class covering music theory, music history, singing, and introduction to instrumental music (recorders, hand bells, etc.)
- **STREAM (Science, Technology, Religion, Engineering, Art, Math):** Students participate in STREAM activities, including the annual STREAM Challenge and Science Symposium.
- **Spanish:** Students will be introduced to the Spanish language, including verbal, oral, and aural, as well as the culture of Spanish speaking countries.
- **Art:** Students will be introduced to various art techniques and an exploration of art history.

ACADEMIC ASSISTANCE: Extra help is offered for students that have an academic need. Days vary by teacher, and a schedule of availability will be provided by each teacher at Back to School Night. Help is available two days a week until 3:30 p.m. with the student's teachers.

Children not picked up at 3:30 p.m. will be brought to after care and will incur fees.

BOOKS AND MATERIALS: Textbooks and workbooks must be covered at all times. Students are responsible for the condition of the books issued to them and are subject to fines if the books are damaged or lost. **Students will pay the publisher's price for books that are missing or can't be used because of damage.** We recommend that books be carried in a backpack of some sort to and from school. Students are responsible for the care of books, desks, and electronic equipment. Do not deface them with writing or stickers.

SCHOOL SUPPLIES: Students are provided with a majority of their supplies needed in the classroom through the purchase of a student supply kit given to them on the first day of school. There may be other supplies needed throughout the year on a class by class basis.

HOMEWORK: Holy Spirit School recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management, and study skills. Parents are encouraged to ensure that a time and place are provided for homework, that necessary materials are available, and that the homework is complete and done to the best of the student's ability. Homework is the province of the individual teacher, but the following are general guidelines.

Types of Homework:

Preparation	Homework that is assigned before the classroom lesson.
Practice	Homework that is assigned after the skill or concept is taught.
Extension	Homework that is assigned to see if a student can transfer an idea or skill to a new or different situation or that is assigned for putting together concepts and skills in new and different ways.

Guidelines

- 1) Students are required to complete their work neatly and on time.
- 2) Students are required to keep an assignment pad to assist them in remembering their tasks.
- 3) If there are legitimate, extenuating circumstances that prevent a student from completing an assignment, the student should consult with the teacher as to how the homework should be made up.
- 4) Homework assignments missed due to an absence are the student's responsibility. The student should find out what has been missed and complete the assignments as soon as possible. A student will generally have as many days as he/she was absent due to illness to complete the work.
- 5) Unless specifically directed by a teacher to do so, a student may not call home for forgotten work.
- 6) Although the amount of homework can vary within grades on different days according to class needs, parents can generally expect the following:

K: 20 min. Gr. 1-2: 30 min. Gr. 3-5: 45-60 min. Gr. 6-8: 60-90 min.

REPORTING STUDENT PROGRESS

Progress Reports: Interim reports for students in grades K to 3 will be sent home mid-way through each marking period; the dates are listed on the school calendar. Aside from these scheduled progress reports, teachers may send reports at other times to inform parents if students are experiencing difficulties or if improvement has occurred. Parents should not wait until Progress Reports are distributed to seek academic assistance if their child is struggling in subject areas.

Parent Access via PlusPortals: Parents of students in grades 4 to 8 have access to their children's progress through the Parent Portal system which allows parents to view their children's grades at any time. Passwords are issued at the beginning of the school year. Parents should regularly monitor their child's progress through PlusPortals. Parents of students entering grade 4 or new families will receive a letter from the Dean of Academics in August or upon registration, detailing the steps required to access the Portal. Parents are encouraged to review these steps carefully and print out the letter for future reference.

Report Cards will be distributed four times a year as indicated on the school calendar. Grades are based on the average for the marking period. The final grade is based on the average for the four marking periods, midterm exam, and final exam. The criteria for determining grades include, but are not limited to, class participation, homework, class assignments, quizzes, tests, and projects.

Grading System: Holy Spirit School uses the Diocesan grading system for Grades K-8. The primary grades (K-3) have report cards based on developmental principles. Grades 4 – 8 use numerical averages.

Grading Scale (Grades 4-8)

Core Subjects

A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
F	69 or below

Special Subjects

VG	Very Good
G	Good
S	Satisfactory
I	Improvement Needed
U	Unsatisfactory

Grades are given in special subjects twice a year in PK-K, three times a year in Gr. 1, and each marking period in Gr. 4-8. A student's inappropriate behavior in a special class may result in a lower grade. Parents should be notified by a special subject teacher before a lower grade is given due to behavior.

Standards Based Grading Scale (Grades K-3)

4-Exceeds Proficiency

- I can complete the task without help.
- I can explain how to do it in my own words.
- I can help someone who is struggling.
- I can explain how it applies to my life.

2-Developing

- I can complete it with help or with an example in front of me.
- I may still make a few mistakes.
- I can find my mistake with help.

NM

- Not measured at this time

3-Proficient

- I can complete the task without help
- I can show I understand.
- I can find my own mistakes.

1-Beginning

- I can follow the task while someone explains it to me.
- I cannot figure out what I am doing wrong.
- I cannot figure out how to start.

Pre-K 3/4 Standards Based Grading

Students in PK are evaluated in curriculum areas, social development, work habits, and motor skills using the following codes:

M	Mastery of skill
G	Good progress
W	Working on skills
L	Lack of sufficient progress
N/M	Not Measured at this time

Honor Roll: Honor Roll awards begin in 4th grade. Following are the criteria:

First Honors: A grade of 93 or higher in the six major subjects; Good (or better) in all Specials

Second Honors A grade of 85 or higher in the six major subjects; Satisfactory (or better) in all Specials

Midterm and Final Exams: Students in grades 1-8 will take some form of a midterm and final exam assessment.

- Grade 1: Unit Test in Religion, Language Arts, and Math
- Grades 2-3: Midterm/Final in Religion, Language Arts, and Math
- Grades 4-8: Midterm/Final in Religion, Language Arts, Math, Social Studies, and Science (Gr. 4- no SS or Sci.) The midterm and final each count for 10% of the student's final grade.

Parent – Teacher Conferences: The formal parent-teacher conferences are scheduled in November. These conferences are time restricted. If parents feel more time is needed, please remember that conferences may be scheduled at any time during the year at the request of the teacher or parent.

Special Education/Remedial Programs: Students may be eligible to receive the following remedial assistance as determined by standardized testing, Child Study Team evaluation, and/or teacher recommendation: compensatory reading/math/ writing, speech therapy, supplemental instruction, ESL, and Home Instruction. IDEA-B services (in-class support teacher or class aide) are determined on an annual basis according to available funding. These services are provided by Morris County Commission.

