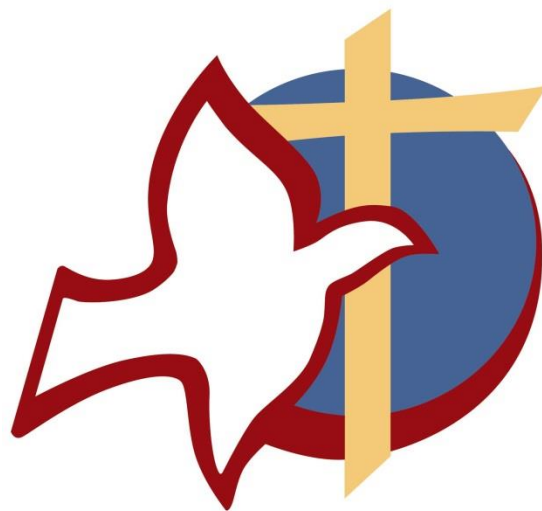


Holy Spirit Catholic School

"Where the Spirit guides You"!



Spirit in Faith

Spirit as Family

Spirit with Warmth

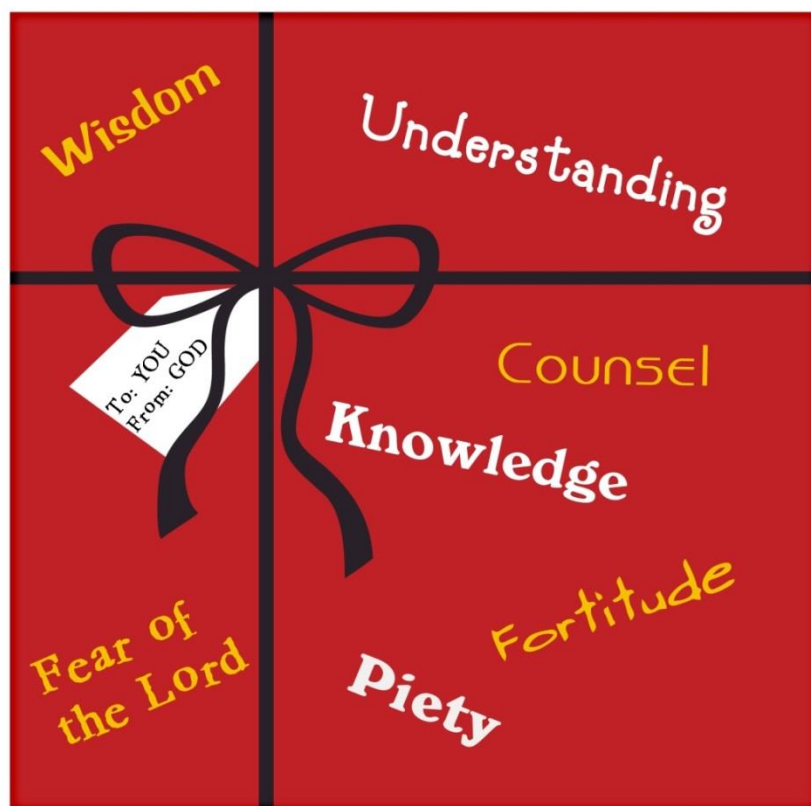
Spirit through Service

Spirit for Excellence

Preschool & Pre-kindergarten

2016-2017 Family Handbook

Each of us has received a gift,



Use it to serve one another.

