



CATHOLIC SCHOOL

Accept the Mission; Share the Spirit

**High School (7-12)  
Student Handbook  
2018-2019**

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Dear Students and Parents,

Welcome to the new academic year at Holy Spirit High School. We are a Catholic school—committed to developing the whole person—offering a rigorous curriculum in a faith and family-centered environment. Our mission is to instill a love of learning and help students develop spiritually, morally, intellectually, athletically, and socially so that they can be stewards of the greatest commandment: to love God and neighbor.

This Student Handbook states our policies and procedures for the 2018-2019 school year. Please read the handbook as a family and sign the handbook agreement distributed to students, who have been made aware of significant policy changes. New students in the high school must submit a signed form before receiving a school-issued iPad.

Please pray for us as we carry on our mission of providing a strong foundation for life-long learning within the framework of our faith. Parents, you are always welcome to attend school liturgies and all school functions as we work together, support each other, and form our students in faith, service, and mission. As Pope Francis urges, “Help one another. This is what Jesus teaches us. This is what I do. And I do it with my heart.”

God bless you,

Scott Perry  
Principal

Jonathan Loper  
Assistant Principal

Fred Klug  
Dean of Student Services

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## **Mission Statement**

The Holy Spirit Catholic School family honors the dignity of each person and provides a strong foundation for life-long learning within the framework of a Catholic faith community.

## **Vision Statement**

Our vision for Holy Spirit Catholic School is to create an environment in which gospel values are integrated into the life of our school community. We envision a school community where all people are welcomed and encouraged to grow spiritually and academically.

## **Belief Statements**

1. Holy Spirit is committed to educating each student by promoting spiritual, academic, physical, emotional, and aesthetic development in a Christ-centered environment.
2. Holy Spirit challenges students to develop their abilities to attain academic success.
3. Holy Spirit motivates students to live and serve as part of a Catholic faith community.
4. Holy Spirit encourages students to appreciate various cultures and creeds and to respect the diversity of God's kingdom.
5. Holy Spirit promotes a curriculum that prepares students to become lifelong learners, enabling them to become responsible, productive citizens.
6. Holy Spirit believes the school and family share the responsibility for preparing students for a lifelong journey of faith and learning.

## **Parents as Partners in Education**

We at Holy Spirit Catholic School believe parents are the primary educators and role models for their children. Your choice of Holy Spirit Catholic School exhibits a commitment and concern for not only your child's education but your child's future. As collaborative partners in your child's education, we are committed to working with you in the best interests of your child. We hope that you will view us as partners during these years. **If you have concerns or questions we encourage you to first talk with your child's teacher or coach. If you have further concerns, then please contact the office to set up a meeting with the appropriate administrator so that we can further discuss your child's needs. Through this collaboration, we as partners can support one another in helping our young people become the men and women God has called them to be.**

## **History of the School**

Catholic education has been continuous in Tuscaloosa since 1863 when classes were held in rooms adjoining St. John the Baptist Church (located on Lurleen Wallace Boulevard North and Eighth Street). In 1920, St. John's School, built across the street from the church, opened for students in elementary and high school grades. In 1932, the Benedictine Sisters from Cullman came to Tuscaloosa to teach at the school. The high school classes were discontinued, but the elementary school continued at that location until 1963 when a new school building was dedicated at the current location of Holy Spirit Catholic School. A kindergarten class was added in 1979, a preschool was opened in 1987, and Holy Spirit Catholic High School (HSCHS) was opened in 1995. Catholic education has remained a constant in Tuscaloosa and West Alabama. Many outstanding Catholic and non-Catholic students have been educated in our school. We have experienced much growth over the years, while maintaining a tradition of academic excellence.

## **Accreditation**

Holy Spirit Catholic School is accredited by AdvanceEd through the Diocese of Birmingham. Holy Spirit is also recognized as a registered private school by the Alabama State Department of Education.

## **Diocesan Admission Policy**

Every Catholic elementary and secondary school in the school system of the Diocese of Birmingham admits students without regard to sex, race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students of the schools. Schools do not discriminate on the basis of sex, race, color, national or ethnic origin in its employment practices, administration of educational policies, admission and treatment of students, reduced rate programs for eligible families, and athletic and other school administered programs.

All applicants are considered, and priority for enrollment is as follows:

1. Currently enrolled students and siblings of currently enrolled students
2. Active, practicing Catholic families within Holy Spirit or St. Francis parishes
3. Other Catholic families
4. Non-Catholic families

Students applying for grades 7-12 must submit a completed application form (with fee). They must also submit a copy of the current report card and transcript (for high school applicants) and standardized test scores. These will be reviewed to determine whether the program at Holy Spirit will meet the educational needs of the students. An interview with the prospective student is part of the admission process. Testing in some academic areas may be held for incoming students.

New students are on a probationary status for the first semester after admission. During this time, the student has the opportunity to adjust to Holy Spirit and to prove him/herself

both academically and socially. If there are any problems during this trial period, the student may be asked to withdraw. The recommendation and decision of the school is final.

## **Spiritual Life**

Holy Spirit Catholic High School (HSCHS) is committed to educating each student in a Christ-centered environment. In order to honor this commitment, students take theology classes each year. In addition to regularly scheduled theology classes, there are many opportunities for each student to deepen his or her relationship with Christ and to strengthen the bond which unites all in the family of God. The acting campus minister is available to offer spiritual guidance and to coordinate liturgical and social outreach activities.

**Mass** – All students and teachers attend school liturgies. The entire student body attends Mass weekly. Campus wide Masses (grades K-12) are held monthly. We invite parents to attend the celebration of the Eucharistic liturgy as well as monthly adoration.

### **Prayer:**

- **Daily prayer**—Each day at Holy Spirit begins and ends with prayer.
- **Classroom prayer**—Each class begins with a short prayer. This prayer may be teacher-led or student-led.
- **Retreats**—Each grade level participates in a half-day or whole day retreat every year.
- **Monthly adoration**—All students attend Eucharistic adoration monthly with the opportunity for reconciliation during that time.

### **Celebrations:**

- **Seasonal celebrations**—Each liturgical season is celebrated in appropriate ways. For example, each class has Advent wreath ceremonies; there are Stations of the Cross during Lent; there are Marian observances during May and October.
- **Reconciliation**—Students participate in reconciliation services at least twice during the year for Advent and Lent and most months during Eucharistic adoration.
- **Class activities**—Major class events (such as graduation, distribution of rings for the juniors, rite of passage for the eighth grade) are celebrated in the context of Eucharistic liturgy.

**Service Activities:** HSCHS students are involved in various service activities. Students also work to provide materials and funds for Catholic Social Services through monthly spirit day donations. We conduct other service activities according to the needs of the

community, including a school-wide Service Day. Campus ministry coordinates other service related activities during Advent and Lent.

### **Academic Information**

HSCHS endorses the call of the Catholic bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the curriculum guide for Catholic schools in the Diocese of Birmingham. The curriculum stresses academic achievement within a Christian community where the student feels loved and respected by teachers and peers. At Holy Spirit, we are attempting to “teach as Jesus did.” The Diocesan curriculum guidelines, consistent with the state of Alabama guidelines, are followed for the teaching of all secular subjects. The theology curriculum for middle and high school classes is in compliance with the guidelines set forth by the bishops of the Catholic Church. **Students who do not conform to the academic environment of HSCHS, as determined by the administration, may lose the opportunity to enroll in future academic sessions.**

### **Academic Progress**

**Open Parent Portal**—Parents have access to student grades online beginning midterm of the first quarter of the school year (or after the first two weeks of school for freshmen and 7<sup>th</sup> graders). After this date, the portal is open for parent access through the remainder of the school year. Outstanding financial obligations may result in the loss of access to the portal until the balance is cleared. The portal will be closed on the last day of school

**Report Cards**—Report cards are issued after each nine-week academic quarter. Dates for report card distribution are listed on the school calendar. The final report cards are mailed home. All financial obligations to the school must be met before report cards are distributed.

**Academic Honor Roll**—(All A's/All A's and B's) The academic honor roll recognizes students who have made all A's and also students who have made all A's and B's each nine-week marking period. These students are recognized at the end of each of the first three quarters. In the spring, students who have been on the academic honor roll for each of the first three quarters are honored at the annual Academic Booster Club banquet.

**Academic Booster Club**—The Academic Booster Club promotes academic achievement among the students. Membership is open to anyone who supports this goal. Dues help defray costs for the Academic Banquet student meals and awards.

**Athletic Eligibility**—Refer to page 51.

### Grades 7 & 8 Grading Scale (diocesan policy)—

Letter Grade	Value of Letters
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

There is no GPA in grades 7 & 8, and students do not earn credits for courses passed.

**Grades 7 & 8 Failure**—If a seventh or eighth grade student receives an “F” in English or math, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of “F” in two or more of the following areas: English, math, science, or social studies. Any individual exceptions are made at the discretion of the administration.

### Grades 9-12 Grading Scale

Percentage	Letter Grade	Value of letters College Prep GPA	Value of letters Honors Prep GPA	AP and Dual Enrollment Classes
97-100	A+	4.33	4.763	5.33
93-96	A	4.0	4.4	5.00
90-92	A-	3.67	4.037	4.67
87-89	B+	3.33	3.663	4.33
83-86	B	3.0	3.3	4.0
80-82	B-	2.67	2.937	3.67
77-79	C+	2.33	2.563	3.33
73-76	C	2.0	2.2	3.0
70-72	C-	1.67	1.837	2.67
67-69	D+	1.33	1.463	2.33
64-66	D	1.0	1.1	2.0
60-63	D-	.67	.737	1.67
0-59	F	0	0	0

Grade point average (GPA) is a numerical value for the credits earned by a student. This is determined only after credit has been earned in a course. The cumulative GPA is the numerical value for all credits earned at Holy Spirit. Beginning with the class of 2020, Dual Enrollment classes will still receive the additional 1 point credit for GPA; however, that additional point will not be used in calculating GPA values for valedictorian and salutatorian.

**Student Promotion**—A student who successfully completes the criteria established by the school for passing an academic course will receive the appropriate unit or fractional unit of credit. Each one-semester course earns one-half credit. Each two-semester course (or yearlong) earns one credit. Semester grades are calculated by weighting quarter and exam grades as follows: 40% (first nine week average), 40% (second nine week average), and 20% (semester exam grade). The course grade is calculated by averaging the semester grades.

**Grades 9-12 Failure**—Any student who fails any subject must make it up in order to graduate on time. Courses may be made up by attending summer school classes approved in advance by Holy Spirit administrators. In some cases, other options may be available. The Assistant Principal advises on alternative coursework.

