



Upper School Handbook 2010-2011

Ministrāre non ministrārī

*Every child has been blessed by God with unique potential;
our mission is to inspire each child with an education that is
Catholic, Classical & Complete.*

This Handbook is for the use of Students, Parents, Faculty and Staff and embodies policies adopted by the School's Board of Trustees as well as administrative polices of the school. The policies set out in this Handbook may not be waived or changed except with written approval of the School President.

Changes, Modifications, and Updates: throughout the year it may be necessary to change, modify, or update the information contained in this Upper School Handbook. Any such changes, modifications, or updates will be announced in the Green & Gold and in the updated Upper School Handbook posted on Edline and the Holy Spirit Preparatory School web page.

Revised August 12, 2010

Table of Contents

School Day / Driving & Parking	1
Attendance / Absences & Tardiness	2
Student Illness	4
Cougar Café.....	5
Campus Hours	6
Gum Chewing / Library / Lockers.....	7
Visitors / Challenged Materials	9
Academic Policies and Expectations	10
Course Placement / Honors / Distinction	12
AP Courses / CLEP	13
Homework.....	14
Examinations / Tests / Quizzes.....	17
Research & Analytical Papers / Mid-Year & Final Examinations	18
School PSAT / SAT and ACT.....	19
Grading / Grading Disputes / Honor Roll.....	21
Online Access to Grades / Edline	22
GradeQuick	23
Graduation Requirements.....	24
Valedictorian / Salutatorian.....	27
Order of Gownsmen / Distinction / Scholar / Honor Societies.....	28
Plagiarism.....	30
Parent Communications	32
Honor Code / Student Department / Detentions.....	33
Classroom Rules / Classroom Conduct	33
Detentions / Saturday Detention.....	34
Honor Council / Termination of a Student	35
Rumors / Rough Housing	37
Technology Policies	38
Cellular Telephones.....	39
Electronic Media / Movies / Offensive / Derogatory / Negative Web Postings	40
Lost & Found / Personal House Points.....	40
Uniform Code.....	41
Boys Uniforms	43
Girls Uniforms.....	44
Lost or Forgotten Uniform Items / Dress Down Days	45
Grooming	46
Student Life / Community Service / School Service	49
Reporting Service Hours / Student Support Team	50
Student Success Program / College Guidance / Counseling.....	51
Head Girl and head Boy	52
House System.....	53
Spiritual Life	58
Athletics	59

GENERAL GUIDELINES and REGULATIONS

School Day: Unless otherwise notified, the mandatory school day runs from 8:00 until 3:35. Tutorials are generally offered from 7:40 until 7:55, Tuesday through Friday. Students should confirm with the relevant faculty member on the school day prior to any tutorial that they plan to attend. Students must sign in with the assigned House representatives on Monday, Wednesday, and Friday or their 1st Period teacher on Tuesday and Thursday prior to 8:00 or the student will be considered tardy to school. Morning Prayer and Announcements will start at 8:00 sharp. Prior to 8:00, students should have stored items in their lockers / left their book bags in the venue for their assigned 1st Period class. Signing a student in as present and / or on time who was in fact absent or late is a serious offense and may result in suspension or expulsion of all students involved as well as a significant penalty for the house concerned.

On Upper School Mass days, complimentary continental breakfast may be served in the cafeteria from 7:30 to 7:55.

Maintenance of Classrooms and Common Areas: Teachers maintain their classrooms with the assistance of students. Students must also assist with the overall maintenance of our campus, including all common areas. Littering, acts of vandalism and reckless disregard for school property will not be tolerated.

Driving / Parking Permit: Use of cell phones while driving on campus is prohibited for all parents, students and visitors. Only juniors and seniors in good disciplinary standing and with a clean driving record will be permitted to apply to drive to school and park on campus. Parents / students must notify the school immediately if a student is cited or convicted for a moving traffic violation. Students must not park on the circle in front of the Commons building. Students must park in available spaces as close to the school buildings as possible. Parking on the Upper School campus is a privilege and subject to limited capacity; off campus parking is prohibited. Authorized drivers will receive a parking permit that must be prominently displayed as directed. Except in the case where both driver and passenger(s) are seniors, students may not transport other students without signed consent from the parents of both students on file with Mrs. Tyner. Breaches of the letter or spirit of these restrictions may result in permanent revocation of all driving and parking privileges.

Access to Vehicle during School Hours: Students should enter and exit the parking lot via the Northside Drive entrance at a safe speed and exercise particular caution. Students should proceed directly to and from a parking space and not drive unnecessarily around the campus. Students may not usually return to or visit their or any other student's car during the school day, except for the purpose of leaving campus in accordance with rules governing same. Exceptionally, students who need to return to their car for any reason during the school day must be given permission by a staff member. Students are not permitted to sit in their parked car listening to music / hanging out with friends, etc.

Start of Class: Unless directed otherwise by their teacher, students are expected to cease talking and stand when the teacher enters the classroom, at which time the teacher will lead the class in a prayer. Following the prayer, class will begin promptly. Students should stand upon any adult visitor to the school entering the classroom.

Student Attendance / Tardiness Procedures: Attendance is taken at the beginning of the day. Any student who is not present and accounted for by the assigned House representatives, Dean of Boys and Dean of Girls, or teachers, by 8:00 is considered tardy. Students who arrive at school prior to 8:00 but who nevertheless fail to report for attendance as required may be marked tardy, as will students who arrive to school after 8:00.

The effectiveness of any academic program is limited when students miss class time. Late arrival to class impacts not only the student that is late but also the faculty and fellow students who suffer disruption. Both absences and tardies contribute to this effect.

Tardies are categorized as excused or unexcused. Tardies are excused when the result of illness, an off-campus medical appointment, family emergency or exceptionally hazardous weather conditions causing the journey to be unusually delayed and must be accompanied by a note signed by a parent or physician, as appropriate, attesting to the cause for the tardiness. All other tardies are unexcused although it is granted that in many instances, there may have been a “good” reason including, but not limited to, transportation and/or traffic. However, as evaluating the relative merits of various situations which may or may not serve to warrant the pardoning of a particular tardy has proven to cause controversy and ill-feeling, other than those circumstances previously described, we instead allow a generous number of tardies each quarter before there is a serious consequence.

Students who are tardy to school more than five times in any quarter for any unexcused reason will be required to serve a Saturday Detention for the sixth tardy and each 2nd tardy beyond the sixth.

Unexcused Absences: Section 20-2-690.1 of the Georgia Code provides clear guidelines governing the permissible number of unexcused absences that a student may accrue in a scholastic year. Once a student under the age of 16 is on record as having five or more unexcused absences:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.” (20-2-690.1.b)

Please be aware that students who accumulate sufficient unexcused absences are subject to notification by Holy Spirit Prep to the Superintendent of Schools. To excuse absences, we must have documentation on file which may consist of a signed note from a parent indicating the reason for the absence. Such documentation should be provided to Mrs. Tyner as soon as possible.

Additionally, students who have not yet graduated high school may have their driving license suspended by the State for 10 unexcused absences **even if they are over the age of 16.**

Students who have excessive absences and / or tardies may be required to attend summer school or other additional educational opportunities to make up their lost attendance time.

Students who have excessive absences or tardies or sign out of school “early” are disruptive to the overall school environment even if the student is over the age of 18. Students over the age of 18 will from time to time extend the argument that they are “adults” and thus free to choose whether to attend school in a timely manner or at all. While this argument is correct, the school is also free to terminate the student’s enrollment, and will do so if it appears that the student lacks commitment to complying with the school’s attendance requirements. Students who are not willing to comply with the school’s attendance requirements should request that they be transferred to an institution without set enrollment requirements or be home schooled.

College visits may be recorded as excused absences provided that the visit is pre-approved by the college counseling office. Requests for excused absences for college visits must be made in writing (e-mail/note) at least **two school days** prior to the college visit date.

Students who have excessive absences (i.e. over 10 for the school year) and / or excessive tardies will be required to attend summer school or other educational activities after the school year is over. This requirement may apply even when some or all of the absences were excused, if the amount of instruction time missed is so significant that, in the opinion of the school administration, the student has not received sufficient instruction in one or more areas to advance to the next level of instruction in a subject and / or to the next grade.

Seniors that have excessive absences (i.e. over 10 for the school year) and / or excessive tardies or instances of leaving school early will be required to attend school or other educational activities after senior classes have finished, but before graduation and / or while the senior class is in Rome and / or during the summer after graduation. This requirement may apply even where some or all of the absences were excused if the amount of instruction time missed is significant. A student may not receive a diploma and / or transcript until he/she has made up their missed educational time.

Student Illness / Injuries: The school policy with regards to student illness at school is as follows:

A student with a contagious disease and / or a temperature of 100 degrees or more and / or who has been ill or vomiting the night before, should not be sent to school. The guiding rule is common sense and concern for the welfare of both the child and the other students in the school. If in doubt, a child should not be sent to school without consulting a physician.

Students who become ill or injured during the course of the day must inform a supervising staff member. The school representative / nurse will notify the parents / guardians if a child needs to be picked up from the school. Upon notification, the parent / guardian must make arrangements to pick up the student within a reasonable time. In the event of an apparent need for urgent medical care or a delayed pick-up, the school may call for emergency or other on-site medical treatment or transportation to a medical facility.