1 Peter 4:10

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TELEPHONE DIRECTORY

Student/Parent Handbook

Holy Spirit Catholic School
3120 Parkwood Lane
Maryland Heights, MO 63043

| | |
|-----------------------|--------------|
| Rectory..... | 314-739-0230 |
| School Office..... | 314-739-1934 |
| School Fax..... | 314-739-7703 |
| Annex..... | 314-739-5020 |
| Preschool..... | Ext. 1 |
| Pre-Kindergarten..... | Ext. 2 |

Holy Spirit School Directory

Pastor

Father Bob Evans

Principal

Mrs. Jill Gould

Primary Grades

Preschool
Pre-Kindergarten
Kindergarten
First Grade
Second Grade

Mrs. Peggy Johnson
Mrs. Carolyn Kreidler
Mrs. Shannon Spinner
Mrs. Vicki Cirillo
Ms. Caitlin Bockerstett

Middle Grades

Third Grade
Fourth Grade
Fifth Grade

Mrs. Angie Gould
Mrs. Karen Tiffin
Mrs. Ann Griffin

Junior High

Sixth Gr. - English/Writing/Literature/Religion
Seventh Gr. - Science/Vocabulary/Spelling/Religion
Eighth Gr. - Math/Soc. Studies/Pre-Algebra/Algebra/Religion

Ms. Leah Sebacher
Mr. Patrick Madigan
Mr. Jason Donis

Expanded Curriculum

Fine Arts/Gr. 6 Vocabulary/Spelling
Learning Center/Gr. 8 Vocabulary/Spelling
Physical Education
Band Director

Mrs. Laurie Meyers
Mrs. Michele Kuhl
Mr. Rich Beckmann
Ms. Melissa Seyfreid

Support Staff

Preschool Teacher Aide
Prekindergarten Teacher Aide
Part-time Librarian
School Secretary
Spirit Zone Program Director
Hot Lunch Program Director
Hot Lunch Support Staff
Maintenance

Mrs. Gail Cunningham
Mrs. Carol Preis
Mrs. Paula Brown
Mrs. Kate Ayres
Mrs. Ann Griffin
Mrs. Jane Mc Daniels
Mrs. Diane Lee
Mr. Jim Patton

PRESCHOOL/PRE-KINDERGARTEN PROGRAM PHILOSOPHY

It is our goal to create a warm, loving, Christian atmosphere which will help a child to like him/herself, know and accept his or her feelings, learn discipline through self-control and facilitate development of an image of self as unique and a competent person of worth.

In our Pre-Kindergarten program, the child will have opportunities to learn and to share, get along with others, feel at ease with the world around him/her, improve physical skills and develop Christian values of love, respect and worth.

Our classes will include a balance of language development, reading readiness, music, science, numbers, physical education, creative art work, story times, guided play activities, dramatic play, outdoor play and various field trips.

ADMISSION REQUIREMENTS

AGE

Children entering Preschool must reach the age of 3 before July 31. The date of birth shall be certified by birth certificate.

Children entering Pre-Kindergarten must reach the age of 4 before July 31. The date of birth shall be certified by a birth certificate.

CLASS SIZE

The maximum class size should not exceed 24 for Preschool.

The maximum class size should not exceed 30 for Pre-Kindergarten.

TUITION POLICY

It is the policy of Holy Spirit Parish that the parents (or responsible guardians) of the students enrolled in the parish school make tuition payments of the students for whom they are responsible. Beginning in September through May tuition will be set up through the Tuition Management Program. If you have any questions, contact Mrs. Julie Ramacciotti at 314-739-0230.

| <u>One Child</u> | <u>Monthly (Sept.-May)</u> |
|--------------------------|----------------------------|
| 5-full days | \$525.00 |
| 3-full days | \$425.00 |
| 5-half days (Pre-K only) | \$357.00 |
| 3-half days (Pre-S only) | \$305.00 |

The Pre-School and Pre-Kindergarten programs will have a multiple child discount. The discount will be 10% of the tuition amount per each child in addition to the first child. If a family has a child in **both** the Full-Time school and the Pre-school programs, the 10% discount will apply to the tuition of the Pre-school program only. There will be no discounts on the registration, supply or book fees for families with multiple children. When applying for Grades K through 8 ALL tuition MUST BE PAID IN FULL for the prior Pre-School/Pre-Kindergarten school year before the application to Full-Time school will be accepted.