Promotion/Retention: Students who satisfactorily complete the coursework of a particular grade in the core courses shall be promoted to the next grade. Credit for courses should not be given solely based on attendance alone. Students who have not made satisfactory progress in one or two subjects may be required to attend a summer remediation program. **Parents will be notified by the end of the 2nd marking period if their child is in jeopardy of retention.**

Academic Integrity: Academic integrity applies to all aspects of teaching and learning, both in the classroom and remotely. All work for which students receive grades should result from the student's own effort and understanding. Violations of academic integrity, include but are not limited to the following, and may result in failing grades and consequences guided by discipline policies:

- Cheating during a test
- Helping others to cheat
- Using unauthorized materials for an assignment, including AI
- Receiving information about a test from someone who already took it earlier
- Copying something from the Internet without acknowledgement (plagiarism)
- Copying of another student's work
- Summarizing someone else's ideas without revealing the source
- Collaboration of information when instructions require independent work

Standardized Testing: The Northwest Educational Association Measure of Academic Progress (NWEA MAP) Assessment is given annually to students in Grades 2 – 8. This testing will take place three times a year (September, February, and May) and is designed to follow a student's growth from year to year. The results of this testing are valuable because they provide useful information in evaluating students' progress and in realigning the curriculum. In addition, the 8th grade students will take a high school placement test (HSPT) in the fall. Any student who misses the testing day must make up the exam at a designated satellite location. **Vacations should not be planned during standardized tests.**

ST. LUCY FILIPPINI CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY

Eligibility: Students' academic records are reviewed to determine those individuals who are scholastically eligible for membership. **Those students who have GPA of at least 96 in 5 major subjects (Math, LA, Reading, Science, and Social Studies) will be invited to apply for membership.** This requirement is applied fairly and consistently to all candidates including any classified candidate. Students who are eligible scholastically are notified in writing. For further consideration for selection to the chapter, the student must complete the candidate information form. This form outlines their accomplishments in the

areas of service and leadership. Both the student and parents sign these forms when submitting them, indicating that the content is both complete and accurate. This form must be handwritten by the student and submitted by the given deadline. Additionally, faculty members will be asked to complete the evaluation form for each candidate. The actual selection is made by the five appointed members of the faculty council. Results are reported to the principal, prior to formal notification of acceptance of each candidate.

Expectation to Maintain Honor Society Status: Holy Spirit School values academic honesty and integrity and expects its students to practice that value. All work turned in by the students, including homework, lab work, essays, exams, projects, tests, and quizzes must reflect the student's own effort. The following are expectation for continued membership in the Junior Honor Society:

- Maintain a cumulative gpa each quarter of at least a 93%
- Donate ten hours of pre-approved HSS academic based volunteer service hours annually (guidelines provided to members).
- Uphold exemplary behavior standards
- Attend all NJHS meetings and ceremonies

Therefore, a student may be removed from the NJHS for not volunteering or for academic and behavioral occurrences that are deemed lesser than that expected of the school or NJHS.

ARRIVAL/DISMISSAL

ARRIVAL: The school day begins with the 8:00 a.m. bell. Any student entering after 8:10 a.m. will be marked late. Parents, please note: After the 8:10 a.m. bell, the doors are locked and parents **MUST WALK** students to the main entrance lobby and sign them in. **Please make note of this policy.**

DISMISSAL: Students are dismissed to their parents at 3:00 p.m. and 12:30 p.m. on half days from the doors adjacent to the parking lot. Only students with written permission to walk or ride their bike (**must wear a helmet**) home will be released without an approved adult. Students are released to parents/guardians or those listed by the parent on the dismissal form or emergency card kept in the main office. If parents wish to authorize the release of their child to someone not on the list, they **MUST** notify the main office in writing. Once dismissed, the child is under that person's supervision.

EARLY DISMISSAL: Due to planned staff meetings, conferences, days before holidays, last days of school, etc, school may follow an early dismissal schedule. Early dismissal is at 12:30 p.m. Students staying in After Care should bring a snack and a lunch. After Care may not always be available, but parents will be notified ahead of time for planned early dismissals.

AFTER SCHOOL GUIDELINES: All students must leave the school building and grounds at the end of the day, unless they are involved in a supervised school activity. If there is a lag time between the end of school and the start of another activity, parents are responsible for the whereabouts of their children during that time frame. Students may not remain in the school

building or on school grounds without supervision.

Students who return to school to pick up their forgotten books, materials, or belongings may not return to a classroom unless accompanied by an adult.

PARKING LOTS AND DROP OFF/PICK UP: Please follow the regulations below for the safety of our students.

Newark Pompton Turnpike: There is no stopping or standing in front of the school. The Pequannock Police Department has indicated that they will issue summons for violations. It is extremely dangerous for you or your child to load or exit cars here.

New Street: Behind the school, the road becomes very congested in the morning and afternoon. In the morning, it is a drop and go area only. Do not block the road by double parking here. Pull into the parking lot and park to walk your child to the building. Under no circumstances should anyone park on the opposite side of the street in front of the neighbors' houses.

BEFORE AND AFTER CARE PROGRAM: The program is available to all students in PK4-Grade 8. A fee of **\$6.50 per hour** is charged.

- Before Care is available from 7:00AM until the school starting bell at 8:00AM. After Care is available from the ending bell at 3:00PM until 6:00PM.
- Parents/guardians or others are to sign the child in to before care and out of after care each day. Identification will be requested if the person is not known to the staff.
- Bills for these charges are sent separately to all those who participate. This bill is to be paid in full immediately to Holy Spirit School (not Blackbaud Tuition).
- Before/After Care is available on most half-days except those before major holidays and the last day of school. Students should bring lunch, as it will not be provided on these days.
- After Care may not be available if closing early due to bad weather.
- If your normal schedule requires additional time, please contact the office so we can discuss how we can accommodate you.
- Pre K -3 children may not attend Before or After Care.

PET POLICY: Although we appreciate that pets can be a very important part of a family's life, we do prohibit them on school grounds during school hours and at drop-off/pick-up unless the pet is secured within your vehicle.