If a student becomes ill or is involved in a minor accident and is mobile, he or she will be sent to the main office, escorted by another student who can ensure his or her safe arrival. If the student is seriously ill or injured or is otherwise immobile, the teacher will contact the main office immediately via telephone for assistance.

Early Dismissal: Early dismissal of students in order to avoid heavy traffic or arrive on time for an after school activity or appointment is very disruptive not only for the student concerned, but also for the teacher who has to be called to release the student and, of course, for the rest of the students in the class. If a student exceptionally needs to be released early by reason of an unavoidable conflict, they should be collected between class periods to avoid disruption to class. The Front Office staff will only call students out of class to leave early in the instance of a bona fide emergency. Students leaving early are not excused from responsibility for work conducted during class, for turning in assignments, and for knowing about any assignments issued and should pro-actively confer with fellow students to ensure that all relevant information is obtained.

Lunch: Students will line up for lunch according to grade, beginning with the seniors. Students in the prior week's winning House will line up for lunch ahead of all other students who will continue to line up by grade. Line-up procedures will be published and supervised by the Houses. Failing to comply with directed procedures will result in a loss of House points for the student(s) concerned and their House as well as the student(s) being required to line-up last for a specified period.

Students who have specific allergies or needs (e.g. requiring a vegetarian lunch) should notify the kitchen via e-mail: kitchen@holyspiritprep.org

Students are occasionally faced with conflicts between various activities scheduled for lunchtime. Where a conflict occurs, the student should speak with all the faculty members involved in each conflicting activity and seek guidance. As a general rule, the order of precedence for lunchtime activities is:

Mandatory activities as specifically directed by the administration
Appearance before the Honor Council
Representing the school at off-campus events
Participating in the Honor Council as a Council Member
Other events the student is required to attend as a result of holding an “office”
All-school activities
Meetings of classes scheduled for lunchtime
Teacher / Counselor / SST directed class study sessions / detentions / tutorials to remedy academic deficiencies
House meetings
Teacher facilitated class study sessions
Independently catching up on overdue work
Sports Practices
Clubs
Other recreational activities

Cougar Café: The Cougar Café will be staffed and open for breakfast from 7:30 until 7:50 and for snack sales from 3:40 until 4:00 on each school day (the Cougar Café will not be open within one hour of the scheduled start time of any Mass). Additionally, at the start of the school year, each House will be given a “float” of \$200 to purchase food items to be stocked in the Cougar Café and each House will appoint a management committee which will establish procedures for the operation of the café at morning and afternoon breaks. The Houses will take turns to operate the café during the breaks with each operating it for 10 consecutive school days commencing on the Monday following the 1st week of school. The order of the Houses shall be Nicaea, Trent, Lyons and Chalcedon. The Houses will establish sales prices for items and will be able to spend their operating profits on such appropriate House related items as they may determine. The House Master or Mistress is responsible for the management of his or her House’s cash and inventory and may deposit any excess cash float with the Business Office for safe keeping. Houses will be fined \$10 and 500 House Points for any break during which the café is not open and properly operated and / or if the cafe is not left clean and organized. Students cannot use an IOU to pay for items in the Cougar Café or take items intending to pay later. Taking items from the Cougar Café (whether Café or House inventory) without payment is theft.

Food and Drink on Campus: Except as authorized by the administration, food and drink are not permitted in the library, gymnasium, classrooms, or any carpeted areas of the Liberal Arts and Commons buildings. Water may be consumed in classrooms with the permission of the administration or the supervising faculty member. Water and sports drinks (but no foods) are allowed in the workout room. Students who leave food / drink containers or other food / drink related trash will not be permitted access to the Cougar Café and will be restricted from eating or consuming any liquid other than water in any area of the campus other than the cafeteria.

Senior Breakfast: When served, seniors may collect breakfast in the reception area outside of the Chaplain's Office from 7:30 to 7:50.

Faculty Office: The Faculty Office is reserved for the exclusive use of faculty and staff. It is not appropriate for students to be in the faculty office at any time and faculty cannot give permission for them to access the office in the course of performing errands.

Campus Hours: The Upper School Campus is an open-access campus. Students are permitted to make use of all appropriate facilities from the moment they arrive on campus until they leave for home unless otherwise directed.

A campus map is displayed in Mr. Pelletier's office. Those areas within the red boundary are generally "in-bounds" for students at all times unless otherwise directed. Those areas outside the red boundary but within the yellow boundary are "in-bounds" only when being accessed for a legitimate purpose, i.e. passing to and from a parked vehicle or attending an authorized practice or sporting event.

The campus is normally open for students from 7:00 to 6:40 on Monday through Thursday and 7:00 to 4:30 on Fridays when school is in session. Longer or shorter hours may be applicable from time to time for all or some parts of the campus as a result of athletic or other activities. However, please keep in mind that **students on campus outside normal class hours are generally unsupervised** and parents should not allow students to remain on campus outside of class times unless they are satisfied that their student will behave responsibly. Any student who fails to demonstrate the standard of responsible behavior required for unsupervised access may have access restricted to specific areas of the campus and/or to in-class hours.

Seniors in good disciplinary standing that have a 300+ Personal House Points total, will be allowed to leave unsupervised to go off campus for lunch (except on days when they are required on campus) provided that they have parental permission. Students are responsible for obtaining express parental permission and this process is not monitored by the school. Students going off campus for lunch must sign in and out on the form posted in the Main Office. Any senior student who fails to sign out or in, is off campus in the presence of an unauthorized student or who stays off campus for longer than the allocated lunch break will lose all off-campus privileges either temporarily or permanently. "Senior Lunches" with the school President will be scheduled in advance by the Dean of Seniors and spread throughout the school year and will involve students missing the period immediately after lunch.

Emergency Drills and Protocols: Emergency drills are held during the school year. The drills are not announced in advance to the student body.

Field Trips: Optional field trips that extend and enhance the content of a course or courses are occasionally scheduled. Students are required to obtain parental permission to participate in a field trip and are responsible for the cost. A permission form is available from the Main Office, or from Edline or the school web site.

Class Trips: The cost of optional class trips is not included in tuition or in any scholarship or financial aid award. Trips are supervised by faculty.

Gum Chewing: The Upper School campus, school buses, and other school vehicles are gum-free zones. Neither students nor faculty and staff members are permitted to bring or chew gum on school grounds or school vehicles. Bringing gum to school and/or chewing or distributing gum will result in a deduction of 500 personal and 2000 House points together with a Saturday detention. The consequence doubles for a second offense during the same school year.

Library: When school is in session, the library is open from 7:00 to 6:00 Monday through Thursday and 7:00 to 3:35 on Friday and is managed by Mrs. Kelly Corsetti. Students may check out books according to the policy in effect at the time. For more information, please see Mrs. Corsetti. During the school day, the library should remain respectfully quiet. Group conversations should take place elsewhere as the library may be used for independent study, class research, projects, lectures and meetings.

Apart from official functions students may not have any food or drink in the library.

Lockers: Students are assigned lockers at the beginning of the year. Priority is given:

- a) By grade level (except that returning students who have not fulfilled prior year Community and / or School Service obligations are not considered to have been promoted until 7 days after their over-due obligations are met)
- b) Members of Alpha Phi and Delta Omega
- c) Head Boy / Head Girl
- d) House President
- e) House Co-Captains
- f) House Vice-Captains
- g) House Prefects
- h) Returning students based on prior year Honor Roll achievements
- i) Other returning students
- j) New students

Lockers must not be locked. No valuable property should be stored in any locker. **Students are not permitted to open the lockers of others without express and proximate permission and may not take a textbook from another student's locker in their absence, even with permission.** The minimum consequence for opening another student's locker is Saturday detention. In the event of dishonest or intentionally upsetting or damaging conduct, the consequence may be suspension or expulsion.

Locker Exterior: No exterior decoration of lockers is permitted except for school spirit decorations expressly authorized by the administration and attached in a temporary manner that is not detrimental to the finish of the locker. Items must not be left on top of the lockers, and any so left will be removed to Lost & Found.

Locker Interior: Adhesive tape, adhesive or pins may not be utilized on the inside of any wooden locker; however, temporary adhesive can be obtained from Mrs. Tyner to affix appropriate photographs or other decorations or information. Any adhesive used in metal lockers must be completely removed by the student at the conclusion of the school year. Students may not write on lockers at any time. Photographs and any other material placed in lockers should meet the overall standards of decorum expected for our campus. Specifically, they should meet strict standards of decency and protocol that would be applied to members of our community on the Holy Spirit Prep campus. If in doubt, check with a member of the faculty or administration. Administration and faculty have the right to carry out locker inspections at any time, whether in the presence of the student or not. Any inappropriate items may be confiscated and returned directly to the student's parents.

Perishable Food: Perishable food items are not permitted in lockers. House Masters and Mistresses are responsible for organizing locker inspections to ensure that such items are not stored in lockers. Items found by administration will result in a deduction of 50 personal House Points and 500 House Points.

Athletic Bags & Equipment: Athletic equipment and uniforms that do not fit into the locker should be neatly stored during the school day in the Locker Room in the string bag provided by the team which must be marked to identify the student. Other items left in the Locker Room including other bags and loose uniform items will be taken to Lost & Found periodically throughout the day.