SCHOOL HOURS AND ATTENDANCE

ARRIVAL

Students may arrive as early as 7:15am and go to the community room. At 7:45am the students will be taken to his/her classroom. A student is considered tardy after 8:00am for Pre-kindergarten and 8:20am for Preschool.

ABSENCE

Holy Spirit administration feels that attendance and prompt arrival are very important. Parents are asked to report an absence by calling the annex by 8:15 am. If no call is received, the teacher will call to confirm the absence.

A student's absence from Pre-Kindergarten interferes greatly with his/her progress. If a child is running a temperature, he/she should be kept home. Upon his/her return from illness, we ask that the parents help the student to make up the work missed during the absence.

Upon the student's return to school after an absence, a WRITTEN EXCUSE must be sent for each student in the family who was absent. The note must state the date and reason for the absence and include the signature of parent or guardian. This note must be presented to the teacher, who is required to keep it in the child's file. Children are considered absent who must be excused for medical, dental, funeral or other reasons if they miss TWO HOURS or MORE of the school day. A note must be sent in advance stating the time, length and reason for the absence. All absences and tardiness are recorded on the report card and permanent record. If a child becomes ill during the school day, the procedure will be as follows:

1. The child's temperature will be taken and if it registers 100.5 or above, the parents will be called to pick up the child.
2. **Students sent home due to illness should stay home 24 hours and be fever free without a fever reducing medication and/or symptoms relating to illness.**
3. Medicine policy states that a child can only receive medicines brought in from home, in the original container (prescription or over the counter) if a medical form has been signed by doctor.
4. If your child is vomiting and doesn't have a fever the parent will be called to pick up the child.

TARDINESS

A student who is not present for the opening session at 8:15am will be marked tardy.

EARLY DISMISSAL

A written request from a parent or guardian is requested for a pupil to leave school before the time of dismissal. The request must state the reason for early dismissal.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

We need to be mindful that severe winter weather may be part of our St. Louis experience at any time. Local weather forecasts frequently stimulate questions from students and parents alike regarding Holy Spirit School inclement weather procedures. School will remain open whenever possible. Generally, if the staff can get here, school will be open. Please do not assume that weather-related school closing announcements from the Pattonville school District will automatically apply to Holy Spirit.

A Snow Schedule has been developed. The start time for the Snow Schedule will be 9:30 AM with school doors opening at 9:00 AM. Parents are asked to use their discretion in deciding whether or not to send the student(s) since conditions vary from house to house, from one subdivision to another. The parent is the only one aware of the unique conditions he/she has to deal with in transporting his/her child(ren) to and from school. Transporting students to and from school from areas where driving conditions may be hazardous is not encouraged. The school encourages "regular" attendance, but does not require "perfect" attendance. An attempt will be made to gather the best possible information regarding weather and road conditions before a decision is made to open or close school at these times. Additionally, if school would be called off during the day (i.e., dismissal at noon) there will be NO Spirit Zone.

The decision to close school due to inclement weather will be announced at follows:

- **KMOV-AM Radio** (1120 AM) - Announcements broadcast: 5:30 AM, 6:30 AM, 7:30 AM & 6:00 PM & 9:00 PM
- **KMOV-TV CHANNEL 4** "News 4 Snow Alert" information displayed from 4:30 to 8:30 AM and at 5:00, 6:00 & 10:00 PM
- **KSDK-TV CHANNEL 5** "News Channel 5 Storm Watch" information displayed from 5:30 to 8:00 AM and at 5:00, 6:00 & 10:00 PM

With your support, our parish school can help keep our students and their families as well as the faculty and staff safe during severe winter weather. Thanks in advance for your assistance during these non-routine periods of time.

ARRIVAL POLICY

Early drop off for parents who have to be at work early is from 7:10am to 7:30am. All other students can be dropped off between 7:30am and 8:00am. Class begins at 8:00am for PreKindergarten and 8:30am for PreSchool. Doors will be locked at 8:30am. Please ring bell or knock after 8:30am.