**Online Coursework**—Students must complete required courses offered by HSCHS during the school year to earn credit. Credits from other institutions (traditional or online) will only be accepted at the administration's discretion. Any attempt to earn a course credit in order to advance in the curriculum must be approved by the administration during course selection in the spring semester. The Assistant Principal advises families and reviews requests.

**Diploma Requirements**—To receive a diploma from HSCHS, students must earn the following credits:

**College Prep Diploma**

- 4 credits in theology
- 4 credits in English
- 4 credits in math (including Algebra I, Algebra II, and geometry)
- 4 credits in social studies
- 4 credits in science
- 2 credits in foreign language
- 1 credit in physical education
- 1 credit in college/career awareness (including computer)
- .5 credit in health
- 3.5 credits electives

**Honors College Prep Diploma**

- 4 credits in theology
- 4 credits in English (at least 3 credits in Honors/AP English, including Honors/AP English IV)
- 4 credits in math (including Alg 1, Alg 2, Geometry, and Precal or Calculus senior year)
- 4 credits in social studies
- 4 credits in science (including Honors Chemistry and Physics)
- 3 credits in foreign language
- 1 credit in physical education
- 1 credit in college/career awareness (including computer)
- .5 credit in health
- 2.5 credits electives

HSCHS provides the option of AP classes for juniors and seniors in Math, English, History, and Science. HSCHS's curriculum is designed with a focus on preparation for a college program.

Students complete course request forms near the end of the second semester. Classes can only be changed with the approval of both teachers (current and new request) and the parent. There is a \$25.00 fee for any class change not initiated or precipitated by the administration. No class changes will be permitted after the first four weeks unless the student is failing the course. No changes will be permitted on yearlong courses after the first semester. Any exceptions are at the discretion of the administration. If a student is granted a waiver to take a course not recommended by his/her teacher in that subject area, no course changes will be permitted after the first two weeks of school.

**Graduation Requirements**—Participation in the graduation ceremony is a privilege. In addition to fulfilling the criteria for receiving a diploma, a student must fulfill a number of other obligations, including, but not limited to, the following:

1. Having the required credits for graduation mandated by the Alabama State Department of Education
2. Passing the subjects required by HSCHS
3. Paying all debts: tuition, fines, and fees.
4. Fulfilling all disciplinary obligations.
5. Participating in the senior retreat, graduation practice, and all other required senior activities
6. Returning all sports uniforms and paying all fees owed to the athletic department

**Graduation Ceremony Requirements**—In order to participate in the graduation Mass and ceremony, a student must have completed all of the required credits for graduation and passed all the courses required by HSCHS. A student who does not meet these criteria may not participate in senior end of the year activities (including the retreat, Senior Mass, and the graduation Mass and ceremony).

**Transcripts**—The school maintains a transcript for each student enrolled. Information on the transcript includes the student's name, directory information, courses taken, semester grades, credits earned, and GPA. The student transcript is a permanent, confidential record of the school and is kept in the school office. Faculty members have access to their students' transcripts, if necessary. A student's transcript may be released to the student's parents or guardians, a third party at the written request of the parents, or to the student at age 18. All financial obligations must have been met before the transcript release is authorized. HSCHS will honor two transcript requests at no charge. A \$2.00 fee will be charged for each additional transcript. Requests must be made at least two working days before the transcript is needed.

**Financial Obligations**—Before a student will be allowed to take midterm or final exams, the parents must have paid tuition in full along with any fees and fines. Report cards will not be released if there is a financial obligation outstanding.

## **Academic Honesty**

Students at HSCHS pursue their education with honesty and integrity. A student's work and achievement must be the result of his or her own efforts. A serious area of conflict among most teenagers is cheating. When a student cheats, he or she compromises the Christian values for which HSCHS stands. In effect, the student steals someone else's work. If it has been determined that a student has cheated on a test, the student will earn reduced or no credit on the test/assignment at the discretion of the teacher and will be referred for additional disciplinary action (refer to the Discipline section). Honesty and integrity are expected of HSCHS students. Violations of the cheating/plagiarism policies are cumulative for the four years the student attends HSCHS.

### **Cheating/plagiarism includes:**

- possessing or using "cheat sheets" in any form at any time.
- talking during a test or quiz.
- accessing any electronic device without permission during an assessment.
- providing answers or questions of a test to students of another class period who have not yet taken the test or quiz.
- copying material from another student, either directly word-for-word, or by altering a few words. This is true of homework as well as any other graded material.
- adding the name of another student to a group project if that student did no work on the project.
- using work previously handed in by another student.
- helping another student to cheat in any way.
- plagiarism (see section on plagiarism in the appendix of this handbook).

## **Attendance**

Each student enrolled at HSCHS is expected to be present and punctual for all assigned classes throughout the year. Regular attendance is essential to the mastery of any subject. It is difficult to work with students who are frequently absent.

### **Absence Policies**

The school day begins promptly at 8:00 a.m. Students not in their designated assembly areas at 8:00 a.m. will be considered tardy. Students arriving prior to 7:30 a.m. will be permitted into the foyer area only. Supervision begins at 7:40 a.m. in the gymnasium. Students will not be permitted in the school wings without having made prior arrangements with a specific teacher. Students are to report to the gym when they arrive on campus after 7:40 a.m.; they should not loiter in the parking lot or leave campus. Once the student arrives on campus, he/she may not leave campus without checking out in the office until the school day has ended. Dismissal for all high school students is at 3:05 p.m. (2:15 p.m. on Mondays). After school care is provided at the elementary school for a fee. Leaving without permission will result in disciplinary action (refer to the discipline section).

Students may be unable to attend school for valid reasons. HSCHS considers the following to be excused absences from school: sickness, death in the family, court appearances, driver's license tests, and health treatment. The following are considered examples of unexcused absences from school: extended weekends, oversleeping, job interviews, work, etc. Excused absences are at the discretion of the administration.

College visits are also considered excused absences. Juniors are allowed two days during the second semester for college visits; seniors are allowed three college visits through the end of the third quarter. These days need to be approved in advance, and proof of attendance is due in the office upon return to school.

We recognize that some non-school experiences may be of benefit to students. The administration may grant excuses for educational trips or meetings. However, an Educational Leave form must be completed and submitted to the office at least three days prior to the trip. Educational Leave forms are available in the office. Teachers are not required to give assignments or tests in advance of planned, excused absences.

Participation in extracurricular activities is also an excused absence. To be eligible to participate in an activity, a student must be in school for the complete school day on which the activity is scheduled. Students who leave for extra-curricular activities should take tests or quizzes missed during the absence on the next school day. All homework and projects due during the time missed for the activity must be submitted prior to departure.

Any student returning to school after an absence must present a note signed by the parent or guardian to the office. The note must indicate the dates of and reason for the absence from school, and should be turned in to the office before the start of school. All notes for excused absences must be turned in the day the student returns. If a note is not received within three days, the absence will be recorded as *unexcused*. Any requests for absences to be excused beyond the three-day policy period must be presented to the Principal. Students will receive a zero for missed work or tests on the day(s) of an unexcused absence.

Excuses for absences written by parents or guardians will only be accepted for the first five days of absences of the semester. After five total days of absences, the student must present a doctor's excuse or court note in order for the absence to be excused. Only the Principal can approve exceptions.

In the event that eight or more absences occur during any single semester course, the administration will arrange a conference with the parties involved to make a determination regarding course credit. The school reserves the right to refuse credit to any student who misses more than 10 classes in any course during a semester.

## **Illness (Check-in/Check-out)**

Students who become ill during the day are to report to the office. The secretary will contact parents if it is necessary for the student to leave school. Students may never leave school because of illness unless the parents have been notified by the administration. Students should not go to the restroom and stay there. Under no circumstances are students to self-medicate during school. All authorized medications are to be dispensed by the school administration or designee.

Parents are to schedule doctor appointments outside school hours whenever possible. Personal business and appointments should not be scheduled during the school day. If a student is to be absent from classes during a portion of any day, he/she must present a note signed by a parent or guardian to the school office before the beginning of the school day. The note must state the reason for the absence, the departure time, and the time of return. The student must report to the office and sign out before leaving campus. Upon returning to campus, the student must sign in and get a pass before returning to class. Any assignment due the day of a check-in/check-out must be turned in that day. Check-in and check-out absences are counted as tardies on report cards. If a student leaves for a doctor's appointment unaccompanied by a parent, a note from the doctor's office must be submitted to the office before the absence can be excused.

## **Make-up Work**

On the first day back to school after an absence, it is the student's responsibility to get all assignments given during the absence from the teachers and arrange a deadline for completion of the assignments with each teacher. Students are normally allowed 5 school days upon returning from an absence to complete missed assignments. If tests or quizzes are not made up within those 5 days, students may be scheduled to make up the work on a Saturday. Homework given during an absence may be accessed through the MyHomework application on the student iPad. If a student is absent on the day when a pre-announced quiz or test is given, the student must be prepared to complete that quiz or test on the day he/she returns to school.

## **Homework**

Homework, including study, written work, and out-of-class independent work, is integral to the student's academic progress. The purposes of homework are:

- to preview material for the next class
- to provide general review for reading
- to reinforce the acquisition of concepts of the course being studied
- to provide the needed drill and application of the skills to be mastered in the subject
- to promote independent study skills and confidence in becoming a self-learner
- to stimulate creative intellectual activity through problem-solving and self-expression

Homework can take many forms. Teachers are asked to provide purposeful variety in assignments, taking into account the academic ability of the class and the learning styles

of the individual students. Homework does not have to be written assignments. Reading and reviewing notes nightly are important homework activities.

Because Holy Spirit offers a rigorous college preparatory program, high school students should expect nightly (including weekends) homework and study in each course. They can expect to spend 20-30 minutes on each subject. Honors and advanced placement students can expect to spend more time on assignments.

Seventh and eighth grade students should expect nightly homework, especially in English and math. Students in grades 7 & 8 are just beginning to balance the demands of nightly assignments versus long-term assignments; they are also beginning to develop organizational and study skills.

There is a great variability in how long individual students need to spend on assignments. If at any time parents feel that too much homework has been assigned, they should contact the child's teacher to discuss the situation.

Satisfactory completion of homework is essential for students to keep up with the sequential development of the course and ultimate mastery of the material. Failure to do homework results in probable weak acquisition of knowledge as well as poor performance or participation in class.