Defacing School Property: We take great pride in our beautiful campus and look forward to allowing students to enjoy it for many years to come. As a result, defacement of any furniture or other school property is a serious matter and may lead to suspension or expulsion. Any student that defaces furniture or other school property in any way (whether in a permanent or semi-permanent manner) will automatically assume ownership of that item and be required to make arrangements to have it delivered to his or her home at his/her own expense. Parents will be billed for the replacement item and additional disciplinary measures may also be applied.

Fireplace: Students may not, under any circumstances, set or interfere with any fire that is burning in the fireplace.

Piano: Use of the piano in the library is prohibited unless expressly authorized by a member of staff.

Spiral Staircase: Except in the course of tying and graduation ceremonies, the spiral staircase in the library is not to be used by students at any time.

Use of Athletic Facilities: As a consequence of zoning restrictions, the fields may only be used for authorized athletic activities.

The putting green and golf driving cage are available to students before and after school unless otherwise reserved. Priority use is afforded to our school golf teams who may reserve access through Mrs. Tyner. Students may not use the putting green or driving cage during the school day.

During campus operating hours the work-out room may generally be used by students and staff during their free time. Students must wear approved PE uniform. The weight room may only be used by students who have been appropriately briefed and approved by the Athletic Director. The room should be left clean and tidy after use.

General use of the Gymnasium is subject to regulation by the Athletic Director and open-court hours will be published from time to time.

Students may run / walk on the track after school hours while the campus is open provided that there are three or more students present and they have obtained permission from the Athletic Director or an administrator. Approved PE or other school sports uniform must be worn.

Students may use the tennis courts after school hours while the campus is open with permission of the Athletic Director or other administrator. Approved PE or other school sports uniform must be worn.

Holy Spirit College Commons Room: This room, located on the second floor of the Commons building, is for the exclusive use of full-time students enrolled at Holy Spirit College and is off-limits to the students of Holy Spirit Preparatory School.

Visitors on Campus: No visitors are allowed on campus unless they have signed in at the office. Adult visitors other than parents or guardians require pre-authorization by administration. No visitor under the age of 18 may be on the campus unless expressly pre-authorized by the administration and supervised by an adult.

Challenged Materials: The school's policy is that any material challenged by a staff member, student or parent should (to the extent practicable) be immediately removed from circulation and taken to the President's office. The material is reviewed by the President in consultation with the Upper School Principal, Librarian, and Department Chair of the relevant discipline. If the material was introduced or sponsored by an individual staff member, his/her input is sought. If he determines it appropriate, the President may also consult with the Head Chaplain or Educational Policy Committee. Other than materials that are illegal, indecent or otherwise contravene the teachings of the Catholic Church (where removal is mandatory), the President has final say on the appropriateness of the material.

ACADEMIC POLICIES AND EXPECTATIONS

About the Program: Students graduating from Holy Spirit Prep will not only be well prepared to take their place in the community as Christian leaders, but will also have the competitive advantage that a rigorous college preparatory education brings to students embarking on the college application process.

Academic Departments: The academic program in the Holy Spirit Prep Upper School is organized by academic department. Department Chair information, if required, may be obtained from the school's web page.

Student Schedule Changes:

Dropping / Adding / Changing a Course. Students who wish to drop / add / change a course must submit a change-request (obtained from the FORMS section on Edline or Mrs. Tyner) to Mrs. Sickafoose as Registrar (the form should be left with Mrs. Tyner) and will either be notified that the request has been approved or will be scheduled for an appointment with a school administrator. Requests not made via a completed change-request form will not be honored. The student's transcript may reflect whether the course was dropped while passing (WP) or dropped while failing (WF). This information may be reported to colleges and universities if required to complete an application file. Students may drop a course within 10 school days of the semester starting without any annotation on their transcript.

Withdrawal from School. Students who withdraw from school during an academic quarter will have their current grade average reported as their grade for that quarter. Decisions on how that grade average will be used are at the discretion of the receiving school.

Mid-term Enrollment. Students who enroll at Holy Spirit Preparatory School will not have any grades in progress from their previous school included in the calculation of their Holy Spirit grade average. Quarter and semester grades from previous schools will be honored.

Course Registration: Students will register for courses late spring / early summer. Registration typically continues through the summer for individual students and new students.

Excused Late Work and Tests: Students who are absent from school consequent to an excused absence or school-event (including athletics) will be granted a grace period equivalent to the number of excused absence days to make up school work assigned while they were absent. For example, a student who missed three days of school due to an excused absence will have three full school days from the time they return to school to complete any missed class assignments.

In instances where the student misses a test due to an excused absence, the student will be granted the appropriate number of grace days. The student must make up the test on a day of their choosing within that grace period.

In instances where the student returns on the day that a test is scheduled, and the test was announced prior to the student's absence and no new material has been covered during the student's absence, the student is expected to take the test with his or her classmates on the scheduled day unless other arrangements have been made with the teacher. If a study guide has been issued during the student's absence or other in-class work carried out that causes the student suffering the absence to be disadvantaged the teacher should normally grant such extended time to take the test as places the student in a reasonable comparable position to the other students. It is the responsibility of the student to seek out the teacher to make such arrangements prior to class. It is expected that students who miss school assume responsibility for completing readings, obtaining class notes, and the like.

Exceptions to the above can only be granted by the administration and will only be granted in cases where undue hardship exists. Documentation of undue hardship (e.g. a physician's note) may be required prior to the granting of an exception.

Students who are absent from school consequent to an unexcused absence will be granted no grace period for assignments due or assigned on the day the unexcused absence occurred. Students who miss school due to an unexcused absence will earn a grade of zero for any tests, quizzes, or other graded assignments completed in class on the day of the unexcused absence.

Students involved in a school sponsored activity (including travel back to school from such an activity if applicable) that extends until 9:00pm or later are automatically granted a one school day extension for any quiz (worth more than 10 points) that was announced within two days of the school sponsored activity.

For students in 7th, 8th, 9th, 10th and the first semester of 11th grade, overdue homework assignments worth 10 points or more will be docked 10% if not handed in during the appropriate class meeting on the day on which it is due and if not turned in, a further 10% for each of the next two scheduled class sessions. Assignments overdue by more than three class sessions must be completed to a passing standard but will receive a grade of zero. No assignment, regardless of point value, may receive a zero in the grade-book unless the faculty member entering the zero immediately notifies the Student Support Team and the student's parent(s) by e-mail. There is no grace period for seniors (or juniors in their second semester) and any assignment not turned in on-time will attract a zero. With prior approval by e-mail from the Upper School Principal; faculty may adopt their own policies in respect of homework assignments worth less than 10 points.

Faculty may at their discretion require a student with overdue homework to complete the assignment during lunch break. Faculty may also request that the administration suspend a student with multiple or serial overdue assignments from sports/extra-

curricular activities, until the work is submitted. Students who regularly miss deadlines must be referred to SST for assistance with time management and planning.

Faculty will typically contact parents when a student's grade first falls to a "C" in a semester or a student's grade otherwise falls to a degree likely to cause reasonable concern to the student or his/her parents.

There are rare instances where a student states that he/she has turned in work and the teacher is unable to locate the work. In this instance there is a rebuttable assumption that the student is telling the truth provided that the student is in a position to immediately turn in a replacement copy and (if the work was typed) the age of the file can (if determined necessary) be verified by the IT department. If the work was appropriately handwritten (e.g. entries in a Vocabulary book) the student should re-complete the exercise and hand it in by the end of the next school day. Work re-submitted in this manner shall be treated as "on time". If a faculty member has reason to be skeptical as to the claim that the work was originally submitted they may refer the matter to the Upper School Principal who may make a decision as to the matter or refer it to the Honor Council. Two or more instances of "lost work" with the same student should always be notified to SST.

Master Schedule: The master schedule for the upcoming academic year is prepared in the spring of the previous academic year. Students who wish to take particular elective courses not usually offered are encouraged to make their interest known to the school President.

Course Placement: Holy Spirit Prep Upper School offers courses designated as Junior High, College-Preparatory, Honors and Advanced Placement (AP) with Honors and AP classes being deemed "higher level" as well as the opportunity to enroll in courses at Holy Spirit College or at third-party institutions through distance learning. Where higher level classes are over-subscribed students are given priority for placement in such higher level classes based upon their prior academic performance and demonstrated interest in / commitment to studying the subject matter.

Honors: Courses in the Holy Spirit Prep Upper School carry the "Honors" designation when the pace of the course is quicker, the coverage more substantial in depth or breadth, and the course content more challenging than other college-Prep courses. Honors courses are intended to prepare students for additional study in the subject area, which may include college-level coursework.

Students may elect to take any academic course with Honors provided that they have demonstrated the aptitude and application to do so. The Honors designation carries with it the expectation of an increased workload, independent scholarship, and high academic standards, which may include different tests and/or examinations. Department chairs establish guidelines for the honors designation and over-enrolled courses will have selection criteria applied to determine those students who will be given priority enrollment.

Students who are denied enrollment in an Honors Level course due to over-enrollment or scheduling conflict may within 10 school days of the start of the semester submit an add request form (available in the FORMS section on Edline or from Mrs. Tyner) via Mrs. Tyner requesting the addition of an Honors component in a standard level of course and, if such component is successfully completed will receive an identical Honors level designation on their transcript. Although students will not be allowed to add a 1st Semester Honors component at a later time they may with the approval of the teacher and administration, be allowed to add a 2nd Semester Honors component provided that an add request form is submitted via Mrs. Tyner prior to the commencement of the 1st Semester.