ATTENDANCE

- Students are expected to be in regular attendance throughout the school year. Illness, recovery from an accident, death in the family, unavoidable medical/dental appointments, family emergencies, and other reasons accepted by the principal are the only legitimate reasons for absence. A written excuse stating the reason for the absence is to be presented to the homeroom teacher when the student returns to school. A doctor's notice is required for absences lasting longer than 3 days. Regular doctor's appointments are NOT considered excused absences. If your child has seen a physician, include a doctor's note, including diagnosis.
- Absences of 16 days or more are considered excessive and could impact the student's promotion to the next grade level. Such situations will be handled on a case-by-case basis, but a conference attended by the principal, nurse, teacher, and parents will be required for any student who reaches 16 absences.
- Parents must call the school office or email absent@hsspeq.org by 8:30 a.m. if a student is to be absent. You will be called if you do not call in. Irregular attendance requires a parent/teacher conference. In cases other than legal absence, the student is responsible for all missed work. See Homework section.
- Teachers will provide students with opportunities to complete assignments missed due to legitimate absenteeism; however, the onus is on the student and parent to request and follow up on all work missed.
- Definitions for attendance:
 - Students entering school between 8:10-9:30 a.m. are marked tardy.
 - Students entering school between 9:30-11:30 a.m. are marked absent for a half day (am).
 - Students leaving school between 11:30 a.m. and 2:30 a.m. are marked absent for a half day (pm).
 - Students who are absent or who leave school before 12:30 p.m. or arrive at school later than 10 a.m. **may not participate** in after school activities that day including social events, dances, sporting events, performing arts, or school clubs.

Tardiness: Being tardy causes distractions. A student is marked late if he/she is not in school by 8:10 a.m. After 8:10 a.m., the parent must walk the student to the main entrance to sign their child in. The student will be given a late slip from the main office.

Upon the **fifth tardy**, parent and student will need to meet with the administration to set up an action plan and consequences for any additional tardies going forward. The Diocese of Paterson lateness policy states, "**A consistent pattern of tardiness (five or more days in a month) would be cause to contact the Office of Child Protection and Permanency (CP&P) for educational neglect. It is understood that occasional lateness to school will occur with the appropriate documentation and approval from the school principal.**"

Truancy: If a student is absent without excuse or if there is a suspicion of validity of the excuse(s), the principal will investigate and take appropriate action. The Diocese of Paterson, in conjunction with the State of NJ, subscribes to the following: *Compulsory attendance of all children between the ages of six and sixteen is required by New Jersey State law, but the responsibility for compliance belongs to the parent. Legal absences for pupils have been defined*

as those caused by personal illness, death in the immediate family, religious holiday, and school sponsored activities. There are no other provisions for a legal absence.

Vacations: Holy Spirit School, in accordance with the State of NJ and Diocese of Paterson, **strongly discourages** parents from removing students from school for vacations. The teacher is not responsible for work missed if a student is absent for the purpose of vacation during school time. Following that premise, **no work will be projected or assigned by the teacher in advance of the absence.** Parents should notify the school office and the classroom teacher about a planned vacation as soon as possible. Upon the student's return, all school work missed must be made up at home according to the following guidelines: For students in Grades K-4, the teacher will communicate arrangements and a time frame for the student to make up missed work upon the child's return. It is the parents' responsibility to ensure that your child follows these arrangements. For students in Grades 5-8, the student should be reviewing Google classroom to determine what work was missed and needs to be made up. If necessary, the student should approach each teacher to make an appointment at a time convenient for the teacher to review work that was missed during the absence and to devise a schedule for submitting missed assignments and making up quizzes and tests. It is the parents' responsibility to make sure that your child follows through on this procedure. *****Vacations taken at the end of a marking period should be avoided, as work missed and not made up in time may affect a student's report card grades.*****

Leaving School Property: Students are not allowed to leave school property from the time they arrive in the morning until dismissal without a written request by a parent/guardian. A parent/guardian must come to the main door to sign the student out of the building. Children returning to school must be signed back in by a parent/guardian.

COMMUNICATION

Effective communication between the home and the school is an essential element in the development of our students. Parents/Guardians are expected to communicate in a respectful manner when speaking with or about the administration, teachers and staff of the school, whether verbal, written, email, or via social media. Abuse or harassment, either verbal, physical or written, may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

Parent-Child: Parents should not text or email their child directly during the school day. Communication needs to be directed through the school office, nurse, or administrators.

Parent-Teacher: In keeping with the belief that good, open communication between teachers and parents is essential for the benefit of the student, parents who have a concern must first communicate directly with the teacher. The principal will not discuss a classroom issue with parents until parents take that initial step. Any parent is free to make an appointment to meet with a teacher by sending in a note, email, or calling the main office to leave a message for the teacher. Before visiting any area of the school, parents must sign in at the main office. Parents may not approach a teacher in regard to a concern unless the parent has made an appointment to speak with the teacher within the parameters outlined above.

Parent-Principal: Parents may schedule an appointment with the principal by calling the school office.

Email: The faculty and staff of Holy Spirit School may be reached by email at [firstintiallastname@hsspeq.org](mailto:firstname.lastname@hsspeq.org). Please hold reasonable expectations regarding responses from teachers. In most cases, the teacher will respond by the end of the following school day. Out of respect for our teachers and their families, teachers are neither expected nor required to respond to emails on evenings and weekends. Please do not anticipate an email response between Friday at dismissal and Monday during the school day. In addition, we respectfully request that parents not abuse the email communication system. If you can find the information on Google classroom or the school website, please use those avenues before sending an email.

DISCIPLINE

In accordance with our Mission Statement which concludes with “Love your neighbor as you love yourself,” we practice the Golden Rule at all times: Treat others as you want to be treated. Ask yourself, “What would Jesus do?”

The primary goal of discipline at Holy Spirit School is to bring about self-discipline that each individual student needs to achieve his/her potential. In our Catholic school setting, good discipline begins with the earliest training at home, and extending to the school and the community, with the goal of instilling in students an awareness of spiritual and moral values. Discipline in a Catholic educational community is part of the teaching/learning process; therefore, it is the responsibility of the Catholic school to attempt to provide each individual student with moral guidelines and leadership. We endeavor to develop and foster within each student:

- Responsibility for one’s actions
- Respect for adults, other students, their persons and possessions
- Respect for school and church property (books, equipment, desks, technology, buildings, and grounds).
- Courtesy, good manners, and proper and respectful language
- Neatness, cleanliness, and proper dress at all times
- School spirit and good sportsmanship
- Compliance with all school and classroom rules and regulations
- The responsible use of social media and care of digital devices. Any issued electronic device must be returned in the same condition in which they are issued.