### **Tardiness**

Punctuality is an essential characteristic of a responsible person. When a student is reporting late to school, he or she must report to the office with a note from home giving the reason for the tardy and receive a pass to be admitted to class. All notes for excused tardies must be submitted within three days after the tardy for the tardy to be excused. Any requests for tardies to be excused beyond the three-day policy period must be presented to the Principal. Students will receive a zero for missed work or tests on the day(s) of an unexcused tardy. Excessive, unexcused tardiness to school will result in disciplinary action (see discipline section).

### **Exam exemption**

In order to qualify for an exemption, high school students must:

1. Have no more than 5 tardies in any one class and/or check ins/checkouts (excused or unexcused). The highest number of tardies from all classes plus the number of check ins/check outs should not exceed 5 total.
2. Have no more than 5 total absences for the semester.
3. Have no more than 2 detentions and no Saturday schools or suspensions.
4. Have a 70% semester average based on the average of the 2 nine-week periods.
5. Have a passing average for the year in the class for which the exam is exempted.

Students cannot exempt an exam both semesters of the same class.

Second semester seniors who meet the above criteria may exempt a second exam for a class in which they have an 85% semester average.

### **Disciplinary Guidelines**

Students attending HSCHS are encouraged and expected to behave in a manner exemplifying a general respect for all persons and their rights as well as personal and communal property. Students are expected to exemplify the Gospel values which form the foundation of the school's mission statement. The discipline of HSCHS is not adapted to students who require constant correction.

Students must exhibit concern, respect, courtesy, and charity in their dealings with other members of the school community and its guests. Students must respect the rights and dignity of other persons and their property and avoid inflicting harm or suffering on another in language and action. Through the process of knowing and adhering to the regulations of the school, each student is expected to develop and maintain a high standard of personal integrity and honor.

Students must accept responsibility for their behavior. Therefore, the system of discipline is educational rather than punitive.

### **Detention**

There are two types of formal detention held at HSCHS:

1. After school detention is held from 3:10–4:00 p.m. on Tuesdays, Wednesdays and Thursdays. Any student committing an infraction that requires detention will serve the detention on the very next school day if the infraction is committed before noon on Monday through Wednesday. Detention for infractions committed after noon on Wednesday will be served on the following Tuesday (or Wednesday should too many students be assigned detention on Tuesday). Students who report late for detention will be assigned additional detention time.
2. Saturday detention is held from 8:00 until 10:30 a.m. on specified Saturdays during the school year.

Detention and Saturday school involve manual and/or academic labor. Committing infractions involves a loss of personal dignity and also damages the dignity of fellow students and the school in general. Detention gives students an opportunity to improve the dignity of the Holy Spirit School family. Detention takes precedence over appointments, practices, tutoring, games, and any other after school activities. A doctor's excuse is required to reschedule any detention or Saturday School.

Any teacher or staff member may recommend detention. The Dean of Student Services, Assistant Principal, or Principal assign detention and Saturday school based on guidelines in the handbook.

Teachers may assign informal detention, such as lunch or break detention, at their discretion. The teacher will supervise any informal detention he/she assigns.

## **Demerit System and Disciplinary Probation**

Students accrue demerits for infractions as follows:

- 1 demerit for each detention
- 2.5 demerits for each Saturday School
- 6 demerits for each day of In School Suspension
- 7 demerits for each Classroom Suspension
- 8 demerits for each day of Out of School Suspension

In any quarter, if a student commits infractions resulting in 10 or more demerits, he/she will automatically be placed on disciplinary probation for the remainder of the current quarter and for the following quarter. If the student fails to show positive progress in this time, as measured by an average of 5 demerits or less per 9-week period (prorated for the part of the current quarter remaining) he/she will be recommended by the Dean of Student Services to the Principal for expulsion. If the decision is made not to expel at that time, the disciplinary probation period will be extended.

Students placed on Disciplinary Probation are automatically suspended for a minimum period of two weeks from the privilege of representing the school at any official functions or competition. The Dean of Student Services and Principal will meet with the coach and/or sponsor and the Athletic Director (if a sport is involved) to determine if a suspension of longer than two weeks is warranted. They will also determine the extent of participation permitted in practice or planning sessions during the suspension period. Suspension periods may also be extended by the Principal should the student fail to make satisfactory progress.

Any student incurring more than six demerits per year will NOT be considered for any honor society membership for the current or following school year.

## **Suspension**

There are three kinds of suspensions used at HSCHS:

1. **Classroom suspension**—If a student has discipline issues in a particular class, the Principal may suspend the student from the class for a specified period of time. After the suspension, the student may be reinstated to the class on a probationary basis. The length of the probationary period may vary, depending on the gravity of the circumstances. The basic purpose of the probationary status is to give the student an opportunity to improve his or her attitude and conduct. When this is accomplished, the student will be removed from the probationary list and will be reinstated to good standing. Failure to show improvement could lead to permanent dismissal from the class which

would result in a loss of credit. Probation may involve forfeiture of participation in or attendance at extracurricular activities.

**2. In-school suspension (ISS)**—A student is isolated from his/her peers during the school day. Students are given their assignments to work on, but they do not go to break and/or lunch with their classmates. Students may receive credit for work completed during ISS. They may not participate in extra-curricular activities during the term of the ISS. Parents will be notified before a student is suspended.

**3. Out-of-school suspension (OSS)**—A student is not allowed on campus during the suspension period. The student is not allowed to participate in any school functions, curricular or extra-curricular, for the duration of the suspension. OSS will disqualify a student for any honor or office for the current school year. One already holding office may be required to relinquish the office if suspended. In some instances, students may not be readmitted until professional help is sought. An OSS is an unexcused absence and no credit is given for work assigned during the suspension period. Parents will be notified before a student is suspended.

## **Expulsion**

In certain circumstances, the following may be grounds for expulsion as determined by the school administration:

- willful destruction of school property
- being under the influence or in the possession of drugs or alcoholic beverages (or look-alikes) at school or school-related activities, including those held off campus
- drug trafficking
- possession of any tobacco products or vaping products at school or school-related activities
- possession of inflammables/explosives
- possession of weapons, on campus or at a school function held on or off campus
- possession of look-alike weapons that may be capable of inflicting serious harm
- arrest and final conviction by civil authorities for criminal action
- behavior that affects the status of the school and/or causes unfavorable publicity or criticism of the school
- any other behavior deemed not in keeping with the mission statement and philosophy of HSCHS

Before a student is expelled, a meeting will be held with school administration, parents, and the student. Students asked to withdraw or are expelled may not attend any school event after the withdrawal date, and are not to be present on the campus at any time.

The Principal imposes suspension. The Principal, in consultation with the pastor, imposes expulsion.

## Disciplinary Consequences

Deviations from this code will only be made with permission of the school administration. Consequences not covered are at the discretion of the administration.

Depending on the circumstances of an infraction, first or second steps may be bypassed.

OFFENSE	ACTION
<p>Absence without leave (truancy or skipping any class period). There are no “cut” or “skip” days for any class at HSCHS.</p>	<p>1<sup>st</sup> offense – Saturday school and parental conference            2<sup>nd</sup> offense – ISS and parental conference            3<sup>rd</sup> offense – OSS and/or referral for expulsion</p>
<p>Alcohol or drugs on campus</p>	<p>Referral for expulsion; see detailed policy in appendix</p>
<p>Assault of a school employee, student, or visitor</p>	<p>1<sup>st</sup> offense – OSS or referral for expulsion            2<sup>nd</sup> offense – Referral for expulsion</p>
<p>Cheating/plagiarism</p> <p><u>(offenses are cumulative for the four years of high school)</u></p> <p>All offenses will result in parental notification and a grade of zero on the test/assignment or reduced credit or a requirement to re-accomplish the assignment for partial credit (all at teacher discretion)</p>	<p>1<sup>st</sup> offense – detention</p> <p>2<sup>nd</sup> offense – Saturday school</p> <p>3<sup>rd</sup> offense – ISS</p> <p>4<sup>th</sup> offense – ISS and loss of all exam exemptions for the duration of the student’s time at HSCHS</p> <p>5<sup>th</sup> offense – OSS and loss of all student privileges (including participation in extracurricular activities) for one calendar year</p> <p>6<sup>th</sup> offense – recommendation for expulsion</p>

Chewing Gum	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Detention 3 <sup>rd</sup> and subsequent offenses – Saturday school
Classroom disruptions and/or interference with school activities	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Detention 3 <sup>rd</sup> and subsequent offenses – Saturday school
Damage, destruction, or theft of private property (including textbooks)	Restitution is required for all damage, destruction, or theft. Consequences range from student conference through expulsion, depending on the circumstances, at the discretion of administration
Defiance of Authority	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Saturday School 3 <sup>rd</sup> offense – OSS
Disrespectful or rude behavior toward another student or toward a teacher, staff member, or another adult	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Dress code	See dress code section
Failure to attend detention	1 <sup>st</sup> offense - Additional detention 2 <sup>nd</sup> offense – Additional detention 3 <sup>rd</sup> offense – Additional Saturday school
Failure to follow directions	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Saturday School 3 <sup>rd</sup> offense – OSS

Failure to attend Saturday school	1 <sup>st</sup> offense - Additional Saturday School 2 <sup>nd</sup> offense - Additional Saturday School with parental participation 3 <sup>rd</sup> offense - OSS
Falsifying a signature or making a false statement	1 <sup>st</sup> offense - Parental notification and detention 2 <sup>nd</sup> offense - Parental notification and Saturday school 3 <sup>rd</sup> offense - Parental notification and ISS
Fighting with other students on campus or at a school activity	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Gambling on school property or at school functions	1 <sup>st</sup> offense – Detention and parental notification/Saturday school 2 <sup>nd</sup> offense – Saturday school/ ISS 3 <sup>rd</sup> offense – ISS/ OSS
Inappropriate language	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Detention 3 <sup>rd</sup> offense – Detention and/or Saturday school
Misconduct on school campus or at school activity (including encouraging others to misbehave)	Consequences range from student conference through expulsion, depending on the circumstances, at the discretion of administration
Violation of no-contact policy/horseplay	1 <sup>st</sup> offense – detention 2 <sup>nd</sup> offense – detention 3 <sup>rd</sup> and subsequent offenses – Saturday school

Obscene materials – use or possession of any type	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Being in unassigned area alone with a member of the opposite sex	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Being in unassigned area	1 <sup>st</sup> offense – Detention 2 <sup>nd</sup> offense – Saturday school 3 <sup>rd</sup> and subsequent offenses – OSS
Leaving campus without permission	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Parking/traffic violation on campus, including using cell phone while driving	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Cell phone not turned in. Cell phone seen, used, or heard from 7:50 a.m. until dismissal	1 <sup>st</sup> offense- Saturday school Subsequent Offenses – Minimum of Saturday school through expulsion at the discretion of administration
Public display of affection	1 <sup>st</sup> offense – Warning 2 <sup>nd</sup> offense -- Detention 3 <sup>rd</sup> offense – Saturday school

Sexual misconduct or harassment, including but not limited to inappropriate touching	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Tardies (Semester Basis)	At 3 <sup>rd</sup> tardy – Teacher contacts parent At 4 <sup>th</sup> tardy – Detention At 6 <sup>th</sup> tardy – Saturday school Each subsequent tardy – OSS
Threats, harassment, bullying, cyberbullying; intimidation of another student	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Tobacco and/or nicotine products or any type of vaping devices—use or possession	Referral for expulsion; see policy in appendix
Using profane, vulgar, obscene words, gestures, or other actions or blasphemy	Consequences range from student conference with parental notification through expulsion, depending on the circumstances, at the discretion of administration
Use of or possession of dangerous instruments at school or at a school activity	Referral for expulsion
Weapons: use of or possession at school or school activity	Referral for expulsion

## Dress Code

The dress code is in place to help students maintain their dignity and modesty. Students should dress modestly at all school-sponsored activities. It is also designed to prevent disruptions of the educational process due to unnecessary attention being diverted to what students are wearing.