ARRIVAL POLICY ON CHURCH MORNING FOR PRESCHOOL AND PRE-K

The arrival time on the mornings when we go to church is 7:30am to 7:50am at the BIG SCHOOL. The dates of the all-school Masses will be given out from the teacher.

DISMISSAL POLICY

The dismissal time and procedure was determined again to correspond with the full-time school dismissal of 3:00pm. Our dismissal time of 2:50pm will give parents time to pick up and travel to the full-time school for their dismissal. We can't allow parents to enter the school building before dismissal because we share this building with Parish activities and if the meeting rooms in our hallway are occupied the parents waiting and talking in the hall will disturb the meetings. On half days we will be dismissing at 11:45am.

SPIRIT ZONE (Extended After-School Care)

Spirit Zone is offered to students from 3:00PM to 6:00PM for a charge. Additional documentation must be completed and will be kept with the coordinator of Spirit Zone. Spirit Zone will be held in the gym (at the Main Campus); however, there may be times it will be held in other areas of the school building. Parents are to park in the back parking lot and pick up his/her child(ren) from the back door of the gym. They will need to sign the child(ren) out with one of the Spirit Zone caregivers. Please contact the school office for more information.

FACULTY MEETINGS

Faculty Meeting will be held once a month. On these days school will be dismissed at 11:45am. NO LUNCHES WILL BE NEEDED. Spirit Zone will be available from 12:00 PM-6 PM.

PARENT/TEACHER CONFERENCES FOR PRE-K

Every parent will be given the opportunity to have an interview with the child's teacher at the time when the first report card is issued. It is desirable that parents and teachers arrange for additional conferences, whenever necessary for the good of the child. Conferences must be scheduled before or after school hours. In the event parents are separated or divorced, both parents are entitled to access of student records and information pertaining to their child unless a non-custodial parent has been denied visitation rights by the courts. In the case where divorced parents are awarded joint custody of a child, both parents have decision-making rights, responsibility and authority relating to the health, education and welfare of the child.

CONSULTATION WITH TEACHERS

Classes are not to be disturbed at any time during the school day. If you wish to have an appointment to speak with a teacher, please send a written request for a conference after school hours. The teacher will return your request time by a phone call at his/her convenience. PARENTS SHOULD NOT CALL THE TEACHERS AT THEIR HOMES. PARENTS ARE ASKED NOT TO CONSULT WITH THE TEACHERS BEFORE SCHOOL HOURS.

HEALTH/WELLNESS POLICY

HEALTH POLICY

The school shall maintain adequate health records of its pupils and will provide facilities and equipment necessary for maintaining these records.

No student will be allowed to attend Holy Spirit School unless he/she has first received all immunizations deemed necessary by the state or county.

The principal, with appropriate health-care consultation, will develop a set of procedures for a health service program.

HEALTH RECORDS

In accordance with the recommendations of the County Medical Society, all children are expected to have a complete physical examination upon their entrance into school. Pre-Kindergarteners are required to have an examination to enter school. A physical examination is required upon entrance into Kindergarten as well. The State of Missouri requires all students to have a minimum immunization against Diphtheria, Pertussis, Tetanus (DPT), Polio, Rubella, Rubeola, Mumps, Varicella or proof of Varicella disease, HiB, Hepatitis B. **There is no longer a "grace period."** No student may begin school without being properly immunized. Dates of immunization MUST be listed as Month-Day-Year. Effective beginning 2015-2016 school year the following **NEW** requirements will be implemented:

- Second dose of varicella (chickenpox vaccine for all children entering kindergarten. If the kindergarten child has had chickenpox disease, a licensed doctor of medicine will need to sign on the immunization form that the child has had chickenpox. The month-day-year must be noted.
- TDaP (Tetanus, diphtheria and pertussis) vaccine will be required for all incoming eighth graded students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two years.