Honor components will require additional out of class work (typically in the form of a paper or a project) not to exceed 5 hours in each semester in addition to the additional homework load indicated below. NB. In some cases (typically AP science courses) Honors level courses provide a unique preparation for a subsequent higher level course and such preparation may not be adequately paralleled by the completion of an Honors level component. If a student is planning to enroll in an AP course in a subsequent year with the intent of taking an AP examination and has any question regarding the appropriate precursor course they should speak with the teacher of the relevant AP course for guidance. If a student does not complete the Honors component in a timely and / or acceptable manner their parent(s) must be notified and an opportunity given for remedial action to correct the omission.

Honors Level courses (including Honors component) may carry additional homework of not more than thirty minutes each week. Honors course grades carry an internal grading allocation of 5% of all grades earned in the class to directly reflect the additional work undertaken. Honors courses also receive a GPA “bump” of 10% on the transcript.

Advanced Placement Courses and CLEP: Advanced Placement courses carry an internal grading allocation of 5% of all grades earned in the class to directly reflect the additional work undertaken. Students completing an AP course (including any assigned summer work packet) with a passing grade will receive an AP designation for the course on their transcript and receive a 25% bump to their GPA. The cost of AP examinations is borne by the student. The Advanced Placement (AP) program is administered by the College Board and offers students the opportunity to earn college credits via examination.

Students taking courses for AP credit may be required to purchase additional AP specific study guides and / or workbooks as recommended by their teacher and should in any event select an AP specific study guide to ensure that they are familiar with all of the materials that will be covered on the examination.

AP courses will carry additional homework obligations and should the teacher believe such to be necessary (and with the permission of the Department Chair) may also require attendance at lunchtime, after-school or weekend study sessions.

Students in AP courses are encouraged to consider taking CLEP examinations whether or not they plan on taking the AP examination. For this purpose students should purchase an appropriate CLEP study book as the CLEP curriculum may not always align precisely with the school's curriculum. Acceptance of CLEP can be reviewed at www.collegeboard.com and the admissions websites of individual colleges. The cost of CLEP examinations is borne by the student.

Removal from Class: The administration of Holy Spirit Preparatory School reserves the right to remove any student from any class if, in their judgment, the best interest of the student and/or the best interests of other students, faculty, or the School are served by so doing. This standard will be strictly enforced in AP classes where the student is unable or unwilling to meet the work requirements for the class.

Summer Packets: Teachers of AP courses may elect to require the completion of a summer packet. Typically, summer packets are due on the first day the AP course meets and constitute the first major grade of the first quarter. Students who enter an AP course after the school year has started may be required to complete the summer packet at the discretion of the administration. Additional work may be required at the discretion of the teacher.

Homework: Homework can be a valuable aid to help students derive the maximum benefit from their time at Holy Spirit Prep. It is our belief that properly conceived and well-designed homework assignments provide useful practice of learned skills and develops work habits that will continue to serve the student through college, and throughout his/her lifetime.

In seventh grade and beyond, students who complete more homework score better on standardized tests and earn better grades, on the average, than do students who do less homework. The difference in test scores and grades between students who do more homework and those who do less increases as students move up through the grades. US Department of Education – www.ed.gov

Appropriate homework assignments meet the proficiency levels of students and relate in a meaningful way to the topics and material covered in class. Teachers, parents, and students have important roles and responsibilities in the homework partnership, and a homework program is maximally effective only when each of these work together towards the goal of increased student achievement.

The homework policy at Holy Spirit Prep is intended to help teachers strike a balance between academics, family life, and the other demands placed on students. The amount of time a student spends on homework depends on a number of factors:

- Course rigor and expectations
- Age and grade
- Work habits
- Specific subjects and their difficulty for the student
- School and home schedules
- Proximity of tests
- Project due dates
- Opportunities to complete homework during the school day

It should be noted that time devoted to homework on a given night will vary from individual to individual, and will vary throughout the school year.

Homework that is due on a day on which the relevant class does not meet is timely if handed in on the next occasion on which the class meets.

Certain days in the school year will be designated as X, Y, or Z days. Homework due on an X or Z day will be granted an automatic extension until the next school day on which the subject class meets. Y and Z days are days on which no tests or quizzes may be given.

Parents can assist students to excel at homework by

- setting a regular time;
- choosing an appropriate location;
- removing distractions;
- having supplies and resources on hand;
- checking assignments on Edline and providing encouragement;
- monitoring the timely completion of assignments; and
- providing appropriate guidance

While parents should not be “doing” homework for a student, (absent other instructions from the teacher) discussing the assignment with the student is acceptable as is reviewing the completed assignment with the student. The level of assistance that is effective and appropriate is of course dependent on the students’ grade level.

- *Homework Without Tears* by Lee Canter and Lee Hauser (Perennial Library, 1987). A down-to-earth book by well-known experts suggests how to deal with specific homework problems.
- *Megaskills: How Families Can Help Children Succeed in School and Beyond* by Dorothy Rich (Houghton Mifflin Company, 1992). Families can help children develop skills that nurture success in and out of school.

Junior High Homework: Homework for a Junior High student is estimated at an average of 90 minutes per school day and is structured as follows:

Latin, Greek, Math, Sciences and Foreign Languages: Either 15 minutes per night Monday through Thursday on days on which classes meet or 1 hour per week per course. Teachers are to elect in advance for weekly or daily homework at the beginning of each quarter and post same on Edline. If nightly homework is utilized it should, if at all possible, be assigned weekly in advance to allow students some flexibility of completion.

English, Religion, Social Studies and other electives not listed above: Weekly homework assignments not to exceed 1 hour, given and due back each Monday and supplemented by not more than 10 minutes per night of “read-ahead” assignments which may be evaluated by short in-class quizzes.

The Lyceum. Homework will be assigned within the Lyceum program as needed to support the areas of study being pursued and may include daily vocabulary assignments in Latin and Greek.

Projects. Teachers may from time to time assign special projects, term papers, etc. that may require more time and/or deviate from the above prescriptions. Such assignments must have the approval of the Upper School Principal or the Dean of Junior High in advance of being assigned.

Individual students may have homework guidelines which differ substantially from the norm if in the judgment of the school such is needed to help the student master course material. Parents or teachers who believe that a student would benefit from the required completion of daily assignments in any course should speak with the Student Success Director, who may work with the administration to design a tailored homework plan that meets the needs of the student.

High School Homework: Homework for a High School student is estimated at an average of 90 to 180 minutes per school day based upon the number of Honors and/or AP courses that are taken by the student. Students in multiple AP courses may expect homework at the upper end or in excess of this estimate.

AP courses: Such reasonable weekly and /or daily homework as the instructor deems necessary

Latin and Greek. 15 minutes per night Monday through Thursday on days on which classes meet of vocabulary homework in addition to 1 hour per week of other assigned written homework. (With an additional 30 minutes each week for Honors)

Math, Sciences and Foreign Languages: Either 15 minutes per night Monday through Thursday OR 1 hour per week. Teachers are to elect in advance for weekly or “daily” homework at the beginning of each quarter and post same on Edline. If daily homework is utilized it should, if at all possible, be

assigned weekly in advance to allow students some flexibility of completion. If a class does not meet on a day that daily homework is due then it is due on the next day on which the class meets. (With an additional 30 minutes each week for Honors)

English, Religion, Social Sciences and other electives not listed above: Weekly homework assignments not to exceed 1 hour, given and due back on the 1st occasion that the class meets in a given week and supplemented by not more than 10 minutes per night of “read-ahead” which may be evaluated by short in-class quizzes. (With an additional 30 minutes each week for Honors)

Projects: Teachers may from time to time elect to assign special projects, term papers, etc. that may require more time and/or deviate from the above homework policies. Such assignments if worth 100 points or more must have the approval of the Upper School Principal in advance of being assigned.

Individual students may have homework guidelines which differ substantially from the above at the request of parents, or if in the judgment of the school such is needed to help the student master course material. Teachers who believe that a specific student would benefit from the required completion of daily assignments in any course should speak with the Student Success Director, who may work with the administration and the student’s parents to design a homework plan that meets the needs of the student.

Examinations, Tests and Quizzes: We at Holy Spirit Prep recognize that tests are inherently stressful situations for students. Testing is not intended to be a negative experience, but rather as an indispensable assessment tool. We view tests as an important pedagogical tool that is essential to the evaluation of a student’s learning and comprehension of the subject matter at hand. For the student, tests should provide precise information about what they do and do not understand. For the faculty member, tests should be a window into assessing the strengths and merits, weaknesses and deficiencies in the teaching of material so as to build upon or improve the communication of the subject matter.

Holy Spirit Prep makes this general distinction between a test and a quiz. A test is an instrument which is expected to take the average Holy Spirit Prep student an entire class period to complete. A quiz is an instrument designed to take the average Holy Spirit Prep student less than 30 minutes to complete.

Subject to the discretion of the administration, where possible, exams will generally be formatted so as to prepare students for PSAT / SAT / ACT examinations.