- Slacks/shorts: The only khaki slacks/shorts that students may wear are the Dark Khaki-Colored Cotton purchased from Land's End or another vendor that carries the same styles and color. Shorts must be no higher than the fingertips when arms are extended down to the side. Bermuda shorts or rolled up, cuffed shorts, shorts with pockets on the legs, cut-offs, umbro-like shorts, biking shorts, or athletic shorts are not permissible. Three violations of the shorts policy will result in the revocation of the privilege to wear shorts.
- Blue jeans and slacks/shorts of jeans material are not allowed. Cargo pants/shorts, pants/shorts with leg pockets and pants/shorts with heavy top stitching are not allowed.
- Slacks/shorts must have belt loops. Students must wear a traditional solid black or brown belt with an appropriate belt buckle. No decorative, fancy, or other colored belts may be worn. Belts must be visible at all times.
- Skirts/skorts must be the Classic Navy Large Plaid purchased from Land's End or Dennis, and **must come to the top of the knee**. They are to be worn with the plain white, front button down shirt or monogrammed polo shirt, preferably red or white. No mid-calf or longer length skirts are permitted. Three violations of the skirt/skort policy will result in the revocation of the privilege to wear them. **The 2018-2019 school year will be that last year students may wear the side-pleated skirt/skort.**
- Only glasses for documented medical purposes are allowed. Students may not have hats or sunglasses with them during the school day.
- HSCHS fleece jackets or sweatshirts (NO HOODIES), the old style gray HOLY SPIRIT block letter sweatshirt, or the Land's End fine gauge sweaters are allowable during the school day. Girl's cardigans are available in solid red or gray. V-neck sweaters are available in solid red or black. V-neck sweater vests are available in solid red or black, & gray. V-neck sweaters are found in the Lands' End boys' section but may also be worn by girls. Sweaters may only be worn with a plain white button down oxford shirt. Boys must wear a plaid Lands' End tie and khaki pants with the sweater. Sports teams may wear team jackets any time (NO HOODIES during the school day). No other jackets, sweaters, or sweatshirts may be worn. Sweat pants or wind suit pants may not be worn. All other jackets must be put in lockers **before reporting to class**. No long, trench coat style jackets are allowed.
- Footwear is required and must be safe for indoor and outdoor wear. Shoes must be clean and have a closed heel and toe and must be hard-soled. No boots of any type (rain, work, cowboy, etc.) or work shoes are allowed. Socks must be **all solid (except for logo) white, black, red, or gray**; tennis or low-cut socks are not allowed. Socks must be above the back of the shoe and must be clearly visible at all times.
- Clothing and accessories displaying racial slurs, controversial insignias, hate speech, gang affiliations, or vulgar, implicit or explicit sexual suggestions or promoting

products such as alcohol, tobacco, or drugs should not be worn at school or school functions.

- Shirts worn under the HSCHS polo shirt must be white or black with no visible writing. Short sleeve undershirts are not to exceed the polo shirt sleeve.
- HSCHS polo shirts in red, black, and white ordered from McStitches, (formerly Custom Embroidery) with the HSCHS logo are required daily wear, Monday through Thursday. HSCHS sponsored t-shirts may be worn in lieu of the polo shirts on Fridays only. Girls may wear the plain white button down oxford shirts with khaki pants only if the sweater is worn as well. Boys may only wear the plain white button down oxford with khaki pants, plaid tie, and sweater. **Shirts must be tucked in at all times.**

For all school field trips (unless instructed otherwise), students are to wear a uniform shirt, preferably red, with khaki pants. Girls may wear khaki pants or plaid skirts/skorts. **Beginning in 2018-2019, students will be required to wear a red uniform shirt on field trips.**

On out-of-uniform days, garments exposing cleavage or the midriff (when raising the hand or bending over), see-through or mesh clothing, sleeveless shirts, clothing with holes/tears, pajamas, sleep or loungewear, or athletic warm-ups are not permitted.

Approved items may be purchased from the following vendors:

- Dennis Uniforms: <https://www.dennisuniform.com/schools/BAHSTA> (school code: BAHSTA)
- Lands' End: [https://www.landsend.com/pp/px/schoolaccount?launchSearch=true&classic&cm\\_re=lec- -uni- -tool- -hr1-1-1- -findyourschool- -20160224- -bnr](https://www.landsend.com/pp/px/schoolaccount?launchSearch=true&classic&cm_re=lec- -uni- -tool- -hr1-1-1- -findyourschool- -20160224- -bnr) (school code: 900125923)
- McStitches: <https://companycasuals.com/holyspiritcaloosa/start.jsp>

Major dress code violations (wrong shirt, skirt, slacks/shorts, no belt, no socks, wrong shoes) -- 1<sup>st</sup> offense -- detention  
2<sup>nd</sup> offense – detention  
3<sup>rd</sup> offense – Saturday school

- Boys
  - **Hair** is to be a male-style haircut that is out of the eyes, off of the face, and above the collar. Ponytails, tail knobs, mohawks, punk haircuts, dyed or bleached hair, and wigs are not allowed. If a student is notified that he is not in compliance with hair rules, he will have one week to comply. If he does not comply in that time, he will have detention, and parents will be contacted. The student will serve detention for each day not in compliance. If, after three days of detention, the student is not in compliance, he will have ISS.
  - **Grooming** - Boys must be clean-shaven every day. Sideburns must not come below the ears. If a student is not in compliance, he will be sent to the office to shave. Time absent from class will be unexcused and no extra time will be given in order to complete any quizzes, tests, etc.

- Girls
  - **Hair** is to be neatly groomed and out of the eyes. Mohawks, shaven heads, punk or spiked haircuts, readily noticeable dyed or bleached hair, or wigs are not allowed at HSCHS. If a student is told that she is not in compliance with the hair rules, the policies applicable to boys will be enforced.
  - **Grooming** –excessive makeup is not allowed; only natural, light makeup (including light mascara) is allowed. Nail polish is restricted to one color. Students will be required to remove inappropriate nail polish.
  
- Jewelry
  - Boys' earrings/studs may not be worn at school or when representing the school at school-sponsored events.
  - Girls' earrings must be studs or small earrings (no larger than a quarter or one inch in length). No dangling earrings are allowed.
  - No body piercings are allowed other than conservative earrings for females.
  - Visible tattoos are not allowed.
  - Only minimal conservative jewelry is allowed.

Any item of clothing or any accessory (hair bows, etc.) that is distracting is not allowed.

Consistent violation of dress code or grooming rules will be considered defiance of authority and will be disciplined accordingly.

## General Information

### After care

All students are to be picked up at dismissal time. Any student who is not in a supervised activity and who has not been picked up twenty minutes after dismissal (3:30 p.m. Tues. – Fri; 2:35 p.m. on Mon.) will go to the after-care program at the elementary school. Parents must sign students out from the after-care program and will be charged a program fee. Accounts must be paid monthly in order to continue use of the after-care services. Students attending the after-care program must abide by the program's policies and can be held responsible for consequences of misbehavior according to the middle/high school handbook.

### Backpacks

Students may bring backpacks to school but may NOT bring any backpack or other container of any kind used to carry multiple books and other items into any classroom during school hours. Each student is expected to use his/her locker to store a backpack, if necessary, during the school day. Backpacks or other book containers may not be left in the gymnasium, hallway, or any other common area.

## **Books**

Each student is responsible for all books and materials issued to him or her for each class. A student is responsible for any book that is lost, stolen, or damaged in any way. He or she is expected to pay for damages or for replacement of the book. Books are not to be left in classrooms, on hall floors, in the foyer, in the gym, or in the lunchroom. Any books that are found in the above-mentioned places will be taken to the lost and found in the office. Students may be charged a small fee to retrieve lost items. Students must return all textbooks issued to them or pay for lost or damaged books before final grades are recorded.

## **Break**

HSCHS students have a break each morning. Students may purchase drinks, snacks, etc., in the cafeteria. During break, high school students may be in the cafeteria, gym, or in the high school hallways. High school students may not be in the 7<sup>th</sup> & 8<sup>th</sup> grade wing (library, offices, etc.) without a pass. Food and drink are permitted in the cafeteria and gym only. There is to be no eating or drinking allowed in the hallways or classrooms, with the exception of water in clear bottles. Any food or drink other than water outside of approved areas will be confiscated and disposed of immediately. Any water bottle that is not clear will be confiscated and emptied immediately and returned to the student at the end of the school day. Repeated violations will result in disciplinary consequences. Students are not to be in the cafeteria between classes. Students are not to bring nutrition drinks of any kind unless they have written authorization from a doctor.

## **Bullying/Cyberbullying/Harassment**

As Christians, we believe that all persons are created in the image of God and have dignity and worth. Accordingly, HSCHS does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational or work environment. This prohibition applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school. Cyberbullying includes, but is not limited to, offending, harassing, or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, text messages, and social networking sites. Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology creates a likelihood of disruption of the educational process, the student may face school discipline at the discretion of the administration as well as criminal penalties.

## **Cafeteria**

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Each student is expected to practice good manners and personal responsibility in the cafeteria. Simple rules of courteous behavior include leaving the table and surrounding area clean and orderly, replacing chairs, and putting trash in the proper

containers. Purchase of carbonated drinks is not allowed during the lunch period. Carbonated drinks may not be brought from home.