Effective **July 1, 2010** the following requirements were implemented for **ALL Pre-School children**:

- Age appropriate pneumococcal conjugate vaccine (PCV) for **ALL** children attending Pre-School.
- For all Pre-School children who have had chickenpox disease, a licensed doctor of medicine will need to sign the immunization form that the child has had chickenpox. The month-day-year must be noted.

The school office must maintain current health records. A Health Room Volunteer Nurse keeps these records up to date and you will be notified if there are any deficiencies in your child's health record.

EMERGENCY FIRST AID

For minor injuries that may occur on the school grounds, the teachers are equipped with adequate first aid supplies to care for the child. If the injuries are of a serious nature, the parents will be called. **It is imperative that you keep the school office informed of all allergies your children have and of your emergency telephone number.**

School personnel **will not dispense medication, including non-prescription medication** (cough drops, aspirin, etc.) of any kind to a student in school unless acting under a direct order, signed and properly filled, by a licensed physician and with the written permission of the parent to dispense medication. All medication sent to school will be kept in a secure place under the supervision of the administration.

STUDENT ACADEMIC WORK AND PROGRESS

METHODS OF INSTRUCTION

The purpose of the Pre-Kindergarten Program is to help the children become acquainted with going to school. We instruct in areas of academics including subjects of math, reading, religion, physical education, music and computers. We also teach in the area of social matters to help the children's acceptance of other children

The purpose of the Preschool Program is to help develop the children's social, emotional, cognitive, gross and fine motor skills. We instruct the children through physical education, music, religion, counting learning colors, and how to increase the fine motor skills by painting, coloring and the use of scissors. We also teach them in the area of social matters to help the children's acceptance of other children.

TEXTBOOKS

All textbooks are purchased by the school and the cost is included in your tuition.

HOMEWORK

Any homework given in the Pre-Kindergarten program occurs usually if a child needs extra reinforcement in a particular area or if the child is not completing his/her seat work during the day. Homework assignments will be given on a weekly basis beginning In January.

DISCIPLINE

Students are expected to exhibit Christian behavior consistent with their age and maturity level. We strive to emphasize the positive over the negative. The essence of Christina discipline is self-discipline. Children, who choose inappropriate behavior, must accept responsibility for their actions. Consequences should be appropriate for age and seriousness of offense. The principal may be called over if behavior gets too extreme.

GRADES PRE-K THROUGH 3

Respectful behavior is expected in Church, the classroom, during lunch and on the playground. A Time-out action may be given if behavior is as follows:

- Disrespect to others
- Inappropriate language
- Kicking or fighting
- Damaging property (books, desks, chairs)
- Noncompliance to uniform rules

HAPPY, STRAIGHT AND SAD FACES (PRE-K)

This is a form of discipline used In Pre-Kindergarten, for reward and loss of reward. All children begin each day with a happy face. After three warnings for the same behavior, they lose the happy face and it becomes a straight face. This means we know that you can do better. If the

behavior continues then the child loses this face to a sad face. A note will go home at the end of the day if a sad face is given with an explanation of why this was given.

PRESCHOOL DISCIPLINE POLICY

Our overall goal is to help children solve their own conflicts peacefully. The staff works toward giving children the skills they need to gain autonomy in this area. Knowing that not all conflicts can be avoided, the staff uses the following course of action when a conflict arises:

- Talk to all of the children involved and find out everyone's situation
- Help give the children the words they need to express themselves
- Ask the children what other courses of action they could have taken in the situation
- Act as a mediator between the children
- Remove the child(ren) from the situation, if needed.