Research & Analytical Papers: All high school students are required to complete a 1st Semester Research Paper and all students in 9th through 11th grades (except for those 11th grade students who are completing an AP English course and have met the requirements for an AP designation) are required to complete a 2nd Semester Analytical Paper. The precise requirements for these papers will be distributed to students during the first week of the relevant semester and posted on Edline. The deadlines for completing the various stages of each paper for the 2010 / 2011 school year are the dates specified below or if the student's English class does not meet on the stipulated date, the 1st day on which the class meets thereafter:

1st Semester Research Paper:

Topic due: AUG 30

Notes and Research due: Sept 14

Outline due: Oct 4

1st Draft due: Oct 25

Final Draft due: Nov 15

2nd Semester Analytical Paper:

Topic due: Jan 24

Notes and Research due: Feb 7

Outline due: Feb 21

1st Draft due: Mar 14

Final Draft due: Apr 4

In respect of all stages up to and including the 1st Draft, the standard late work policy applies. In respect of the Final Draft (except in the case of illness documented by a physician or other excused absence of a non-voluntary nature) no extensions will be granted; if the work is not submitted on time, it will receive a grade of zero.

Students who are dissatisfied with their final grade do have the opportunity to resubmit their paper. In order to take advantage of this, students must review the paper with their teacher during a scheduled time and show significant editing and changes from the final draft. The resubmission date for the Research Paper is December 15. The resubmission date for the Analytical Paper is April 27.

Mid-Year and Final Exams

Junior High Courses: The Exams for Math, Science, Social Sciences, English, Spanish and Religion will be multiple-choice or student response questions and timed. For 7th grade the exam should cover no more than the last two chapters of material.

High School Courses: Subject to any exemptions granted, Mid-term and Final examinations must be taken in all core subjects required for graduation (together with Spanish when taken). Mid-term examinations for non-core subjects in which a student is seeking AP credit are for "tracking" purposes only and will not be entered into the grade book.

To increase student familiarity with SAT / ACT type examinations, Midterm and Final Exams for Math, Science, Social Sciences and Religion (and Midterm exams in Spanish, Latin and Greek) will be multiple-choice or student response questions and timed. Questions may be in a Critical Reading format with a number of questions based upon the reading of one or more paragraphs of information.

The final written Exam for Spanish, Latin and Greek will be the grade received on the externally set and graded National Examination administered for that subject area, in addition, a *viva voce* examination may be administered during final examinations.

The Mid-Term Exam grade for English will be the grade achieved on the 1st Semester Research Paper. The Final Exam grade for English will be the content grade received on the 2nd Semester Analytical Paper.

Students in 9th grade may at their election exempt one Final Exam provided that they have achieved an overall un-weighted grade of A+ in that subject.

Students in 10th grade may at their election exempt two Final Exams provided that they have obtained an overall un-weighted grade of A+ in that subject.

Students in 11th grade may at their election exempt three Final Exams provided that they have obtained an overall un-weighted grade of A+ in that subject.

Study Skills: It cannot be overstressed that the development of good study skills will significantly enhance a student's chances of success in a course. There are a range of study skills and aids available to students. Students are strongly encouraged to consult with their teachers for tips on studying or even to develop an individualized study-skill program, should that be necessary. Any students finding it persistently difficult to focus on studying should consult their classroom teacher or seek guidance from the Student Success Director.

PSAT, SAT, ACT and SAT Subject Tests: The school administers PSAT examinations at the school's expense during the one College Board appointed school day in 9th, 10th and 11th grades. There are no make-up dates offered. Only the 11th grade administration counts for National Merit Scholarship purposes. While the school provides some PSAT specific preparation in advance of the 11th grade PSAT administration parents are free to arrange specific PSAT tutoring if they consider such to be appropriate.

Parents / students are responsible for preparing and registering students for SAT (www.collegeboard.com) and ACT examinations (www.act.org) at their own expense and should liaise with the college counseling staff and consult the appropriate web pages as to the timing of and preparation for such examinations. Most students will be advised to first take SAT and / or ACT examinations in junior year although some may do so as early as the sophomore year. Students are generally advised to take the SAT (and ACT test) at least three times to maximize their score as colleges will typically take the highest scores achieved (and with the SAT, will usually “mix” the Critical Reading, Math and Writing scores to achieve the highest overall score attainable).

In addition to covering the curriculum addressed by the examinations, the school provides some preparation in SAT specific skills and techniques but strongly recommends that students also utilize SAT / ACT specific tutoring and / or software, online resources or workbooks. The school may require that high school student’s complete designated SAT preparation during class time and / or as non-subject specific homework as a part of the overall educational program that it offers. The school advises all students to register for the ACT in addition to the SAT as some students are more successful in one examination than the other.

Some colleges will give admissions weight to (and a limited number require) SAT Subject Tests (formerly known as SAT II Tests). Students / parents are responsible for ascertaining whether any of the colleges that they are contemplating favor and / or require such tests and, if such is the case, for ensuring that the student is prepared and registered for the test.

Testing Schedule: The burden that a challenging academic program places on students can be magnified when measures are not taken to ensure that students are not overwhelmed by assignments and responsibilities. To that end, teachers will schedule tests such that students have no more than two tests per day. Tests or quizzes may not be scheduled to take place on Y or Z days.

Grading: The grading scale used in the Holy Spirit Upper School is outlined below:

<u>Numeric</u>	<u>Letter</u>	<u>Quality Points</u>
95 – 100	A+	(4.2)
91 – 94	A	(4.1)
90	A-	(4.0)
85 – 89	B+	(3.75)
81 – 84	B	(3.5)
80	B-	(3.0)
75 – 79	C+	(2.75)
71 – 74	C	(2.5)
70	C-	(2.0)
60 – 69	D	(1.0)
Below 60	F	(0.0)

All faculty members will maintain grades using a “point system”. The following maximum point values will be used:

- Tests or Exams = 100 points
- Lab Report (Science) = up to 100 points
- Paper = up to 100 points
- Project = up to 100 points *
- Quiz = up to 50 points
- Class Work = up to 20 points
- Homework = up to 10 points for Daily / up to 50 points for Weekly
- Class Participation = up to 10 points

** Note that projects worth more than Tests or Exams must be approved by the Administration*

Semester exams are given for every academic core course at the end of the semester. Semester exams count as a regular test grade for Junior High courses. Mid-term and final semester exams in core courses each count for 10% of a student’s overall semester grade for High School courses.

Grading Disputes: On the rare occasion that a student disputes a grade, or how a grade was given, the student is required first to resolve the issue with the teacher. Failing that, the student should appeal his case to the appropriate Department Chair and, if still unsatisfied, to the Upper School Principal and if still unsatisfied, to the President.

Honor Roll: President’s Honor Roll is awarded at the end of each quarter to any student earning a weighted overall grade for the quarter of A- or above for every course taken that quarter. Students must be taking at least seven credit courses to be eligible.

Principal's Honor Roll is awarded at the end of each quarter to any student earning a weighted overall grade of A- or above for that quarter in not less than five subjects and a grade of not less than B- in the remaining subject(s). Students must be taking at least seven credit courses to be eligible.

Dean's Honor Roll is awarded at the end of each quarter to any student earning at least four A-'s and an overall grade of B- or above in every subject.

Syllabus: Each course has a syllabus, which provides students and parents with an overview of the entire course, complete with aims, objectives, grading policy, a general calendar, and other vital information.

Academic Credit for Non-academic Work: Teachers will not award academic credit (extra credit, bonus points, etc.) for non-academic work. Teachers will not link discipline (conduct, behavior, etc.) to course grades, nor deduct points from a student's grade due to misbehavior.

Extra Credit: Teachers are discouraged from habitually offering extra credit. Typically, extra credit becomes a distraction that discourages maximum effort on regular work. In addition, frequent extra credit becomes a crutch that students will come to expect as a way to avoid failing a class in lieu of adequate quality of regular work. Assignments and projects that are judged to be worthwhile extra credit opportunities should instead be considered as regular assignments for all students to complete. Extra credit must be offered equally to all students in a class and may not (without written approval of the administration) be used to afford an individual student an opportunity to improve his/her grade.

Student Textbooks: Students are responsible for purchasing their own textbooks and may use the school's preferred vendor or any other source offering the same textbook.

Textbooks are learning tools whose value can be compromised due to writing, excessive highlighting, or doodling. Seriously compromised textbooks may not be used on campus or resold to other Holy Spirit students. Parents and students should take care not to buy textbooks which are already compromised, and students should refrain from defacing books which they intend to resell.

Online Access to Grades: Student grades are recorded by faculty using a program called "GradeQuick". Data from that program together with course syllabi and other important course information is accessible by administrators, students and parents via the Web utilizing a program called "Edline". Information on accessing Edline will be provided to all students and parents.

All faculty members will post at a minimum the course syllabus, academic planning calendar, all graded material during that week, upcoming tests or exams, papers, projects or other similar major homework assignments together with weekly homework assignments. Daily homework assignments need not be posted in detail but standing policies regarding same should be posted.

Edline will be updated by no later than 5:00pm on each Friday that school is in session and will reflect all work graded up to that point.

Parents / students should notify the Dean of Faculty hprieto@holyspiritprep.org by e-mail if Edline is not updated in a timely manner.

Progress Reports: Progress Reports are usually posted on Edline after the approximate midpoint of each quarter and provide a report of the grades earned in that quarter and for the school-year to date. Parents are encouraged to review Edline frequently rather than rely upon and wait for Progress Reports.

Report Cards: Report Cards are usually e-mailed home within two weeks of the end of the quarter. Parents are encouraged to review Edline frequently rather than rely upon and wait for Report Cards.