A hot lunch is available for purchase. Lunches must be pre-ordered and pre-paid. Students may bring lunch or breakfast from home. Breakfast and lunch, whether purchased at school or brought from home, must be consumed in the cafeteria. All items, including napkins, straws, etc., used by students who bring their lunches, are to be paid for. Microwaves are available for heating lunch materials. Students, parents, or visitors may not bring fast food to the school cafeteria for lunch.

### **Cell Phones/Electronic Devices**

All students will turn their cell phones off and turn them in to their home room teacher upon reporting to home room. Once the bell rings at 7:50 a.m. for students to report to home room, cell phones may not be used by students. Failure to comply will result in disciplinary consequences as outlined on page 22. HSCHS reserves the right to review calls and messages on confiscated phones. Students needing to call home must do so at the office. If a parent needs to contact a student for an emergency during the school day, the parent should call the office, and the message will be delivered to the student.

All other electronic devices except for HSCHS-issued iPads are prohibited unless specifically approved. The iPad policy is contained in the Appendix.

### **Character Rating for Co-Curricular Participation**

Students involved in the activity program—such as elected or appointed officers, teams representing Holy Spirit School, clubs, etc.—must realize that they represent not only themselves but also the school as a whole. Participation in co-curricular activities is a privilege, not a right, and as such may be suspended for disciplinary and/or academic reasons after a consultation between the administration and the coaches/sponsors.

### **Child Abuse Laws**

HSCHS abides by child abuse laws of the state of Alabama which mandate that all cases of suspected abuse and/or neglect be reported to the Department of Human Resources.

### **Clubs/Organizations**

- **Student organizations**—HSCHS offers clubs and organizations which provide opportunities for student participation. All HSCHS clubs have a faculty sponsor and are approved by the administration. Clubs and organizations must abide by all school rules and regulations.
- **Parent organizations**—Parent organizations include the PTO, Academic Booster Club, and the Athletic Booster Club.

All fundraising must be approved in advance by the administration.

## **Communication**

The school has the responsibility of communicating directly with the parents of each student. If, at any time during the school year, there should be a change in the marital status of the parents, the parent who is the custodial parent shall notify the office. Also, the office should be notified if there is a change of address or phone numbers. No student will be allowed to check out with anyone who is not on his/her parental permission form.

## **Computers**

All computers in the school (including school-issued iPads) are the property of HSCHS and may be searched for history, correspondence, etc. There is no right to privacy for content on HSCHS computers and/or servers. Individual technological devices (laptops, iPads, etc.) may be used in classes for specific projects with the teacher's approval. The school is not responsible for loss or damage of any electronic device. Please refer to the Computers/iPad/Technology Acceptable Use Policy and the Network and Internet Access Agreement in the Appendix.

## **Conferences/ Staff Communication**

Conference times with teachers are available after the first marking period. Parents may schedule appointments at any time by contacting the school secretary, who will inform the appropriate person. Parents may contact teachers by email, school phone, or scheduled conference at any time. Teachers' email addresses are available on the school website. Parents should contact teachers first regarding class and academic questions or concerns. Parents are encouraged to contact the appropriate administrator with questions or concerns beyond those handled by the classroom teacher: Dean of Student Services (discipline, attendance, and student involvement), Assistant Principal (academics, liturgy, service, and spirituality), Athletic Director, Guidance Office (career, scholarship, and social concerns), and Principal.

## **Confidentiality**

Parents can review their child's transcripts, testing, and health records in the HSCHS office with an advance appointment. No records will be released without written permission. No student information will be released by HSCHS without proper authorization. Non-custodial parents are entitled to access student, teacher, and non-official records unless prohibited by the courts.

## **Crisis Plans/School Closings**

In case of inclement weather, HSCHS typically follows the Tuscaloosa City or Tuscaloosa County Schools; however, variations may occur at the discretion of the administration. Announcements will be made on local television or radio stations and by means of the School Cast automated message system. Crisis plans (tornado, fire, disaster, intruder, etc.) are available for review in the HSCHS office.

## Dances

School dances, whether held on the school premises or away from school, are school functions and, as such, will be governed by school regulations. High school dances are not open to the general public. Students may invite a guest, who will be asked to sign in and will be expected to abide by the same standards of conduct as are HSCHS students. Normally, high school dances end at 11:00 p.m. and operate on the once-in-and-out rule. This means that after a student enters the dance, he/she (and date) must remain for the entire dance; if they leave, they will not be readmitted.

7<sup>th</sup> and 8<sup>th</sup> grade students may not attend high school dances. Social activities for 7<sup>th</sup> & 8<sup>th</sup> graders occur throughout the year. These activities are open to Holy Spirit 7<sup>th</sup> & 8<sup>th</sup> grade students only unless otherwise indicated.

## Dismissal/Parking Lot

Students are to exit the building when dismissed so that the car pool line is not delayed. Students are not to be in the halls or classrooms unless they are supervised by a teacher. Students who have practice will go to the gym where they will be supervised until their coaches arrive. Once a student is in the gym, he/she may leave only with a coach or stay in the gym until 3:30 p.m. Parents should follow the car pool driving directions for entering and leaving the campus during morning drop-off and afternoon pick-up of students. For the safety of students, parents should avoid use of cell phones while driving on the school campus. If a parent wishes to pick up siblings together, the high school student will wait with the elementary student's class. Parents are not to wait at the curb between the high school and elementary school as traffic is flowing in this area. The driveway between the buildings is closed and barricaded from 3:00 – 3:20 p.m. on Tuesday through Friday, from 2:10 – 2:30 p.m. on Mondays and from 1:00 - 1:20 p.m. on early release days. Elementary students will be dismissed to older siblings only if they are being picked up in a car. If an elementary student is coming to the high school for any reason after school, he/she will be dismissed to a high school teacher or staff member when students are brought to the elementary school for after care. Please remember that coaches do not supervise younger siblings while older students are practicing.

No cars are allowed to go to the back of the high school building before 3:30 p.m. Drivers parked in the back of the school should not attempt to exit between the buildings until after 3:30 p.m. Drivers should not park in handicap spaces, even during dismissal. Drivers should stop at all stop signs, even if a faculty member is directing traffic in that area.

## Financial Obligations:

It is the responsibility of each family to keep the Parish Business Manager informed of the need to make any changes in the preferred tuition payment plan or adjustments in the tuition paid. Without such information, the following will apply when tuition

### payments are received late:

Families who miss a monthly payment due to insufficient funds or other reasons will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed tuition payment will be re-attempted by FACTS on the next payment date (5th or 20th of the month). In addition, families who have missed two monthly payments will be contacted by the Parish Business Manger and given 10 business days to bring the account current (No personal and/or business checks will be accepted as payment, only cash, cashier's checks or money orders). If the account is not brought current within that time period, the student will not be allowed to return to school until the account is brought current. In addition, report cards, records, transcripts, etc. will not be released if there is an outstanding financial obligation.

### Returned Checks and Late charges:

Checks returned for any reason will be assessed a \$15.00 returned check fee. Payment for a returned check and fee must be made by cash, cashier's check or money order. A flat \$25.00 late charge will be incurred for any late payment.

### Gifts and Invitations

Students are not to bring personal or private party invitations or gifts to be exchanged at school.

### Guidance Department

Guidance services are available to every student in the school. Counseling is available to assist the student with educational, career, or college plans. Information concerning these areas is available in the counselor's office and in the library. For concerns about academic progress and scheduling, see the Assistant Principal.

In addition to college and career counseling, students are welcome to discuss any personal problems they might encounter. Parents are also welcome to confer with the counselor.

### Gymnasium/Fields

The HSCHS gym and fields are used primarily by HSCHS students; however, they can be made available to other groups for different activities. All groups must have prior permission from the school administration before scheduling use of the gym. All scheduled events must appear on a master calendar. Students under 18 years of age must have adult supervision at all times. Please contact the school office to schedule an activity. There is a rental fee and list of responsibilities for gym use (including proof of liability insurance) available in the office.

## **Internet Policy (Diocesan)**

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.
2. To protect each and every student as well as employees and the institution itself, each student enrolled in a Diocese of Birmingham Catholic School must treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any of student, employee, or Catholic school by a student or parent/guardian is serious whether this is done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent/guardian.

## **Library/Computer lab**

All students may use the library with a pass or during a class library period. Books may be checked out for two weeks and renewed for the same period. Books must be brought to the library to be renewed. Reference books, and magazines may only be used in the library. The cost of a lost book is \$20.

Students must also have a computer lab pass to be in the lab unless they are with a class. Printer copies are available to students for 10 cents for black and white and 20 cents for each color copy.

No food or drink is allowed in the library and the computer lab. Bringing food or beverages into these areas may result in the loss of privileges to use them and disciplinary action.

## **Lockers**

Hall lockers for the storage of student books and equipment are available. Students are not to share lockers and should not reveal their combination to anyone. There is a non-refundable locker rental fee charged each year. Lockers are the property of Holy Spirit Catholic School. Students should not keep money, jewelry, or other expensive items in

the lockers. The school does not accept responsibility for, and cannot replace, items stolen from the lockers. Items such as opened drinks, food, etc., are not to be kept in lockers. Any locker that does not function properly should be reported to the office.

It is the student's responsibility to see that the locker is kept locked and in order (inside and out). No lockers should be jammed open. Students will be held financially responsible for damaged lockers. All student lockers must be cleaned out prior to the beginning of the second semester exams. Unauthorized entry into another student's locker is considered a major offense against Christian respect and is subject to disciplinary action.

HSCHS reserves the right to search lockers and any items brought on campus at any time.

### **Lost and Found**

Students who find lost articles are requested to turn them in to the office. Students who lose items may claim them from lost and found (located in the cafeteria). Items that are not claimed by the end of the semester are turned over to a charitable agency.

### **Medication**

The school is not permitted to dispense non-prescription medicine of any kind without written parental permission as indicated on the health and emergency record sheet. Parents must send in unopened containers of non-prescription medication for their child's use. Prescription medicine may be dispensed from the front office only with written permission from the parents. These forms are available in the office. All medicines, prescription and non-prescription, must be turned in to the office before school.

### **Motor Vehicles/Parking Lot**

Motor vehicles must be licensed and insured. Operators of motor vehicles on campus must also be licensed and insured, and they must operate their vehicles in accordance with state law. Students must park in the spaces specifically assigned when they register their cars. Speeders on campus, or violators of motor vehicle regulations, forfeit their right to operate a vehicle on the campus. For safety reasons, no drivers are permitted to use cell phones while driving on campus. Violators will forfeit their right to operate a vehicle on campus and may be subject to a fine. Upon parking their cars in the morning, students are to leave the vehicles and not return to them until dismissal.