SAFETY GUIDELINES

The Archdiocese requires all schools to administer a set number of drills throughout the school year. Below are the guidelines Holy Spirit follows:

EMERGENCY/DISASTER PROCEDURES

In an effort to keep our children as safe as possible and to ensure that the proper people are entrusted with the well being of your children, it is required that ALL families submit an Emergency Pick-up Sheet. This sheet will be used in the event that a situation occurs that requires the school to be evacuated. Only the person(s) whose name is listed on the emergency sheet will be allowed to take your child(ren) off the school grounds. In an attempt to make the dismissal as orderly as possible, the following procedure will be in effect in the event of an emergency of disaster:

- Parents will be notified by local authorities (through radio/television announcements) and/or by the school office requesting that your children be picked up from the school.
- Emergency personnel will be dispatched to the school by local authorities.
- All cars must enter the parking lot through the South Entrance to the parking lot (same entrance for regular dismissal).
- After parking, the parents/designated persons will enter the school through the door to check out your child from the teacher's care.
- Proceed now to your car.
- Fire Drills (9x per yr.), Earthquake (2x), Tornado (2x), Intruder (2x), Reverse Drill (2x).

CARPOOLING

All students must go home with designated car pool. If there is a change or an emergency, please inform the teachers by a written note or a phone call or a fastdirect from the parent. Your children will be informed immediately of any change before dismissal time.

SCHOOL PRIVACY POLICY

Holy Spirit Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

FIELD TRIP POLICY

All field trips are scheduled through the principal's office. A member of the faculty or qualified/responsible adult should act as moderator of the activity. The standard permission form approved by the Archdiocese is the ONLY acceptable of granting permission for a child to attend. If this form is lost a new form must be obtained From the teacher. A phone call will not be accepted. It is the parents' right to refuse to allow their child to attend a field trip. If the child does not attend he/she will be marked absent for the day. All field trips will need chaperones. We will be taking a bus for our field trips, with the exception of our field trip to the Apple Farm and Pumpkin Patch. For this field trip we will need drivers. If a private passenger vehicle must be used, the following criteria are recommended:

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle should have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting
- Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system (children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age, and who weigh at least 40

pounds, but less than 80 pounds, and are less than four feet nine inches tall, must be secured in a child passenger restraint system or booster seat appropriate for the child.)

- Adults should not be permitted to smoke in the vehicle.

SAFE ENVIRONMENT - VERY IMPORTANT - PARENTS PLEASE READ!

Before an individual can be involved (room parent, attend a class party, work, volunteer, go on field trips) any involvement at all with the children of our school for the 2016-2017 school year, they must be fully compliant with the Protecting God's Children - Safe Environment Program. Full compliance means completion of all four of the following steps prior to any involvement with our children:

1. Individuals must take the Protection God's Children (PGC) seminar. Seminars take place year round. To find one that is convenient for you, you can visit the Archdiocese website www.archstl.org, click on Protecting God's Children in the left hand column, then click on Protecting God's Children Workshop Schedule, and then you'll have a listing of the scheduled workshops.
2. Individuals must read the Code of Ethics Conduct book and sign page 11 and return the form to their Holy Spirit Parish organization head. Organization heads must turn in these signed forms to Mary Welsh at the Parish Office. Please verify that individuals signed their full legal name and not nicknames
3. Individuals must complete the Missouri Department of Health and Senior Services Worker Registration Form AND supply a copy of their Social Security card. This form and Social Security card must be turned in to Mary Welsh for processing with the state.
4. Sign the Acknowledgement for Volunteer Screening Purposes Form.

If you have completed all four steps above, thank you. Please note, though, that we are **REQUIRED** to resend background check requests to the State of Missouri every **EVEN** year. This is being done for those already in compliance. Number 2, 3 and 4 should be turned in to Mary Welsh for processing.

PLEASE NOTE -- It can take time to process Step #3 and compliance must be completed before any volunteering can occur. While we are able to perform on-line background checks, if the State of Missouri is experiencing a large volume of requests, it may take some time to get results.

Thank you so much for your cooperation. If you have any questions, please contact Mary Welsh, the Parish Secretary at 739-0230.