GradeQuick: All faculty members will use GradeQuick to track student academic progress / grades in a course. Data from GradeQuick posts to Edline and is thus made available to parents, students and administrators.

Faculty will use a common set of terms / codes within GradeQuick to include the following:

- Test / Exam
- Quiz
- Paper
- Project
- Lab = Lab Report
- CW = Class Work
- HW = Homework
- CP = Class Participation
- ** = no grade
- I = incomplete work
- X = exempt
- L = late work
- LE = Late / Exempt
- LU = Late Unexempt

Faculty will date the entry in GradeQuick using the following guidelines:

- Test / Exam / Quiz – the date administered
- Paper / Project / Lab Report / HW – the due date
- CW / CP – the date of the class the item was assessed

Tutorials: Tutorials are scheduled in each academic subject and students are encouraged to attend tutorials whenever they need assistance with coursework or homework. Students may be required to attend tutorials based upon the advice of the subject teacher, Student Success Director or an administrator. Tutorials are a time of concentrated academic focus and student commitment and attention should, at a minimum, be no less than that expected in regular classes. Students directed to attend

tutorial but failing to do so may lose Honors status in the applicable class, be required to drop electives so as to permit additional study time and / or be ruled ineligible for participation in athletic and / or extra-curricular activities.

Academic Graduation Requirements:

Class of 2011

Classical Diploma: Overall B (81%) average or better for the year for all required courses. A student must accumulate at a minimum, 28 credits taken at Holy Spirit Prep to include:

- One credit in Classical Languages (with at least 4 consecutive semesters of credit in Latin) for each full school year for which the student is enrolled in high school at Holy Spirit Prep.
- 4 credits in English - must include American Literature, Literature of the Western World and at least one AP English Class (or, for transfer students, their equivalent at another institution). May not include Broadcast Journalism, Journalism – Paraclete, Public Speaking or Publication Production.
- 4 credits in Science - must include Biology/AP Biology, Chemistry/AP Chemistry and Physics/AP Physics (or, for a transfer student, the equivalent at another institution). Conceptual Chemistry does not take the place of the Chemistry requirement. Must include at least one AP Science course.
- 4 credits in Mathematics - must include a minimum of Algebra I, Geometry, Algebra II, Pre-Calculus and Trigonometry, and Calculus (or, for a transfer student, their equivalent at another institution).
- One credit in Religion for each full school year for which the student is enrolled in high school at Holy Spirit Prep. May not include Canon Law, Pursuit of Truth or Theology.
- 5 courses in Social Studies - must include World History, Western Civilization/AP European History, U.S. History/AP U.S. History, U.S. Gov't /AP U.S. Gov't & Politics and Economics/AP Macroeconomics (or, for a transfer student, their equivalent at another institution). Must include at least one AP Social Studies course.
- 2 semesters of Fine and/or Performing Arts.
- 2 semesters of Physical Education. Full participation in two sports programs while in high school will fulfill this requirement.
- 1 semester of Foundations in Personal Finance (required 12th Grade course)

College Prep Diploma: A student must accumulate at a minimum 24 credits to include:

- 2 credits in Latin – or, one credit in Latin or Greek if the student enters the school as a senior and already has two consecutive year credits of a foreign language.

- 4 credits in English - must include American Literature, Literature of the Western World (or, for transfer students, their equivalent at another institution). May not include Broadcast Journalism, Journalism – Paraclete, Public Speaking or Publication Production.
- 4 credits in Mathematics - must include a minimum of Algebra I, Geometry, Algebra II, Pre-Calculus and Trigonometry (or, for a transfer student, their equivalent at another institution)
- 4 credits in Science - must include Biology/AP Biology, Chemistry/AP Chemistry and Physical Science/Physics/AP Physics (or, for a transfer student, the equivalent at another institution).
- One credit in Religion for each full school year for which the student is enrolled in high school at Holy Spirit Prep. May not include Canon Law, Pursuit of Truth or Theology.
- 5 courses in Social Studies - must include World History, Western Civilization/AP European History, U.S. History/AP U.S. History, U.S. Gov't /AP U.S. Gov't & Politics and Economics/AP Macroeconomics (or, for a transfer student, their equivalent at another institution).
- 2 semesters of Fine and/or Performing Arts.
- 2 semesters of Physical Education. Full participation in two sports programs while in high school will fulfill this requirement.
- 1 semester of Foundations of Personal Finance (required 12th Grade course)

Students will not normally be permitted to use courses taken at other institutions after matriculation to Holy Spirit Preparatory School to meet the specified minimum College Prep graduation requirements. Students may with pre-approval use courses taken at other accredited institutions to meet elective requirements.

Students in the class of 2011, who have planned their class selections based on previously published graduation requirements and would suffer unavoidable prejudice in meeting the graduation requirements listed above, may request a waiver via the Registrar. The Registrar will then submit a request to the school's administration to approve the exception.

Class of 2012 and thereafter

Classical Diploma: Overall B (81%) average or better for the year for all required courses. A student must accumulate at a minimum, 28 credits taken at Holy Spirit Prep to include:

- One credit in Classical Languages (with at least 4 consecutive semesters of credit in Latin) for each full school year for which the student is enrolled in high school at Holy Spirit Prep. Two high school credits may be earned at Holy Spirit Prep before entering high school and transferred to the high school transcript at the student's request. One semester of Freshman Greek is required.

- 4 credits in English - must include American Literature, Literature of the Western World and at least one AP English Class (or, for transfer students, their equivalent at another institution). May not include Broadcast Journalism, Public Speaking, Journalism – Paraclete or Publication Production.
- 4 credits in Science - must include Biology/AP Biology, Chemistry/AP Chemistry and Physics/AP Physics (or, for a transfer student, the equivalent at another institution). Must include at least one AP Science course.
- 4 credits in Mathematics - must include a minimum of Algebra I, Geometry, Algebra II, Pre-Calculus and Trigonometry, and Calculus (or, for a transfer student, their equivalent at another institution).
- One credit in Religion for each full school year for which the student is enrolled in high school at Holy Spirit Prep. May not include Canon Law, Pursuit of Truth or Theology.
- 5 courses in Social Studies - must include World History, Western Civilization/AP European History, U.S. History/AP U.S. History, U.S. Gov't /AP U.S. Gov't & Politics and Economics/AP Macroeconomics (or, for a transfer student, their equivalent at another institution). Must include at least one AP Social Studies course.
- 2 semesters of Fine and/or Performing Arts.
- 2 semesters of Physical Education. Full participation in two sports programs while in high school will fulfill this requirement.
- 1 semester of Topics in Psychology.
- 1 semester of Humanities.
- 1 semester of Foundations in Personal Finance (required 12th Grade course)

College Prep Diploma: A student must accumulate at a minimum 24 credits to include:

- 2 credits in Latin – or, one credit in Latin or Greek if the student enters the school as a senior and already has two consecutive year credits of a foreign language. One semester of Freshman Greek is required. (A credit in Latin Etymology may replace one Classics credit for College Prep students).
- 4 credits in English - must include American Literature, Literature of the Western World (or, for transfer students, their equivalent at another institution). May not include Broadcast Journalism, Public Speaking, Journalism – Paraclete or Publication Production.
- 4 credits in Mathematics - must include a minimum of Algebra I, Geometry, Algebra II, Pre-Calculus and Trigonometry (or, for a transfer student, their equivalent at another institution)
- 4 credits in Science - must include Biology/AP Biology, Chemistry/AP Chemistry and Physical Science/Physics/AP Physics (or, for a transfer student, the equivalent at another institution).
- One credit in Religion for each full school year for which the student is enrolled in high school at Holy Spirit Prep. May not include Canon Law, Pursuit of Truth or Theology.

- 5 courses in Social Studies - must include World History, Western Civilization/AP European History, U.S. History/AP U.S. History, U.S. Gov't /AP U.S. Gov't & Politics and Economics/AP Macroeconomics (or, for a transfer student, their equivalent at another institution).
- 2 semesters of Fine and/or Performing Arts.
- 2 semesters of Physical Education. Full participation in two sports programs while in high school will fulfill this requirement.
- 1 semester of Topics in Psychology
- 1 semester of Humanities.
- 1 semester of Foundations in Personal Finance (required 12th Grade course)

Students will not normally be permitted to use courses taken at other institutions after matriculation to Holy Spirit Preparatory School to meet the specified minimum College Prep graduation requirements. Students may with pre-approval use courses taken at other accredited institutions to meet elective requirements.

Students in the class of 2012, who have planned their class selections based on previously published graduation requirements and would suffer unavoidable prejudice in meeting the graduation requirements listed above, may request a waiver via the Registrar. The Registrar will then submit a request to the school's administration to approve the exception.

Valedictorian: The Valedictorian is the student graduating as a Member of the Order of Gownsmen who has completed the whole of his or her high school career at Holy Spirit Prep and earned the highest weighted quality point average amongst those eligible to be Valedictorian on the basis of the core credit courses meeting the Classical Diploma graduation requirements. If the student has more than the minimum number of core courses in a subject area required to meet the graduation requirements the four highest scores achieved in the relevant subject area will be utilized.

For this purpose only, the candidate's final GPA shall be increased by 0.025 for each credit that he or she has earned in high school at Holy Spirit Prep in excess of 28 credits.