### **Off-campus Conduct**

Off-campus conduct reflects the good reputation of students, parents, and faculty. People are often quick to label an entire group wrongly after experiencing unpleasant associations with some members of the group. Students coming to and from school, at

school events, and at social, or athletic functions of other schools, bear the good name of HSCHS. All school rules apply to students at these times.

Any off-campus behavior that subjects the school to negative publicity or perception by the public in the opinion of the school administration is considered a serious infraction. The students involved will be disciplined as determined by the administration.

### **Parental Support**

Registration at Holy Spirit Catholic School is an agreement by the parent/guardian to abide by the rules and regulations of the school and to support its mission and belief statements. A cooperative relationship between HSCHS personnel and a parent/guardian is essential for the overall education of a student. Parents are the primary educators of their children, and as such, are expected to display an attitude of respect and support toward the school, the staff, and the educational process. If a parent repeatedly or seriously violates proper school protocol and/or displays disruptive, harassing, or inappropriate behavior toward a student, teacher, or staff member, the school administration may take corrective action. This may include, but not be limited to, imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff, restriction or termination of the parent's access to school property, or dismissal of the parent's child(ren). The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

### **Photographs**

Holy Spirit Catholic School reserves the right to use photographs, videos, and names of students in publications, news releases, or on the web unless otherwise notified in writing by a parent or guardian by the end of the second week of school.

Students are not allowed to take photographs or make video or audio recordings at school without permission of their teacher or an administrator. Additionally, the person who is photographed or recorded must give permission for his/her image/voice to be made public or published in any format (including online publication). Violations may result in disciplinary consequences (see discipline code).

### **School Property**

Each student shares the responsibility to treat all school property and buildings with care. Damages resulting from the destruction or defacement of school property, whether willful or accidental, are to be paid for by the student(s) responsible. In addition, the student guilty of malicious damage will be subject to disciplinary action (see discipline section).

## **Signs/Posters**

Administration must approve in advance any posters or signs to be placed in the school. Any club or individuals who post signs are responsible for removing their materials.

## **School Trips**

Our students have consistently brought praise and honor to HSCHS at the different activities they have attended. Students have been welcomed back to places they have visited because of their appropriate behavior. Students on trips are governed by the same regulations applicable to all school activities.

Whenever students leave school during school time for a field trip conducted by a faculty member, or whenever a student travels to represent the school, either alone or as part of a team or club outside of school time, a permission form signed by the parent or guardian is required.

A HSCHS trip is one that is sponsored and approved by the school administration. The superintendent must approve all multi-day field trips and trips outside of Tuscaloosa County. Students who violate school regulations may be sent home immediately at the parent's expense and may be subject to additional disciplinary action.

## **Testing**

The following standardized tests are administered at Holy Spirit Catholic High School:

Grade 7 – Iowa Test of Basic Skills (spring)

Grade 8 – ACT ASPIRE (spring)

Grade 9 -11 – PSAT (October)

Grade 9 – ACRE test (spring)

Grade 10 – PLAN (fall), ASVAB (spring)

Grade 12 – ACRE test (spring)

The exact testing dates will be published on the calendar and in the newsletter. It is important that students are present for the testing periods.

High school students should have only two tests per day, and only one test per day for the three days prior to the end of the first and third quarters. No tests should be given within five school days before mid-term or final exams (9-12 only). If all students in a class are exempted from the exam, the previous sentence does not apply to that class.

## **Test procedures**

In order to safeguard the integrity of classroom testing situations, teachers will enforce the following procedures:

1. students will not have access to material that might compromise the testing situation;
2. students will not have any additional books or papers at their desks during the test;
3. students will not have anything on their desks that is not necessary to take the test;
4. students will not leave the room at any time during the testing period (i.e. from the distribution of the test until the last paper is turned in);
5. students will not be allowed to talk during the testing period;
6. students will remain in their seats during the testing period;
7. students will not make gestures, comments or in any way distract others during the testing period.

Teachers may add other requirements as necessary depending on the testing situation. Any violation of these rules will be considered cheating and will be subject to disciplinary action (see discipline code).

## **Visitors**

Upon arrival, all visitors must report to the school office and obtain a visitor's badge. Visitors who plan to eat lunch must secure permission from the office at least one day in advance. Visitors may not bring fast food to the school during lunch periods. Visitors are to respect the dress code requirements of HSCHS.

## **Handbook Disclaimer**

The administration (in accordance with diocesan policy) reserves the right to determine policy should the need arise. All policies listed in the *Policies and Regulations for Educational Institutions* in the diocese apply to HSCHS. In the event of inadvertent conflict, the diocesan policy supersedes. Deviations from or amendments to this handbook may be made at any time by the administration, with the approval of the Principal.

## **Appendix A**

### **Diocese of Birmingham Alcohol, Drug, and Tobacco Policy**

#### **Purpose and Intent**

The constant teaching and Tradition of the Catholic Church uphold the sanctity of life and the dignity of the human person. As Catholics, we believe men and women are made in the image and likeness of God. We believe our bodies are temples of the Holy Spirit. The Fifth Commandment—you shall not kill—forbids the abuse of alcohol, tobacco, and drugs that alters our consciousness and harms our bodies. This profound and overarching belief in the dignity of the human person and the sanctity of life is the foundation of the following Diocesan Policy pertaining to alcohol, tobacco and drugs:

#### **Policy**

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco, and drugs on school premises, in a school-owned vehicle, or during any school-sponsored trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants, mind-altering substances, drug paraphernalia, or controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person's prescription. Students found using or possessing alcohol, tobacco, or drugs on their persons, in their personal effects, or in their vehicles shall be subject to disciplinary action as outlined by the school's policies and regulations.

Implementation of this policy is consistent in each of the diocesan high schools. Our Catholic high schools provide a caring family environment that is free of alcohol, drugs, and tobacco. Our school should present to the community a clear witness of our Catholic commitment to respect our bodies as temples of the Holy Spirit. Our Catholic faith also teaches compassion. The intent of the following regulations is not to punish but to encourage students to make choices consistent with a healthy lifestyle.

School officials have the responsibility to be proactive in providing and maintaining a safe school environment. In order to accomplish this, an important component is providing educational opportunities for parents, students, and school personnel. All parents, students and faculty are responsible for attending the alcohol, tobacco, and drug presentations offered by the school. By accepting admission into the school, parents assume the responsibility for cooperating with school officials in fostering in their children healthy lifestyle choices.

#### **General Disciplinary Regulations**

The policy of Catholic high schools strictly forbids the possession, use, and distribution of alcohol, drugs, and tobacco. The consequence for violation of this policy is referral for suspension and/or expulsion. In each instance, the administrator's final disciplinary

decision will be based on an investigation, evidence, and consultation with the student and parents. Prescribed medications and other necessary medicines are distributed by the school in accordance with school procedures.

If a school official suspects that a student has violated the policy or may be associated with anyone who has, the school administrator will respond appropriately. For possession, use and/or distribution of a controlled substance, the school has the legal responsibility to notify appropriate law enforcement personnel. School administrators may:

- Search a student's locker, personal belongings, and/or vehicle;
- Require medical evaluation at a designated facility at the school's expense;
- Require additional medical evaluations at the parents' expense if the initial evaluation is positive;
- Require individual and/or family counseling, as needed.

In an effort to maintain a safe school environment, the school administrator may authorize random searches (by school personnel or local authorities) of students, their personal belongings, lockers, and personal vehicles. The administration may also authorize random medical evaluations at the school's expense.

### **Holy Spirit High School (7-12) Mandatory Drug Testing**

In light of these concerns, the School's goal is to maintain a safe, healthy and productive learning environment free of substance abuse. To achieve this goal, the School has adopted and implemented this comprehensive Student Substance Abuse Policy and Program ("the Program"). Generally, the School's objectives include:

- to create and maintain a safe, drug-free learning environment for all students by prohibiting and disciplining substance abuse;
- to reduce the problems of absenteeism, tardiness, carelessness and/or unsatisfactory performance related to substance abuse;
- to reduce the likelihood of accidental personal injury and/or property damage;
- to eliminate substance abuse and its effects from the School;
- to reduce the likelihood that property of the School will be used for unlawful drug activities;
- to identify substance abuse as early as possible;
- to encourage students with substance abuse problems to seek professional assistance;
- to protect the reputation of the School in the community; and
- to comply with all federal and state laws pertaining to substance abuse testing.

The School encourages any student with a substance abuse problem to seek counseling or treatment. The School will make available to students and parents information concerning the availability of alcohol and abuse counseling and rehabilitation. Participation in those programs will be at the parents' expense.

This Program is not intended to affect the ability of the School to manage the learning environment or to discipline its students. The School's Student Handbook, including the

provisions on discipline, will remain in full force and effect following the adoption of this Program. This Program provides general guidelines for implementing the substance abuse program of the School. The School reserves the right to interpret, change, or rescind this Program, at any time, with or without prior notice.

This Program covers all students of the School and execution by each student and his or her parent of the Substance Abuse Policy Release form at registration is a condition to enrollment by the student at the School.

## **I. Definitions**

As used in this Program, the following terms are defined as follows:

A. Alcohol: "Alcohol" includes

1. Beer and other malt beverages;
2. Wine; and
3. Distilled spirits.

B. Controlled Substances: "Controlled Substances" include, but are not limited to:

1. marijuana, cocaine, heroin, hallucinogens, methaqualone, benzodiazepines, opiates, amphetamines, methamphetamines, barbiturate phencyclidine (PCP), and any other substance and the derivatives thereof, whose manufacture, sale, distribution, dispensation, possession, or use is prohibited or controlled by state or federal law;
2. any prescription substance for which the person taking the substance does not have a lawfully issued prescription;
3. any so called "designer drug," "look alike" synthetic drug and similar substance, even if not specifically prohibited by state or federal law;
4. any other substance that may be abused, whether available legally over the counter (such as cough syrup) or naturally occurring (such as hallucinogenic mushrooms) or which was never intended for human consumption (such as glue); and
5. a metabolite of any substance described in paragraphs 1 through 4.