Mutual respect and cooperation between home and school must exist if discipline is to be maintained, and unity in authority between parents and teachers is essential. Parents are encouraged to withhold judgment on what appears to be a problem or grievance until all the facts are received from the proper person. Parents must first contact the classroom teacher. Once that initial step is taken, the principal will become involved if necessary. Discussion of problems with friends, neighbors, and acquaintances may lack full clarity and be hurtful rather than helpful.

Standards of Behavior Expected of Holy Spirit Students

In the interest of fostering an atmosphere where academics can be better developed and Christian responsibility and attitudes can be nurtured, Holy Spirit School has adopted the following expectations of students. Although these expectations apply across the spectrum from primary to middle school grade levels, a student's developmental level will always be taken into consideration. For example, within the guidelines the expectations for an eighth grade student will be far different than for a kindergarten student.

- Respect the philosophy on which the school is based by demonstrating appropriate behavior or conduct becoming a Catholic school student.
- Respect the safety of others by refusing to act in any way that would endanger others in school.
- Respect the rights of others by acting or speaking in a manner that reflects common decency, and a Christian attitude toward others (e.g., refraining from mocking, teasing, name-calling, bullying, fighting, or harassment of any kind).
- Respect and cooperate with all school authority through appropriate words, gestures, and actions.
- Respect the property of others and all school property, including classrooms, textbooks, desks, computers (hardware and software), common areas, and bathrooms.
- Respect the responsibility that parents entrust to the school by remaining on school premises and staying with assigned groups in school sponsored activities or on school sponsored trips.
- Respect all class rules developed by the teacher and the classroom community.
- Respect all rules in the cafeteria and at recess.
- Respect the rules instituted for the use of electronic devices.
- Respect school policy by dressing in accordance with the dress code.
- Respect school policy by refraining from chewing gum.

The use of racial slurs/epithets and derogatory language based on gender, race, religion, nationality, physical characteristics or sexual orientation is a serious infraction of the standards of behavior of Holy Spirit students and are subject to disciplinary actions including suspension and expulsion. This applies to direct contact in school as well as the use of email, social networking websites, cell phones, or other technological devices off school grounds.

Discipline Policies and Procedures

The reality of life, of course, is that expectations are not always met. In order to encourage and challenge our students to strive toward those expectations, we develop discipline policies and procedures. The focus of these disciplinary procedures will be, in all cases, to counsel students and improve behavior.

At Holy Spirit School, the classroom teacher has the primary responsibility for maintaining discipline. Classroom and school rules are discussed with the students and posted in appropriate areas. In addition, lunchroom and playground aides have the primary responsibility for their respective areas. The teachers and administration address all discipline issues as they arise, tailored to the appropriate grade level.

Specific discipline policies and procedures will be discussed with students during the first week of school. Teachers will highlight policies and procedures during Back to School Night.

Consequences

Lunch/Recess Detention may be assigned by a teacher or administrator on any day of the week and for that given day. Students assigned to this detention report to a designated, supervised area during recess or for the full lunch period, depending on the situation. Parents will be notified that the detention was assigned and served.

Teacher Detention may be assigned by any teacher or substitute teacher for various infractions (see chart below). Teacher detention will be from 3:00-3:40 p.m. Parents will be notified at least one day in advance of the detention, and parents must make arrangements to have their child picked up at 3:40 p.m. Any student not picked up at 3:40 p.m. will be sent to After Care, and parents will incur all fees.. **After school activities will not be accepted as a reason to change the date of the detention including sports, performing arts, or other school related activities.**

Central Detention may be assigned by the administration for various infractions (see chart below). Central detention will be held from 3:00-4:00 p.m. Parents will be notified at least one day in advance of the detention, and parents must make arrangements to have the child picked up at 4:00 p.m. Any student not picked up at 4:00 p.m. will be sent to After Care and parents will incur all fees. **After school activities will not be accepted as a reason to change the date of the detention including sports, performing arts, or other school related activities.**

In-School Suspension is a suspension where the student is removed from the regular classroom and is required to complete their work in a designated, supervised area. It is considered a serious consequence for behavior choices that are not acceptable or for repeated patterns of behavior. In-school suspension extends to all extracurricular activities, meaning there is no participation in any school activities during the day or after school on that day, including performing arts and sports.

Out-of-School Suspension is a formal suspension and a major step toward possible dismissal. The student will not be allowed to be at school for the school day. Student will make up the work with no academic penalty. Out-of-School suspension extends to all extracurricular activities, meaning there is no participation in any school activities during the day or after school on that day, including performing arts and sports. A conference is needed with the student and parent prior to readmittance to school. Parents will sign a formal agreement in which they signify their understanding of the problem and agree to follow the school's recommendation to correct student behavior.

Expulsion is viewed as a serious action saying that the student's interests would be better served in another environment or that their behavior is a serious threat to the school community, or both.

When an action taken by a student appears to constitute a potential case for expulsion, the child will be removed from the school environment until the principal and the pastor consult with the Diocesan Office of Education.

Any expulsion would be effective upon the principal's reception of the written approval of the Superintendent. In all cases involving expulsion from a Catholic school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parent(s), and student to confer.

Disciplinary Offenses and Consequences

Offense	Definition	Consequence*
Disruption to the learning environment	Any behavior that distracts other students or the teacher from the assigned tasks in the classroom	Teacher Detention <i>May become central detentions, if repeated.</i>
Inappropriate/disrespectful behavior	Rude, impolite, or offensive behavior; includes use of profanity/vulgar language	Teacher or Central Detention <i>Multiple days can be assigned for repeated behaviors.</i>
Chewing gum/candy	Chewing gum and eating candy is not permitted during the school day.	Teacher Detention <i>May become central detentions, if repeated.</i>
Unsafe behavior	Any actions that put themselves or others at risk of physical, emotional, or psychological harm. These behaviors can occur in the classroom, hallways, online, or during school-related activities, including fire and safety drills.	Central Detention <i>Multiple days assigned for repeated behaviors.</i> OR In- School Suspension/ Out-of-School Suspension, depending on severity.
Defiant Behavior	Refusing to correct behaviors or follow given instructions	Teacher and/or Central Detention <i>Multiple days assigned for repeated behaviors.</i>
Academic Integrity	Violations of academic integrity include cheating of any kind, misrepresenting one's work, taking credit for the work of others without crediting them and without appropriate authorization, the fabrication of information and the use of electronic devices during examinations and use of AI to complete an assignment (See policy on p. 14)	Zero for the assignment; possible failure for the class for repeated offenses. Other consequences include Central Detention or repeated In School Suspension for repeated offenses potentially leading to expulsion .