Lunch and Recess

LUNCH

All lunches will be brought from home. Drinks will also need to be brought. Due to lack of space lunches will not be able to be refrigerated. Cold packs can be used to keep lunches fresh. Due to limited heating equipment, do not send lunches that need to be heated.

PRESCHOOL SNACK

Snack will be given to the children in the morning. This snack will be provided by the parents on assigned days. **Please notify the child's teacher of any food allergies that your child has. All snacks from home should be prepackaged or store brought.**

PRE-KINDERGARTEN SNACK

Snack time for the children will be at 10:00am. Snack will be provided by the teacher. **Please notify the child's teacher of any food allergies that your child has.**

RECESS

Children will be encouraged to play outdoors when weather permits. Fresh air and exercise are essential to maintain good health. Recreational equipment is provided for each class and should be used properly. If you wish to have your child remain inside for a day due to health reasons, please send a note to the teacher stating the reason why the child may not play outdoors. It is assumed that the parents send children to school dressed appropriately for the weather conditions. The children will be sent outside for recess under the following conditions:

- Temperature 32 degrees or higher
- No rain, snow or ice.

The teachers and teacher's assistants supervise the playground.

Extra Curricular Activities

BIRTHDAY PARTIES/TREATS

To help celebrate your child's birthday, a store bought and/or prepackaged treat can be brought in on your child's birthday or assigned day. **NO homemade treats can be used, and the parents should be aware of any peanut or other allergies that may be in the classroom.**

Invitations to birthday parties sent through school should be ALL boys, ALL girls or ALL class. If you can only invite a few friends, please mail these invitations from home.

PARTIES INVOLVING ROOM MOTHERS ARE AS FOLLOWS:

Harvest Party
Christmas Party
Valentine Party

Field Day (Pre-K only)

All adults involved with school parties and/or any school activity must have "Protecting God's Children" certification. This Certificate must be filed with the Parish Rectory.

MISSIONS + MINISTRY + SERVICE

The children are encouraged to contribute to the Missions in the form of prayers, money and food for the needy, thus giving them the opportunity to minister to others. We have monthly collections for the missions. Proceeds are sent to the Holy Childhood Association and various other needy groups. The children are encouraged to make their own sacrifice.

CLASS BUDDY PROGRAM

To lend support and guidance to younger students and to provide positive role models, an upper grade class is "buddied" with a lower grade class. They attend all-school masses together, plan mission projects, and do activities together.

School and Home Communications

It is our goal to create an atmosphere of open and honest communication. We ask that you keep the school office informed of any new telephone numbers (home, work or cell) or change of address through a phone call or FastDirect www.fastdir.com/holyspirit.

DAILY (PREK)

A daily folder will be sent home each day with your child(ren). This is our way of communication with you and you with us. All notes and daily school work will be sent home this way to let you know what is happening in class. All notes should be put in this folder; it is easier for us to gather all folders in the morning instead of searching through each backpack.

PRESCHOOL

In Preschool, a monthly calendar will be sent home to tell families of activities and events happening in your child's class. There will be a weekly note to families telling of activities that have been going on in your child's class and any reminders that are necessary.

NEWS & NOTES/FAST DIRECT

The News & Notes will be available on FastDirect. To view or to print a complete copy of the Monthly News & Notes you will need to sign on to www.fastdir.com/holyspirit go to the **LINK** icon that is at top of page in RED stripe, click twice, then click on the News & Notes. Families will receive a RED News & Notes envelope sent home with the oldest child in the family attending Holy Spirit Catholic School every month. In the RED News & Notes envelope will be items that could not be scanned or recreated. The *News & Notes* envelope is to be brought back to School with all completed forms that parents had printed off the FastDirect website. On the RED News & Notes envelope we ask that a parent/guardian sign the appropriate date line on the front of the envelope, so we know that the school communications has reached

your home. Grades K through 8 will have a hot lunch money envelope enclosed that is to be used to send back to school with your family's payment for lunches that were pre-ordered or for purchases of milk or juice. The Holy Spirit Catholic School lunch menu and school calendar can be viewed via FastDirect. To view the Hot Lunch Menu for Grades K through 8 go to www.fastdir.com/holyspirit prior to logging. On the left side of the page there is a RED stripe and the Lunch menu and Bulletin Board for the parents to review.