C. Medical Review Officer ("MRO"): The MRO is a licensed physician designated by the School who has been certified by the American Board of Medical Review Officers, and who has knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate positive results of alcohol and controlled substance tests in light of a student's medical history and relevant biomedical information. If the School designates an employee of the laboratory conducting testing under this Program as the MRO, the laboratory must have established a clear separation of functions to prevent any appearance of a conflict of interests, including assuring the School that the MRO has no responsibility for, and is not supervised by, or the supervisor of, any person who has responsibility for the drug testing or quality control operations of the laboratory.

- D. Testing Laboratory: The Testing Laboratory is a facility designated by the School certified by the United States Department of Health and Human Services and licensed or certified, when required, by appropriate local and state authorities, to test students for the use of controlled substances.
- E. GS/MS: The term GS/MS means Gas Chromatography/Mass Spectrometry.
- F. Facilitator: The Principal, Deans, or such other person as the School may from time to time designate to collect the sample under this Program.
- G. Parent: This term shall include the parent, legal guardian, or other legal representative having primary custody and responsibility for a student.

## **II. The School's Position on Drug and Alcohol Abuse**

The School prohibits the sale, purchase, transfer, or possession of any alcohol, controlled substance, or drug paraphernalia during school hours or on property of the School at any time. The School also prohibits any student from being under the influence of alcohol or any controlled substance while on School premises or at any School sponsored or endorsed function. Presence in a group where alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance.

## **III. Testing**

### **Mandatory Testing of Students**

All students enrolled in the School for the school year 2017-2018, and each school year thereafter, will be tested under this Program during the school year. Thereafter, students may be tested on a random basis throughout the school year or may be tested when there is reasonable suspicion that a student has violated the terms or conditions of the Program. All new students, when they enroll or transfer to the School, will be required to be tested within three months of enrollment under this Program.

### **Random Testing of Students**

All students are subject to random testing throughout the school year. On a periodic basis and without prior notice, students will be selected to submit to testing in accordance with this Program. Since the selection is random, some students may be selected several times for a random testing during the school year and others may not be tested through

random selection. Prior negative test results of a student do not exempt a student from additional testing.

### **Reasonable Suspicion of Substance Abuse**

The school shall test a student based upon reasonable suspicion that the student has used alcohol or a controlled substance in violation of this Program. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

#### **1. Factors Supporting Reasonable Suspicion**

While it is not possible to list every factor that might lead to testing, those listed below are some of the most common:

- observable actions while at School, such as direct observation of substance abuse or the physical symptoms or manifestations of impairment due to substance abuse;
- a report of substance abuse provided by a reliable and credible source;
- evidence that a student or employee has tampered with any substance abuse test under this Program;
- evidence that a student has caused or contributed to an accident while at School, on School premises, or at a School sponsored/endorsed event;
- evidence that a student has used, possessed, sold or solicited alcohol or controlled substances while at School, while on the premises or other property of the School, or while attending any school sponsored/endorsed event;
- excessive unexcused absenteeism or tardiness;
- significant deterioration in grades or performance in school athletics;
- significant change in personality (such as mood swings, euphoria, depression, abusive behavior, violence, secretiveness, insolence, insubordination);
- unexplained absences from normal classes;
- unusual or erratic behavior that cannot be readily explained;
- changes in personal hygiene or demeanor;
- cravings for water or for sweets;
- reddened eyes or dilated pupils;
- odor of alcohol or controlled substance;
- unexplained significant weight loss or gain;
- slurred or incoherent speech;
- difficulty in motor coordination.

#### **2. Search Based upon a Reasonable Suspicion of Substance Abuse**

When there is a reasonable suspicion that a student may be in possession of a substance prohibited by this Program the student may be required, as a condition of continued enrollment, to submit to a search of clothing, personal lockers, purses, lunch boxes or other containers, desks, or personal vehicles. HSCHS administration shall approve searches. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience.

HSCHS administration will then determine whether the student will be required to report to the Facilitator for hair testing, and/or to a local hospital or other medical or health provider for additional testing, which may include blood, urine or hair testing.

3. We do not accept testing results from other drug testing providers.

#### **IV. On-Site Hair-Testing Procedures**

- A. Reporting for Testing—On each testing day selected by the School, students whose numbers are selected for testing shall be required to report to the place at the School designated for collection activities by the Facilitator.
- B. Removal of Hair—The Facilitator will remove at least 3.9 centimeters (approximately one and one-half inches) of hair from the student. Hair can be collected from several locations on the head. Body hair from the arm, leg, or chest in males may be used as an alternative to cranial hair.
- C. Collection of the Samples—The sample will be placed into a receptacle provided by the testing laboratory with the root end clearly marked. The student will initial the storage receptacle, which will be placed inside a second storage receptacle, which will also be initialed by the student. An adhesive, tamper proof strip will be placed over the second storage receptacle. The School will send the samples, by overnight delivery, to the testing laboratory at the end of the school day.
- D. The Testing Laboratory—The testing laboratory shall conduct tests on the samples collected in accordance with federally established procedures.
- E. Unreadable Sample—The testing laboratory shall report any sample that is adulterated, contaminated, unreadable, not authentic, or otherwise impossible to analyze properly to the Principal, or to such other person as he designates, who shall meet with the student and/or the Facilitator and ask for an explanation. If a satisfactory explanation is provided, a new test may be performed at the discretion of HSCHS administration. If a satisfactory explanation is not provided, administration may recommend rehabilitation and/or impose discipline in accordance with this Program.

#### **V. Communication of Results**

- A. Negative Results—The testing laboratory shall report negative results to the Principal or such other person as the School may from time to time designate. The Principal or designee shall communicate the results confidentially to the student.

- B. Positive Results—The testing laboratory shall confirm all positive test results using GC/MS. If the confirmatory test is positive, the following procedures shall be followed:
- The testing laboratory will report positive test results to the MRO for verification.
  - If the MRO verifies that the positive result is correct, the MRO shall inform the Principal or Dean of the result and of the controlled substance or substances discovered by the test.
  - HSCHS administration shall meet with the student and his or her parent, and shall inform them that a second test may be conducted at the student's expense. If the student or his or her parent desires a second confirmatory test, he or she shall submit a written request to the Principal for retest no later than five (5) days after being informed of the initial test results. An administrator shall notify the MRO, and the second test will be performed on the original sample using GC/MS or an equivalent, at the parent's expense.
  - If the results of the additional confirmatory test are negative, the MRO shall notify HSCHS administration, and the results of the initial test will not be used for any purpose and the School shall refund to the parent the cost of the second test.
  - If the results of the additional confirmatory test are positive, the MRO shall notify HSCHS administration. An administrator will then meet with the student and his or her parent and notify them of the result. If the student tests positive, the student will be encouraged to participate in an adolescent drug outpatient counseling. The student and his or her parent will be responsible for initiating admittance into, and utilizing the services of, any counseling or treatment center, and the expense, if any, for such counseling or treatment will be borne by the parent. The student will be allowed to remain at the School for a probationary period of ninety (90) days after being notified that the confirmatory test was positive. After the expiration of the ninety (90) day probationary period, the student will be retested, at a date to be determined solely by HSCHS administration. The same testing procedures as the initial test procedure will be used for the retesting. If the student then tests positive, he or she will be dismissed from the School.

## **VI. Discipline**

- A. Generally—Compliance with this Program is a condition of continued enrollment at the School. A violation of any provision of this Program, a failure or refusal to cooperate or participate fully in this Program, or a failure or refusal to sign any required document or to submit to a test or search, is a ground for discipline.
- B. Types of Discipline—Students who, pursuant to the on-site hair testing provisions of this Program, test positive on the first offense will be placed on a probationary period of ninety (90) days and will be retested at the unspecified date following the probationary period. If a student tests positive a second time during an academic year as a result of on-site hair testing, he or she will be dismissed from school. Students who test positive the first time with less than 90 days remaining in a school year must

complete a second test prior to the start of the next school year. If the second test is positive, he or she will be not be admitted.

Discipline for violating any aspect of this Program, other than the on-site hair testing provisions, may include Detention, Saturday School, Suspension, Probation, Dismissal, or Expulsion, as those terms are defined in more detail in the Student Handbook. The imposition of discipline by the School may be in addition to any applicable to law enforcement authorities. In other words, the imposition of discipline does not prevent the School from making a referral to the applicable law enforcement authorities as provided below.

- C. Referral to Law Enforcement Authorities—Students who use, possess, or distribute alcohol or controlled substances on school premises or at any school sponsored or endorsed function shall be referred to law enforcement authorities and shall be subject to automatic expulsion. A student who is present in a group where alcohol or controlled substances are being used or openly displayed shall also be referred to law enforcement authorities and may also be subject to automatic expulsion.

## **VII. Confidentiality**

All information concerning the testing, counseling, rehabilitation, treatment, or discipline of a student under this Program will be treated as confidential information that may be released only to the Pastor, Principal, the Deans, the student, and his or her parent. Except for disclosures required to be made pursuant to judicial or quasi-judicial process, no such information shall be provided to anyone else, without the specific written consent of the parent authorizing the release to the third person. In the absence of a valid consent to disclose the information, the School shall respond to inquiries regarding a student tested, referred to counseling or rehabilitation, disciplined or dismissed under this Program by stating only that the student was dismissed and the dates he or she was enrolled as a student at the School. Any employee of the School who willfully discloses any other information in violation of this Program will be subject to discipline, up to and including dismissal.

## **VIII. Miscellaneous Provisions**

- A. Dissemination of Program—A copy of the School's Student Substance Abuse Policy and Program shall be published in the Holy Spirit High School Student Handbook each year.
- B. Emergency Action—Nothing in this Program shall prevent or restrain HSCHS administration, or any teacher or other employee of the School from taking immediate action deemed necessary to stop or prevent an unsafe act or to stop or prevent an immediate threat of personal injury, death or property damage.

- C. Student Acknowledgment and Consent—Each student and his or her parent shall be required to read the Student Substance Abuse Policy and Program and to sign a Substance Abuse Policy acknowledgment and consent form at registration.
- D. Effective Date—This Program shall be effective on August 3, 2017.

## **Appendix B**

### **Computers/iPad/Technology Acceptable Use Policy**

HSCHS provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

#### **Acceptance of Policy**

The Technology Acceptable Use Policy falls under the guidelines outlined in the Holy Spirit Catholic High School Student/Parent Handbook. The acceptance of this Acceptable Use Policy (AUP) is indicated in the signing of Handbook Acceptance letter that is signed by both the student and parent/guardian, indicating that both parties have read and understand the policies regarding technology set forth by HSCHS. Failure to sign the policy will result in loss of privileges. The violation of technology policies and any usage deemed unacceptable by either the administration or faculty may result in loss of privileges. Violations of these policies and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student/Parent Handbook. Revoked privileges may result in academic failure if assignments require the use of school technology.