Electronic Devices/Cell Phones/Smart Watches	Not turning in electronic devices per school policy; unauthorized device usage during the school day (See policy on pg. 25)	Device is taken, Central Detention , Conference with Parents
Violation of the Technology Acceptable Use Policy	Including but not limited to unauthorized videotaping, filming, or photographs; use of social media on school device; searching inappropriate subjects (See policy on p. 33-35)	Consequence based on the severity of the infraction but could include loss of privileges, Central Detention, or Suspension and including Expulsion.
Damage to School Property	Any willful or careless actions that result in harm or destruction of school property-including but not limited to Chromebooks, desks, school supplies as well as destruction to the school building.	Cost of repairs Central Detention or Suspension or Expulsion (depending on severity)
Tobacco/Vaping/ Drugs/Alcohol	Possession or use of any product on school property or at school events is prohibited.	In-School or Out-of-School Suspension Meeting with School Resource Officer Referral for Substance Abuse Counseling

*** All consequences are at the discretion of the administration.**

BULLYING/CYBERBULLYING

All students at Holy Spirit School have the right to learn in a safe and secure environment. All students have the right to be respected.

Definitions:

Bullying: the repeated use by one or more students of written, oral, or electronic expressions, or physical acts or gestures or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation directed at a Target.

Cyberbullying: bullying through the use of technology or any electronic communication.

Aggressor: means a student who engages in Bullying and Retaliation.

Target: means a student against whom bullying or retaliation has been perpetrated.

Retaliation: any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds: property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program,

instruction, or training.

Bullying is prohibited on school grounds, on property immediately adjacent to school grounds, at any school-sponsored or school-related activity, function or program whether on or off school grounds, on a school bus or any other vehicle owned, leased or used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Any faculty/staff member, student, or parent who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the principal.

Student consequences may include but are not limited to:

- Loss of privileges
- Completion of letter of acknowledgement of action with apology to the Target
- Detention
- Reparation to the Target in the form of payment, or repair of damage of possessions
- Reassignment of seats in class, cafeteria, or After Care
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Remedial Actions:

- Parent/Student Conference
- Counseling with licensed counselor or psychologist at the parents' expense
- Education about the effects of Bullying
- Behavioral agreement
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.
- Holy Spirit School reserves the right to require any student to obtain a risk assessment completed by a licensed psychologist/psychiatrist to ensure they are not a danger to themselves or others.

A statement regarding false accusations may be subject to disciplinary actions as well.

PHONE USE

Permission to use the school phone must be obtained from the school secretary and/or office personnel after students have been given permission from their teacher.

Use of Technological Devices

The use of personal devices such as cell phones, tablets, smart watches, and eReaders are not permitted between the hours of 8:00 a.m. and 3:00 p.m. Smart watches and tablets are considered an extension to the use of a cell phone because they transmit data to and from cell phones. Therefore any smart device is considered an extension of the use of a cell phone since it has the capability to dial out and or receive texts or transmit data during the day. During these hours, all devices must be completely turned off. Homeroom teachers will collect the devices in the morning and return at dismissal. If a phone is found not to have been turned in, the phone will be confiscated and held for parent pickup. **Devices that are not turned in at the start of the school day will result in consequences as deemed necessary by the principal.**

It is preferred that these devices are not brought to school since the school phone is always available for an emergency or when a student needs to contact his or her parents. These devices are not used as educational resources.

FOOD AND LUNCH PROGRAM

- Hot lunches are available for students at the cost of \$4.75 for a complete lunch. Drinks and snacks are also available a la carte.
- Free and reduced lunches are available for qualifying families with low income. Contact the office for more details.
- It is preferred that students pre-order lunches online. The link to order lunch is found in the weekly email. Students may bring in cash to place an order that day if needed. The homeroom teacher will review the lunch order each morning.
- Please do not drop off daily lunches for students. They should only be delivered to the main entrance if forgotten. No Door Dash, delivery service, or fast food is permitted.
- Microwavable meals cannot be cooked for students. Please do not send those for lunch.

Lunchroom Rules

- Students are expected to be respectful, follow directions, and behave appropriately in the lunchroom.
- Students **MUST NOT** share food. This is to prevent allergic reactions to known and unknown allergens.
- Students must not take food outside the lunchroom; leftover items should be thrown out or stored in lunch boxes (including bottled drinks).

No candy, gum, soda, or energy drinks are permitted at any time during the school day.

Water/Beverage Policy

- Water is the only beverage allowed in the classroom throughout the day, with the

exception of snack time (PK-Gr.3) and lunch. Please limit the size of the student's water bottle as it must be kept at the side of their desk. All containers **must** be able to be sealed/closed when not in use. **Large metal bottles are not allowed or necessary.** There are water fountains for the refilling of water bottles throughout the day.

- Caffeinated beverages, soda, or energy drinks are **not** permitted. Hot drinks of any kind are **not** permitted.

Snack

- Students in PK- Grade 3 may bring a morning classroom snack that is peanut and nut free.
- No caffeinated beverages, soda, or energy drinks are permitted. Hot drinks of any kind are **not** permitted. Candy and gum are not permitted for snack or lunch.

BIRTHDAYS/HOLIDAYS

For safety reasons regarding food allergies, food birthday treats of any kind are not permitted. Teachers of students in grades PK3, PK4, and Kindergarten may mark birthdays within their classrooms in their own special ways and small tokens or birthday “goody bags” may be distributed by the birthday student.

Party invitations may not be distributed in school, including by the faculty. All invitations should be mailed.

Holiday celebration guidelines will be handled by the administration in conjunction with the teacher and the class parents.

PERSONAL PROPERTY

The school does not assume responsibility for lost items, personal property, valuables, or bicycles parked on the school property. Skateboards and scooters are not allowed on school property before, during, or after school. Students should avoid bringing technology items such as iPads, tablets, Kindles, or other computer-related devices to school. These items cannot be properly stored in the classroom, and the school is not responsible for any loss or damage that may occur during the school day or before and after school hours.