If the News & Notes envelope is lost or damaged the family will need to send in \$3.00 to the school office for replacement.

Please submit announcements to the school office for approval 3-4 days prior to the *News and Notes* distribution day.

SCHOOL PICTURES AND YEAR BOOKS

Individual pictures are taken twice a year - Fall and Spring, class pictures are taken in the Fall. It is the parent's option to purchase any pictures. School yearbook orders are taken in February. Yearbooks are delivered the last day of school.

PRESCHOOL DRESS CODE

Dress your child for play, as he/she will be painting and playing on the playground equipment. Provide warm outdoor clothing such as coats, hats and gloves during colder weather. The children will be outside every day that is nice. Please provide an extra change of clothing that includes underwear, pants, shirt and socks. These garments should be placed in a large plastic bag and marked with your child's name.

PRE-KINDERGARTEN DRESS CODE

Girls

- Red Plaid Jumper – Grades Pre-K – 5: may be obtained through the uniform exchange or from Fischer's School Uniforms (see below for locations).
- Navy Blue Slacks – Optional. Pleated and belted the same as required for boys (elastic waistband maybe worn). May be worn in place of the jumper at parent discretion.
- Navy Blue Skort – Optional. May be worn in place of the jumper at parent discretion.

Boys

- Pants – Navy blue, corduroy acceptable, may have elastic waistbands. They may have patch pockets provided there is not contrasting stitching or metal brads. No elastic cuffs. They must be dress pants. POSITIVELY NO BLUE JEANS ALLOWED.

Girls and Boys

- Shirt – White or red “polo” knit shirt with collar. White turtlenecks are also acceptable. The red polo is to be purchased through school. No colored shirt underneath white shirt allowed. (No logos)
- Navy Blue Shorts – Optional. Walking shorts with inset pockets. “Baggy” or “Urban Style” shorts will not be allowed. NO LOGOS. Length of shorts must fall just above the knee. Shorts may be worn in place of jumper during the months of August, September, April, May and June. However, due to an unseasonably warm fall or an “early spring”, the Principal at her discretion may extend the period of time in which shorts can be worn.
- Sweaters – Navy blue or cardinal red cardigan, pullover or vest. NO OVERSIZED BAGGY SWEATERS
- Sweatshirts – Holy Spirit sweatshirt must be purchased through school or obtained through the uniform exchange.
- Socks – Navy blue, cardinal red or white solid color knee socks. Regular cable stitch or cover ankles.
- Tights (Girls) – Navy blue, red or white (solids)
- Shoes – Tennis shoes (darker colors are preferable). NO PLAIDS, LIGHT-UP OR SPARKLES. Saddle shoes or dress shoes may be worn. All shoes must have crepe soles or soft rubber soles and must be tied. NO CROC’S, SANDLES, BOOTS OR HEELS.
- Belts – Brown or black with plain buckle (must be worn with optional slacks and shorts) unless the waistband is elastic.
- Hair – Hair must be child’s natural color. BOYS – No lines may be cut into hair. Hair should not touch collar on shirt or be below eyebrows.
- Miscellaneous – Jewelry – watches and religious medals may be worn. Simple post earrings may be worn. Make-up, fingernail polish or excessive perfume is not allowed.

Uniforms may be purchased at:

Fischer’s School Uniforms

69 Florissant Oaks

Florissant, MO 63031

314-921-9972

1-800-921-9972

or

626 Jungermann Road

St. Peters, MO 63376

636-939-3349

1-800-939-3349