#### **Purview of Technology Policies**

Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network and servers), whether owned, leased, or loaned to HSCHS.

Acceptable Use Policies also apply to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and iPad Apps; Student Information Systems such as Chalkable (Parent/Student Gradebook Access); online-based educational tools used online or through the Apple App Store; anti-plagiarism software (Turnitin.com); and online database subscriptions (Ebscohost, Gale).

#### **School-issued iPads**

iPads issued by HSCHS are property of the school. Holy Spirit reserves the right to modify, change, update, and both issue and revoke apps installed on the school iPads, whether purchased by the student/parent or the school. All school-owned iPads are managed by the school. Any attempt to bypass or jailbreak the school management system will result in loss of student use privileges as well as other disciplinary measures for defiance of school policy.

Students' use of the school-issued iPads require adherence to all policy established in this handbook and the following requirements:

- All iPads are to remain in school issued cases at all times.
- All iPads must be brought to school/class daily fully charged. Failure to possess a fully charged iPad may result in student inability to participate in classroom activities or assignments.
- Students must be in possession of their school-issued iPad at all times. Students are not to lend or give their devices to any other individual.
- All iPads must be passcode protected. The passcode is not to be shared with others.
- All iPads must have an appropriate image with the student's name as the lock screen.
- All iPads must have the iCloud feature Find My iPad enabled at all times.
- All iPad usage in the classroom is determined by the teacher.
- All iPads must have Bluetooth enabled when in the school building.
- All students must have a personal Apple ID available, which requires a functional email address. Parents are encouraged to assist students in establishing an email account and Apple ID. Beginning with the class of 2022, students must use the school assigned Apple ID for the duration of their use of the iPad. Parents may add the school assigned Apple ID to Apple Family Sharing. Apple IDs for 7<sup>th</sup> and 8<sup>th</sup> graders are assigned and managed by the school.
- Parents are encouraged to configure Family Sharing with a parent Apple ID in order to provide additional security and parental control of student use of the App Store, iTunes Store, iBooks Store, and paid features within apps. At no time will the school require students to purchase an app for class without parental notification.
- Apple IDs and any associated accounts are not managed by Holy Spirit. Students and parents are responsible for payment for all purchases made through iTunes, iBooks, and the App Store with the exception of items purchased by the school and pushed onto the iPads. The School and the Diocese are not liable for any personal financial, data, or identity loss associated with the use of the iPads or personally managed Apple IDs and linked payment methods.

### **iPad Warranty, Loss, and Theft Policy**

Upon receiving an iPad, the student assumes the responsibility and liability of the iPad, cord, and school-issued case. The student is fully responsible for physical care and any negligent damage, loss, or theft of the iPad, cord, and case. Any physical damage (intentional or not), loss, or theft of the iPad must be reported to the Principal or designee immediately. Failure to report the damage, loss, or theft of the iPad may result in legal action for which the student and parents will be responsible for all fees.

Accidental damage to the iPad is covered under the terms and policy of AppleCare. AppleCare insurance covers two instances of accidental damage, with a \$50 deductible fee to replace the iPad in each instance. Any instance of damage beyond that will require the full payment of repair or replacement. The deductible fees and repair/replacement fees are the responsibility of the student and parents to whom the device was issued. Damage, loss, and theft are not covered by Holy Spirit. In case of loss or theft, the student is responsible for the full replacement value of the iPad.

## **Unacceptable Use of Technology**

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright laws
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that may degrade or offend others
- Any activity that interferes with the operation of any computer system
- Any activity that damages any equipment or programs (Restitution will be required if this occurs.)

Any usage that violates any of the expected standards of student behavior outlined in the Student/Parent Handbook, including but not limited to plagiarism, cheating, bullying, hazing, and harassment

## **Network and Internet Access Agreement**

**Parents and Students:** The purpose of this agreement is to outline the rules for using the local area network and the Internet at Holy Spirit Catholic School. Because of the cost and sensitivity of the computer equipment, and because of the unregulated nature of material found on the Internet, the rules for usage must be understood by all parents and students.

The acceptance of this Internet Access Agreement is indicated in the signing of Handbook Acceptance letter that is signed by both the student and parent/guardian, which indicates that both parties have read and understand the policies regarding technology set forth by Holy Spirit Catholic High School. Failure to sign the policy will result in loss of privileges.

1. The use of the school computers is a privilege, which may be taken away if the student uses computers, the network, or the Internet improperly or causes damage to computer hardware or software. This privilege includes all technology resources.
2. The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e. objectionable material).
3. The computers are to be used only for schoolwork as directed by the teacher or staff.
4. Each student is responsible for good behavior while using computers and/or the network. The same rules which apply to common courtesy and respect for people and

property will also apply with regard to use of the school computer network and the Internet. Improper use will lead to the suspension of computer privileges.

5. The student will only use the Internet under the supervision of a teacher or staff member.

6. The school has the right to review (or monitor) access, retrieve, read and disclose to any authorities deemed necessary, all activities, E-mail correspondences, and material created by students on school computers,

7. The following activities will lead to suspension of computer privileges:

- Installing or downloading software or other files on school computers
- Subscribing to any kind of Internet service using school computers (such as Instant Messaging, chat services, etc.)
- Deliberately attempting to compromise the integrity of the school's computers, network or software
- Any use of instant messaging software such as AOL instant message, Yahoo message, etc.
- Possession of food or drink in the computer labs

8. Even if the agreement is not signed by the parent or student, improper use of school computers or network will result in loss of computer privileges at school, as well as other disciplinary actions as determined by the Principal.

9. With the current state of popups and ads on the Internet, it is often difficult to avoid popups containing inappropriate content. Because these popups are unintentional, the student will not be punished or blamed. However, the student MUST report the incident immediately or risk the loss of computer privileges and further disciplinary action.

10. The school has installed filtering software for the protection of the students. The school is not responsible for students going outside the protected sites. Any students found doing this will be subject to disciplinary action.

## **Appendix C**

### **PLAGIARISM**

(Adapted from the Sources Listed Below)

Simply put, plagiarism is the academic term used to broadly define any act of copying directly or borrowing directly or indirectly another's words, ideas, form, or intellectual property without giving the original creator credit by properly and formally providing bibliographic information and citations.

Plagiarism, however, is not simply cheating and borrowing. Plagiarism is, more specifically, an act of fraud in which an individual or group steals work, written or otherwise, or ideas of another individual or group and lies about the origin and source of the work or ideas, passing it off as an original creation. According to the Merriam Webster Online Dictionary, to plagiarize is to steal and pass off someone's words or ideas as one's own, to use someone else's words or ideas without properly citing the original source, to commit literary theft, and/or to present as original work a work that already exists. According to U.S. law, an act of the expression of ideas is intellectual property and protected by U.S. copyright laws as long as the act of expression is recorded in some manner, such as in a book, file, magazine article, internet file or article, or internet site, to name a few.

Plagiarism includes but is not limited to the following:

- Turning in someone else's work as one's own
- Copying the words or ideas of a text without providing credit to the original text
- Copying information, ideas, or exact words from the internet without proper citations
- Failing to use quotation marks around direct quotes
- Failing to properly cite a paraphrase
- Failing to properly summarize a source
- Giving incorrect information about a source, whether intentional or unintentional
- Changing the words of a text but keeping the ideas and sentence structure without proper citation

#### **How to Prevent Plagiarism**

First and foremost, formally acknowledge the use of sources from which you have borrowed ideas or words, provide the proper bibliographic information necessary for an instructor to locate the original source, and include the proper use of in-text citations using MLA format.

#### **Steps to avoid plagiarism:**

1. Be sure to correctly understand the assignment. Ask the instructor questions before beginning.
2. Know that procrastination is the leading cause of plagiarism.
3. Understand what plagiarism is and how to properly use the words and ideas of others. If an assignment requires the use of outside sources, use them correctly and provide all required documentation. If the assignment prohibits the use of outside sources, do not consult outside sources whatsoever.
4. Ask how to properly cite before submitting work if there is any uncertainty.
5. Be sure to understand the consequences of plagiarism. Plagiarism is an act of stealing, which sabotages the quality of education for all students and undermines the value of education. Plagiarism leads to serious consequences, including detention, Saturday school, loss of exam exemption privileges, suspension, or even expulsion. More seriously, plagiarism can prevent admission into collegiate institutions or programs.
6. Know that there are alternatives to plagiarism. Talk to the instructor about problems and concerns before submitting work. Consult the instructor or proper sources on note-taking, summarizing, paraphrasing, quoting, citing, and documenting.
7. Know that all instructors are required to report cases of suspected plagiarism to the Dean of Students.

**Sources consulted and for further reading:**

“Before You Begin That Paper.” *First-year Writing Program*. The First-year Writing Program of The University of Alabama, 2011. Web. 27 June 2012.

Brizee, Allen, and Karl Stolley. “Avoiding Plagiarism.” *Purdue Online Writing Lab*. Purdue University, 7 May 2012. Web. 27 June 2012.

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*Plagiarism.org*. Paradigms, LLC, 2012. Web. 27 June 2012.

## **Appendix D**

### **Athletic Eligibility**

(Copied from the AHSAA guidelines)

#### **Requirements**

Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum numerical average of 70 in those six units.

Four core curriculum courses must be included in those units passed and averaged.

Any student that accumulates more than four units of core courses per year may earn less than the required four core courses during the school year and be eligible as long as the student remains on track for graduation with his or her class.

Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects.

Students entering the 7th grade for the first time are eligible.

(Note: A new unit is one that has not been previously passed. A semester is half of a school year, as defined by the local school system.)

#### **Guidelines**

Eligibility will be determined before the start of each new school year. A student that is academically eligible at the beginning of the school year remains eligible for the remainder of that school year so far as grades are concerned. Note: Holy Spirit Catholic School has the requirement that a student must pass at least five classes during the first semester to be eligible for athletic teams that begin competition in the second semester.

Students declared ineligible at the beginning of a school year may regain their eligibility at the end of the first semester by meeting the academic requirements listed above during their last two semesters in attendance and summer school, if applicable. The restored eligibility of any student must be determined no later than the fifth day of the second semester.

A maximum of two units (or subjects) earned in an approved summer school program may be counted. If a unit (or subject) is repeated in summer school, the higher numerical grade for that unit (or subject) may be used to compute the composite grade average. An

accredited correspondence course may be accepted by a school, but must be completed before the school year starts. Only one unit of physical education per year may be counted. Any questions concerning eligibility should be referred to the athletic director.