DRESS CODE

Uniform: Unless otherwise notified, all students must be in uniform from the first to the last day of school. Your school uniform signifies that you are a member of the Holy Spirit community and confirms your attendance at the school. The uniform reduces non-academic distractions and minimizes the difference in socioeconomic status between peers. It is important that you take pride in your appearance by wearing your complete uniform and always representing Holy Spirit School with honor, both within the school and out in the community.

The following information should be interpreted as a guide, not a hard set of rules whose limits can be tested by students. Just because a specific practice might not be addressed in writing below does not mean that it will not be addressed in practice by school authorities.

Our official uniform supplier is:

Flynn and O' Hara Uniform Company- Pacific Shopping Center 329 Rt.46 East
Parsippany, NJ 973-882-0833 www.flynnohara.com

BOYS	GIRLS
• Maroon polo shirt (short sleeve or long sleeve) with embroidered Holy Spirit; Maroon turtleneck optional (Nov.1-Apr.15) • Gray uniform trousers; gray uniform shorts (Sept-Oct./April 16-June) • V-neck cardigan sweater or pullover sweater with embroidered Holy Spirit or quarter zip pullover with Holy Spirit logo • Holy Spirit sweatshirts/hoodies (basketball, cheer, Performing Arts, 8th grade, etc.) are ONLY to be worn in the classroom on gym or tag days. • All black uniform shoes. Sneaker type shoes are acceptable if all black, no color/white stripes, soles, laces or any added details. NO Crocs, Uggs, slippers, boots, or flip flops/slides are permitted.	• Grades K-3: plaid belted tunic with white Peter Pan collared blouse, maroon polo shirt, or maroon turtleneck. • Grades 4-8: plaid wrap around kilt with maroon polo shirt (short sleeve or long sleeve), maroon turtleneck; Skirts must be no shorter than 3" above the knee. • V-neck cardigan sweater or pullover sweater with embroidered Holy Spirit • Holy Spirit sweatshirts/hoodies (basketball, cheer, Performing Arts, 8th grade, etc.) are ONLY to be worn in the classroom on gym or tag days. • All grades: Uniform trousers (Nov.1-April 15th) or uniform skort or shorts (Sept-Oct./April 16th-June) • Socks/tights must be maroon, gray, or white. NO LEGGINGS. • All black uniform shoes. Sneaker type shoes are acceptable if all black, no color/white stripes, soles, laces or any added details. NO Crocs, Uggs, slippers, all boots, or flip flops/slides are permitted
• Hair must not touch the top of the collar of their shirt or go below the eyebrows. • Ponytails, mohawks, buns, etc. are not permitted. • No earrings are permitted.	• May not wear makeup. • No dangling earrings. • Only clear nail polish is permitted, including on fake/press on nails. • Hair accessories must be in school colors or from the uniform store.
Gym Dress Code: • Gray school t-shirts or Performing Arts/8th grade/school sports t-shirts • Gray school gym pants or maroon flannel school pants • Maroon school gym shorts from Sept-Oct. and April 16-June. • School sweatshirts • Sneakers must have laces or Velcro; no slip ons	Gym Dress Code: • Gray school t-shirts or Performing Arts/8th grade/school sports t-shirts • Gray school gym pants or maroon flannel school pants • Maroon school gym shorts from Sept-Oct. and April 16-June. • School sweatshirts • Sneakers must have laces or Velcro; no slip ons

Tag Days: There will be days throughout the school year when students are permitted to wear their own clothing. On these occasions, students will be asked to donate a certain amount of money for the opportunity to wear their own clothes.

- The following are not permitted: halter-tops, crop tops, spaghetti-strap tank tops (unless worn with a sweater), any top that exposes cleavage, off the shoulder tops sheer, or torn clothing of any kind, offensive or violent logos, any writing across the posterior area, short-shorts, and yoga pants, or leggings (unless covered by a tunic-length shirt).
- Low rise pants require a top long enough to meet the top of the pants even when the student bends over.
- Skirt length must adhere to the uniform standard, i.e., no more than 3 inches above the top of the knee--front and back.
- As a matter of safety, flip-flops, crocs, slides, slippers, backless shoes, and sandals are not allowed. Since it is impossible to anticipate every particular, the administration reserves the right to judge the appropriateness of any student's style of dress.
- Any student who comes to school dressed inappropriately may forfeit the dress down privilege for the remainder of the year, and parents will be called to bring in the uniform so that the student can change clothes before returning to class.

Uniform Non-Compliance:

If a student is found in non-compliance, a written notice will be sent home and signed by the parent and returned to school. **Upon the second infraction**, the student will earn a central detention and the parent may be called to bring the proper uniform to school. **Upon the third infraction**, the student and parents must meet with the administration.

Any questions or concerns regarding the uniform policy should be directed to the Principal.

HEALTH, SAFETY, AND SECURITY

Parent Contact Information: We require essential information to contact you for many different circumstances: (1) Email information, (2) Emergency Card Information, and (3) Alert System contact information.

Emergency Card

- Emergency cards are required for each child immediately at the start of each school year in the event of an illness, accident, or emergency. It must be kept up to date with contact phone numbers. Any changes that are made during the school year (phone numbers, address, persons, etc.) should be sent to the school immediately. It is vital that contact information for parents, guardians, and 2 non-family members are on the form and current. All information must be current.
- Children will not be released to anyone without parent permission. Names of others that can accept your children should be on your emergency card. If someone other than those listed on the Emergency Card will pick up your child, the office or teacher must have permission from a parent/guardian. This permission can be called into the office ahead

of time. Identification will be required if the person is not known to the staff.

- Inform your children of the Emergency Card information. They should know the person you have listed and who will take care of them if you do not pick them up.

The Alert System

- The Alert System will automatically contact parents via whichever method is designated (email, telephone, or text message) for school changes, school emergencies or notifications. It does not notify you for specific emergencies with your individual child. **It is the parent's responsibility to keep this current and accurate on the Alert System.** Necessary non-emergency notifications are usually delivered in the evenings.
- Important Note: Please do not call the school office when you see the school number on your caller ID—listen first to the Instant Alert voicemail containing pertinent information. Panicking and jamming the school phones completely defeats the purpose of the Instant Alert.

School Closing, Holidays, and Inclement Weather: In extreme weather conditions, Holy Spirit School usually follows the same procedures as Pequannock Township Schools. The Alert System will provide statements about closings, delayed openings, and early dismissals.

School Nurse

A Registered Nurse is available and provided by the Morris County Educational Services Commission. Call to schedule appointments with the school nurse if there are any medical issues. Please notify the nurse if your child is on crutches, has a cast, brace, or any other devices.