Salutatorian: The Salutatorian is the student graduating as a Member of the Order of Gownsmen who has completed at least 10th through 12th grades at Holy Spirit Prep and earned the highest weighted quality point average amongst those eligible to be Salutatorian on the basis of the core credit courses meeting the Classical Diploma graduation requirements. If the student has more than the minimum number of core courses in a subject area required to meet the graduation requirements the four highest scores achieved in the relevant subject area will be utilized.

For this purpose only, the candidate's final GPA shall be increased by 0.025 for each credit that he or she has earned in high school at Holy Spirit Prep in excess of 28 credits.

Order of Gownsmen: Students in the graduating classes of 2006 and 2007 That graduated with a Classical Diploma and met all below defined disciplinary criteria are eligible to be Members of the Order of Gownsmen upon so requesting in writing with the support of not less than one senior administrator and four faculty members.

Membership in the Order of Gownsmen will be announced at the May Crowning. Students qualify for membership by:

- a) Being eligible to graduate with a Classical Diploma
- b) Having never been found guilty of an Honor Code violation
- c) Having never served an out of school suspension
- d) Not serving an in-school suspension in their senior year
- e) Not serving a Saturday Detention as a result of a disciplinary matter in their senior year
- f) Having a positive personal House Point total of 500
- g) Not being required to serve more than one Saturday Detention for tardies in their senior year
- h) Having completed their Senior project hours in a timely manner
- i) Demonstrated pride in / commitment to the school
- j) Enthusiastic involvement in school service and activities
- k) Having maintained a good demeanor towards staff and students
- l) Consistent support of and compliance with school rules
- m) General good character
- n) Other than school trips, exempt medical absences and pre-approved college visits, having no more than 10 absences in their senior year
- o) Writing a letter to the President of the school requesting consideration for membership and affirming compliance with each requirement, such letter to be received no fewer than seven nor more than twenty one days before May Crowning. The letter of request should be counter-signed in support by not less than one senior administrator and four faculty members.

Privileges of Membership:

- Members of the Order are eligible to be appointed as Valedictorian or Salutatorian
- Members of the Order will wear a Sash at Graduation
- Members of the Order graduating with 1,000+ House Points in their senior year will receive a Platinum Cord at graduation and be recognized during the ceremony.
- A permanent display will be kept in the school library listing all Members
- Members will be listed in the Alumni section of the school's web page

- Members of the Order may, after graduation, when attending Matriculation or Graduation or serving as adjunct or assistant faculty member, wear an HSPS academic gown
- Members of the Order will be invited to designated social and other functions from time to time and may be granted additional privileges at school functions
- Members of the Order will receive or be offered customized Alumni items
- Senior Exams: A graduating senior who is nominated as a member of the Order of Gownsmen (and only such nominated Seniors) may exempt the second semester examination in a course if:
 - His/her third quarter grade and fourth quarter progress report grade in the course are both at a level of B or higher, un-weighted. The students have turned in all required assignments for the course as of one week prior to the first scheduled senior exam
 - The student has a positive personal House point total as of one week prior to the first scheduled senior exam and has completed all school and community service hours
 - The student has not earned any Saturday Detentions or In-School Suspensions in the second semester
 - The class project is completed
 - The student has completed all required service hours

Distinction/Scholar: The term "Graduating With Distinction" will apply to any student graduating with an academic year grade of A- or above in every class taken at Holy Spirit Prep for all four years of high school.

The term "Scholar" will be applied to students achieving a defined exceptionally high level of achievement in a particular area of study. "Scholar" awards require all of the required classes to be taken at Holy Spirit Prep. "Classes" constitute two semesters of study. All classes within the award criteria must be passed with a minimum grade of A-

Definitions used in the various disciplines:

Classics Scholar: The two students with the highest cumulative scores on four different National Latin Exams or National Greek Exams. The four scores must include at least one National Latin Exam and one National Greek Exam.

Latin Scholar: The two students with the highest GPA in four or more HSP high school Latin classes which must include AP Latin

Greek Scholar: The two students with the highest GPA in three or more HSP high school Greek classes

Math Scholar: The two students with the highest GPA in HSP high school Math classes which must include AP Calculus

English Scholar: The two students with the highest GPA in HSP high school English classes which must include both AP English Language and AP English Literature

Global Scholar: The four students with the highest GPA combining all HSP high school history classes, AP Geography and AP Spanish

Science Scholar: The two students with the highest GPA combining all of AP Biology, AP Chemistry and AP Physics

Theology Scholar: The two students with the highest GPA in five HSP high school Theology classes (i.e. this award requires all four core classes to be taken plus at least one elective)

Honor Societies: Various National, Regional and School-Based Honor Societies may be established within the school. Many of the National and Regional Societies have qualification requirements that are unique to their organization and may not be waived by the school.

Department Chairs: Department chairs at Upper School are charged with providing leadership in a specific academic discipline. Responsibilities include developing honors requirements for courses in their department; setting recommendation criteria for Honors and/or AP courses; coordinating the development of common tests and examination for courses taught by multiple teachers; and other duties as assigned by the administration. Department chairs are expected to set high standards of professionalism for their colleagues, meet these same standards themselves, and to represent excellence in teaching and scholarship at all times.

Plagiarism Defined: Holy Spirit Prep defines plagiarism as the deliberate, reckless or negligent act of presenting another's ideas or writings as if they were one's own, and failing to acknowledge that work. To avoid the charge of plagiarism, there are three simple guidelines to follow:

1. If you use someone else's thoughts, concepts, ideas, in part or wholly, and their way of expressing them, even if you paraphrase them, you should cite the source.
2. Anything not original to you and that is not commonplace knowledge should have a clear reference.
3. If you receive specific help from someone or something, e.g., the Internet, in writing a paper, you must acknowledge the source.

Students who wish to challenge a charge of plagiarism should first try to resolve the issue with the teacher. Failing that, given the particular seriousness of the potential consequences, the student should appeal his case to the Departmental Chair of the instructor involved. Unresolved cases are referred by the teacher or the Department Chair to the Upper School Principal and may be dealt with administratively in order to provide the student with a better understanding of the seriousness and potential consequences of plagiarism or, at the request of either the Upper School Principal or the student may be referred to the Honor Council. For a first charge of plagiarism that is not contested before the Honor Council and is dealt with administratively the usual mutually agreed consequence shall be:

- a) A zero for the assignment
- b) Repeating the assignment for no credit if so determined by the Upper School Principal (this is appropriate if the original assignment was substantially copied)
- c) Informal academic probation (meaning that the matter shall not be recorded on the student's record but may be raised if there is an academic integrity issue arising within the same school year)

Cases dealt with administratively do not involve a finding or acknowledgement that the Honor Code has been breached and may include instances where a student has recklessly or negligently failed to attribute sources as well as instances of deliberate plagiarism.

Cases of deliberate or reckless plagiarism which take place when the student has previously been dealt with administratively in respect of a plagiarism issue shall be referred by the Upper School Principal to the Honor Council and may result in serious disciplinary consequences up to and including expulsion.

Students who knowingly or recklessly facilitate plagiarism by another student will be subject to the same consequences as the student that plagiarized.

PARENT COMMUNICATIONS

Communications: Regular communication with parents is an important professional responsibility for all teachers. The faculty is required to adhere to the following guidelines in communicating with parents:

- Parents should be notified, by phone or by email, if their student has failed a major test, assignment, or project.
- Parents should be notified, by phone or by email, if their student's conduct or behavior in class is disruptive and likely to result in administrative action.
- Parents should be notified, by phone or by email, if their student's overall performance in a class has diminished to a degree that a C for a marking quarter, semester, or academic year is probable.
- Any and all faculty communication with parents for academic difficulties or conduct issues should also be relayed to the Student Success Director.
- The Student Success Team should be copied by faculty on any e-mailed / written communications with parents.

In addition to communicating with parents in respect of challenges, teachers are also encouraged to communicate with parents for positive reasons. A high mark on a test or quiz, an excellent presentation to the class, an exemplary performance in class, or a thoughtful and considerate action by a student are all excellent opportunities to positively communicate with parents. Email is quick and simple, and the faculty is encouraged to take advantage of this technology.

Timely Response: Administration and faculty should respond to emails and voice mails within one school day. In an instance where a substantive response is delayed the e-mail or message should be responded to with a commitment as to when a substantive response will be provided.

Green and Gold: The primary means of mass communication between the school and home are the school web page and the *Green and Gold*. The Main Office coordinates the publication and distribution (via email and posting on the web) of the *Green and Gold*. Students and parents should make a habit of reading the *Green and Gold* as it contains important school announcements,

Parent Volunteer Association: The Upper School Parent Volunteer Association exists to support the students, faculty, and staff of Holy Spirit Prep. Numerous activities throughout the year are organized and sponsored by the PVA.

STUDENT DEPARTMENT

Honor Code: The essential principles of Honor upon which the Holy Spirit Prep community must rely are encapsulated by the following pledge which will be signed by every Holy Spirit Prep upper school student and symbolically recited by every High School student upon Matriculation: *“As a member of the Holy Spirit Preparatory School Community, I pledge on my honor that I will not lie, steal, cheat, or bully nor condone others doing so”*.