The nurse is responsible for administering the following health programs:

- Audio Visual Testing: Hearing Gr. K-3,7 / Vision Gr. 2, 4 ,6, 8 as needed
- Height and Weight: All students
- Scoliosis screening: Gr. 5 and 7
- Blood Pressure screening: All students

Parents will be notified of any findings that warrant further follow-up by a private health provider.

First aid and emergency medical care are provided to all students as necessary.

Parents/ Guardian will be notified by phone using information from the Emergency Card. Notification will be sent home regarding any accidents that take place in school.

Immunizations and Health Screenings

For incoming **Kindergarten** students:

- Submit a copy of the 5-year-old physical and additional required vaccines. This usually includes 2nd MMR and additional doses of the OPV and DTap Vaccines since Pre- K enrollment per State Law, must be received prior to 1st day of school or the child cannot be admitted to school.

For upcoming **Sixth Grade** students:

- Submit a copy of the DTap and meningococcal vaccines. A copy of a physical is not required, but appreciated.

For **Fifth to Eighth Grade Sports Participants** (Cheerleading and Basketball):

- Submit Annual Athletic Pre- Participation Forms Part A and B completed and signed by both parent and health care provider. Date of the Physical Exam must be within one year of October 1st of the current school year. If the physical was performed more than 90 days prior to tryouts, students must submit a “Health Update Form”, completed, and signed by a parent. All these forms are on our website under Student Life > Health and Wellness or from the Nurse or Main Office.

Medications: A Medication Request Form must be signed by the parent and medical doctor for pupils requiring medication at school. This form is available on our website or can be obtained from the school nurse. It is a signed statement from the physician, which identifies the type, dosage, time interval, duration, purpose, and side effects of the medication. It also contains an area for written permission by the parent or guardian requesting the school nurse to administer the medication. It must be on file for all medications (prescriptions, non-prescriptions, and over the counter) to be administered at school or taken by the student, including acetaminophen, etc. It is recommended that you keep a blank form on file at your physician’s office to use as needed. Medications must be given to the school nurse in the original prescription container, properly labeled by the pharmacist or physician. Non- prescription medicines for students must all be provided in original containers and labeled (with a permanent marker) with your child’s name.

Student Injuries: For any head injury or other injuries that do not require emergency care, but which are considered noteworthy, parents are notified by phone or in writing. Parents and 911 will be called if warranted. Parents/Guardian will be alerted based on Emergency Card information.

Illness/ Staying Home: All students who are ill should be kept home until they are healthy so that they can fully recover and others are not exposed. If a child is ill and has a fever, we ask that the child return only after:

- They have been without fever (less than 100 degrees) for 24 hours with no fever-reducing medicines.
- Have not had diarrhea or vomiting for 24 hours

Other acceptable reasons to keep your child home include;

- A persistent or frequent cough, or constant nasal drainage when they would be more comfortable at home. Not every cough, sneeze, or sore throat warrants staying home.

- A rash with open or draining areas or if rash is with fever, sore throat, irritability or vomiting.

Lice Policy: Children found with live head lice are sent home from school with information to seek treatment. Parents need to contact their health care provider/pharmacist for recommendations on products to use. Students, staff, and siblings of the affected child will be checked for head lice. A letter will be sent home to the parents of all students informing them of the signs, symptoms, and treatment regarding head lice. Children (and staff) found to have head lice will be rechecked 48 hours after treatment and again on 10-14 days after treatment.

Health Record/ Medical Information Forms: All students, upon registration, are required to submit a Health History/ Physical Exam form including complete immunization record. This is also required for all students participating in school sponsored sports teams and 6th grade students. It is recommended for all 5th grade students. Updated information should be sent to the school nurse.

Student Accident Insurance: Holy Spirit School provides medical coverage for all students to provide maximum protection against medical expenses, regardless of liability, for school related accidents. It provides primary coverage only under certain circumstances. The School Plan is designed to provide benefits up to policy limits for all covered medical expenses not paid by personal family and group insurance. The School Plan covers primary benefits only if there is no family or group coverage in place. The cost of this coverage is covered by tuition payments.

Asbestos Management Plan: The School's Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

Emergency Drills: In compliance with New Jersey State Law, fire and emergency drills are held monthly throughout the school year. Students are instructed on the procedures pertinent to each type of drill. Holy Spirit School works closely with the Pequannock Police and Fire Departments. Fire equipment is inspected in accordance with state law requirements.

Notification of emergency drills will be sent home via email on the day of the drill.

School Visitors and Parents

- Everyone must ring the bell for entry to the building. During school hours, everyone must sign in and obtain a Visitor Tag.
- Parents/Guardian will be required to sign for their child if they are in after care or school activities.
- There is to be no access into the building from anywhere except the main doors facing the parking lot.
- No one is permitted to go to the classroom without office supervision.
- No visitors are allowed to use the students' restrooms. Visitors may use the restroom in the office, if necessary.

School Volunteers on Duty: Parent Volunteers must comply with the same rules above for Visitors and Parents. All Volunteers are required to check in and obtain a tag if they do not have their own school- provided tag. They can go to their area of duty after signing in, but must not go to the classroom or the upper level unless that is the duty for which they have volunteered. They must also meet all Diocesan requirements for volunteering listed below.

School Volunteers: In order to volunteer for any activities/events where the volunteers will be with the children, you must meet the following requirements established by the Diocese of Paterson.

- Attend a Virtus Program- Protecting God's Children
- Complete a background check by Holy Spirit School
- Read and sign the Diocese of Paterson Code of Pastoral Conduct

The above criteria are for anyone who may have any contact with the children including class parents, lunch supervision or lunch program volunteers, field day volunteer, class trip chaperones, scout leaders, religious formation instructors, coaches, etc. Fulfilling these requirements is recommended but not required for volunteering for events where children are not involved.

General Guidelines for Volunteering with our Children: Volunteers must adhere to the Diocesan Code of Pastoral Conduct. Do not share any information or experiences of specific students from your shift with other parents or students. If you have any concerns, please email or call your teacher or the school administration.

Please arrive ahead of time agreed upon to volunteer in order to sign in and get prepared with information on what to do. Stay alert to the children's needs and avoid cell phone/ email use. Do not have impromptu conferences or long conversations with teachers. Please schedule this at another time.

Opportunities to Volunteer

Lunch Room/ Recess Parent
Thanksgiving Luncheon Volunteer
Class Parent
Others as they arise

Call the Main Office if you are interested in volunteering.

TECHNOLOGY

Technology Acceptable Technology User Agreement: All parents and students sign an abridged form of our Technology User Agreement Form upon registration. Every year the agreement is renewed.

Holy Spirit School Acceptable Technology User Agreement

Holy Spirit School recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that teachers and students need. The school's goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The school's technology exists for the purpose of maximizing the educational opportunities and achievement of our students. The use of the technologies and Internet must be in support of activities resulting from specific tasks and assignments that enhance learning and teaching, promote the school's goal and objectives, and advance the mission of the school and the Diocese of Paterson.

Holy Spirit School has taken precautions to restrict access through filtering/blocking software to controversial materials, as required by law. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information.

Evasion or disabling, or attempting to evade or disable, the filtering/blocking device installed by the school is prohibited.

Use of technology resources in a disruptive, manifestly inappropriate, or illegal manner impairs both the school and Diocese of Paterson's educational mission, squanders resources, and will not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the technology program.

Student Users:

No student will be given access to the school's technology resources until the school receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in place of a parent.

Violation of Technology Usage Policies and Procedures:

Use of the school's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the school's technology resources. Any violation of the school's policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce school's policy, regulations, and procedures. Students may be suspended or expelled for violating the school's policies,

regulations, or procedures. Any attempted violation of school policy, regulation, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

General Rules and Responsibilities:

All users of the school's technology resources will follow the following rules and responsibilities:

- **Non-educational Internet usage is prohibited. Non-educational Internet usage is prohibited, including accessing gaming websites, sports teams, social media outlets, and non academic websites. Although the school's SonicWall blocks most of these sites, students caught using their Chromebooks for non-school purposes will face suspension / removal of technology privileges as deemed necessary by the school administration and the Director of Technology.**
- Websites that drain the computer battery and internal resources due to repeated program loops left running overnight will also face similar consequences. Students must treat their Chromebooks with respect and ensure they are placed in the Chromebook cart every day. **Chromebooks are not to be taken home for any reason without written permission from the administration. They remain the property of the school and must be kept on school premises.**
- Using the network/Internet unsupervised is prohibited.
- Students shall receive or transmit communications using only school's approved and school-managed communication systems. For example, students MAY NOT use web-based e-mail (Yahoo Mail, Hotmail, etc.), messaging, video-conferencing, or chat services except in special cases where administration has made arrangements for educational purposes. This also includes attaching school issued email accounts to social media platforms such as Tik-Tok, Twitter, Facebook, PlayStation, XBOX, Instagram or non- school related accounts. The use of such violated not only the agreement of this account on the basis of the school but also the partnership with Google for Education.
- As technology permits, all users will receive a user ID and password. Students are encouraged to protect this information.
- Using another person's user ID and/or password is prohibited and illegal. The owner of the account is hereby responsible for all actions taken under their account.
- Sharing one's user ID and/or password with any other person is prohibited.
- **The student will be responsible for actions taken by any person using their ID or password. Under no circumstances should a student share a Chromebook/ Laptop with another user. Students are informed at the beginning of the school year and throughout that any actions taken by them or another student with access to their account rests solely with them.**
- Deletion, examination, copying, or modification of files and/or data belonging to other users without prior consent is prohibited.
- Use of the school's technology by students for soliciting, advertising, fundraising, commercial purposes, or for financial gain is prohibited.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using school

technology in violation of any law.

- Using the school's resources, including email and Internet access, to access, view, or distribute information that is obscene, harmful to minors, libelous, indecent, vulgar, or advertises products or services not permitted to minors is prohibited. **Students must report such information they receive to a teacher and the Director of Technology.**
- Using the school's resources, including email or Internet access, to access, view, or distribute information that constitutes insulting or fighting words, injures or harasses others (e.g., threats, defamation based on race, religion, or ethnicity), disrupts school operations, causes unlawful acts, or violates school regulations is prohibited.
- Discrimination or harassment based on race, color, religion, sex, national origin, ancestry, disability, or age is prohibited.
- Any unauthorized action that damages or disrupts technology, alters its performance, or causes malfunction is prohibited. Repair fees are the responsibility of the parent or guardian.
- Installation of any software, audio, or video media is prohibited unless authorization by the Principal or Director of Technology. This includes the use of equipment on the computer that takes pictures or videos of other students at the school or faculty with the intent to create harm. Under no circumstances should a student have photographs of other students on their Google Account without the permission of the teacher or student/s involved.
- All users will use the school's property as it was intended for educational use.. Technology, technology hardware and/or software will not be lifted, moved, removed, or relocated without permission from the Principal or Director of Technology.
- All damages incurred due to the misuse of the school's technology will be charged to the user and or parent/guardian. The school will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- Use of the school's technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- Any attempt to delete or modify any website history/logs in use by the school is prohibited.
- Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- ***The introduction of computer viruses, hacking tools, or other disruptive or destructive programs into school computers, the school's network, or any external network is prohibited. Violations may result in permanent loss of access to school technology and other disciplinary actions. Any damages to the technology will require repair costs, which will be the responsibility of parents or guardians.***
- Downloading from the Internet is prohibited. (This includes programs, screensavers, pointers, music, images, etc.) **All downloads must be approved by the Technology Director at the request of the faculty.**

No Warranty/No Endorsement:

The school makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The school's technology resources are available on an 'as is, as available' basis.

The school is not responsible for the loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The school does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include the endorsement of content; or the accuracy of the information obtained.

RIGHT TO AMEND

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Parent / Student Handbook Compliance Agreement 2025-2026

I (Parents and Students) accept the 2025-2026 Holy Spirit Parent-Student Handbook, which contains the policies, rules and procedures for Holy Spirit School. We agree to follow all of the school policies and procedures as stated.

I (Parents) understand my responsibility to support the policies of Holy Spirit School and to ensure that my daughter/son abides by the rules and regulations in the Handbook. I also understand that the Handbook is subject to change as determined by the School Administration, that these changes will be communicated to parents and students, and that the School Administration may make changes that are not specifically stated in the Handbook as a situation may warrant.

Signature of Parent/ Guardian

Date

Signature of Parent/ Guardian

Date

Name of Student

Signature of Student

Date

Name of Student

Signature of Student

Date

Name of Student

Signature of Student

Date

Name of Student

Signature of Student

Date

Name of Student

Signature of Student

Date