General Overview of Student Department: We expect that students will address adults politely, work respectfully with their classmates, and behave with civility and cultivation. Violations of these basic rules of decorum or inappropriate public displays of affection will result in disciplinary action which may include loss of free association time during break or lunch or assignment to a Saturday Detention.

Classroom Rules: Classroom management is an important element of effective secondary teaching. Teachers are asked to develop a series of rules and guidelines to govern the behavior and management of students during class time, one of which should explicitly prohibit tardiness. Classroom rules are posted in the classroom and should be thoroughly reviewed at the beginning of the school year.

Classroom Conduct: In addition to the Classroom Rules established by each teacher, there is an expectation of classroom conduct that is consistent throughout the school. Whenever the Board Chair, Chaplain, any priest or any adult guest enters the classroom, the class will stand as a sign of courtesy and deference.

Obviously, students should treat all classroom property with respect, and vandalism or wanton destruction of school property will not be tolerated. Students and their parent(s)/guardians will be responsible for damage to school property.

If a student needs to use the restroom during class (including exams, tests and quizzes), the student should raise his or her hand and request to be excused and the supervising staff member will allow the student to use the restroom, without question. The staff member may ask the student if he or she is willing to wait no longer than a couple of minutes in order to finish a teaching point if absolutely necessary; however staff will not make the student wait an extended time or until the end of class. Students will not be “held” from leaving for the restroom on the ground that another student has already left for the restroom. In the event of an exam, test or quiz, staff may at their discretion allow the student to go to the restroom unaccompanied, accompany the student to the restroom corridor (if of the same gender), request a volunteer chaperone from the student body or call the front office for a staff member to chaperone. In a very exceptional case where there is no other viable alternative a staff member may instruct the student that if he or she leaves the classroom he or she cannot recommence the quiz / test / exam and will be graded on the work done to that point and given a make-up assignment with different questions. If a staff member

suspects that he or she is using a restroom request to miss work or engage in social pursuits they will notify the Dean of Girls or Dean of Boys for appropriate action.

Disruption of Class: This is a very serious matter and students who are willfully disruptive will be sent to the “bench” in the Liberal Arts lobby with an explanatory note where they are to remain until seen by an administrator. The potential consequences for disruption of class include suspension or expulsion as well as potential ineligibility for some or all Honor Societies.

Teacher Detention: Teachers may assign detention or silent / reflective periods (including breaks and lunches) for violations of Classroom Rules. These detentions should be held during breaks or during lunch. Teachers are not permitted to assign a Teacher Detention during morning tutorial, nor should a Teacher Detention conflict with a scheduled school activity (excepting after-school athletic practice with express approval of the administration). After-school detentions should only be scheduled with administrator’s approval and not be scheduled on a same-day basis. Teacher Detention should usually involve non-credit academic work or service-oriented projects so that detention can be seen as rehabilitative rather than merely punitive. Teacher Detention can also be used to enforce completion of overdue class work and homework.

Break Detention: Students may be assigned Break Detention by the administration for violations of School Rules. Students may be assigned a morning break, afternoon break, or lunch break detention. Students must report directly to the “bench” at the beginning of the break and remain there until the conclusion of break or when dismissed by an administrator.

Saturday Detention: Saturday Morning Detention is directed by the administration in response to individual or repeated disciplinary infractions. Students assigned a Saturday Detention must serve it on the next occasion on which it is offered and the date will not be changed based on personal or family convenience. Planning on being “out of town” or participating in a non-school activity will not excuse attendance. Except in cases of extreme hardship (e.g. illness certified by a physician, family emergencies or attendance at a funeral or wedding), failing to serve a Saturday Detention on the assigned date (or arriving late or leaving early) will earn another Saturday Detention. Saturday Detention will usually run from 7:30 until 11:30 (or such other time as notified) and may involve chores, academic work or silent reflection. Students failing to attend a scheduled Saturday Detention and / or receiving a 2nd (or subsequent) Saturday Detention in any Semester are prohibited from participating in sports or extra-curricular activities until their detention has been served.

In School Suspension: In School Suspension (ISS) is a serious consequence for disciplinary infractions and involves attendance at school and completion of all required academic work while experiencing restrictions on liberty and association. In School Suspension is not placed on the student’s permanent record unless a further infraction of the same type is committed within the same school year (or within the 1st Quarter of the following school year if the initial infraction occurred in the 4th

Quarter). A student that is excused absent for the whole or a part of a day scheduled for an In School Suspension will serve the whole day on the next available school day (in addition to that part of a day that may already have been served). Students are not permitted to participate in any sports or extracurricular activities on a day on which they are serving an In School Suspension. Students cannot request deferral of the day scheduled for an In School Suspension. In School Suspensions may affect the student's membership in Leadership Clubs or in National Honor Society or Junior National Honor Society.

Disciplinary Probation: Students who commit a serious violation of a School Rule, Classroom Rule, or stated directive, or who otherwise commit acts that compel the involvement of the administration in the disciplinary process, may be placed on Disciplinary Probation. While on Disciplinary Probation, students are to avoid any actions which might lead to additional disciplinary attention. In the event that a student on Disciplinary Probation is subject to additional disciplinary attention, he/she may be required to appear at a Probation Hearing to discuss the situation, the resolution of which may include suspension or expulsion.

Appeals: Students may appeal any decision affecting their personal academic or disciplinary record. The progression of appeals is:

Academic: Faculty Member - Department Chair – Upper School Principal - President

Disciplinary: Faculty Member or Dean of Boys or Girls – Dean of Junior High (only if in 7th or 8th Grade) – Upper School Principal – President

The required progression of appeals does not preclude the student from approaching any administrator to seek advice on any given situation that is of concern to them.

Honor Council: The Honor Council is the representative voice of the Upper School community on all matters relating to the Honor Code. The Honor Council makes recommendations to the President when violations of the Honor Code have occurred.

The members of the Honor Council include the Head Girl, Head Boy, four House Presidents, the President of the School, and any faculty members that wish to participate. In the absence of a House President one of their House Co-Captains may attend in their stead (taking it in turns if multiple occasions).

The school is represented by a member of the administration who presents the complaint to the Honor Council. The student may represent him/herself, and may choose a faculty member to provide support.

It is the duty of any member of the Honor Council to lead an exemplary student life. If a member is brought before the Honor Council and found to have committed an honor offense, he or she will be permanently removed from the Honor Council. The administration will then appoint another student to serve on the Honor Council.

Termination of a Student: Only the President of the school may terminate the enrollment of a student. Termination shall be addressed where, in the sole discretion of the President, continued enrollment of the student is not in his or her interests and / or those of the school community. The President may address the potential for termination as a consequence of:

- a) Recommendation by a Divisional Principal
- b) Recommendation by the Guidance Office
- c) Information that comes to the direct attention of the President
- d) A resolution of “no confidence” by the Upper School Honor Council

Recommendations as to termination shall be accompanied by a written explanation of the pertinent facts and the President may request additional information whether in writing or orally.

In considering the appropriateness of termination where a prima facie case for such action exists the President shall at his or her absolute discretion consider:

- a) Any policy level input received upon request from the Chairman of the Board, the Executive Committee of the Board or the Board as a whole. Although the Board cannot be involved in decisions relating to a specific student the President may seek guidance on a “no-names” basis if the circumstances related to the potential termination raise a unique policy issue. Board members cannot discuss the facts related to individual disciplinary issues with the parents of the student concerned or with any third party. Board members can request that the President provide them with a confidential written briefing on the circumstances that arose and the basis for the President’s decision. Any such briefing shall be copied to the Chairman of the Board.
- b) The alternative educational options available to the student
- c) The impact upon the safety, comfort and morale of the school community (or any part thereof) if the student remains on campus
- d) The example being set to the school community
- e) The reputation of the school
- f) The potential alternative of a long-term suspension and / or other remedial options
- g) Enrollment with restricted access to the school campus
- h) The potential for the student receiving assistance with a home-schooling program to complete the balance of the school-year
- i) Whether the student’s parents should be offered an opportunity to withdraw the student in advance of a termination decision

Tardiness to Class: Isolated and marginal instances of tardiness to class should be handled by the classroom teacher by a reprimand and deduction of House Points. Frequent marginal tardiness to class should be handled by a reprimand, deduction of House Points, and referred to the Student Success Director as the tardiness may be symptomatic of an underlying problem. Chronic and /or substantive tardiness to class is assumed to be disrespectful behavior towards the classroom teacher and should be referred to the administration.

Dean of Boys & Dean of Girls: These Deans have a specific responsibility for counseling students in connection with and enforcing school rules outside of the classroom for boys and girls respectively. Students may seek guidance from these Deans on disciplinary matters. Their focus includes:

- Uniform
- Grooming
- Demeanor and behavior on campus
- Tardiness
- Demeanor and behavior at extra-curricular events

Rumors: While the administration takes steps to ensure that what occurs on campus is appropriate given our Catholic mission, it is obviously not possible to prevent students from sharing rumors about other students, at home or at school.

Parents should encourage their child not to start rumors, not to engage in spreading rumors through gossip, and not to encourage others to do so. Evening telephone conversations (especially those using three-way calling), Facebook, Myspace.com, Xanga.com, AIM, Skype and other instant messenger programs are the starting points for many rumors, and parents may wish to set firm guidelines that govern their student's use of the telephone or computer.

Please be advised that, when rumors of a serious nature reach the administration, we have a responsibility to investigate to determine the veracity of the allegation. In so doing the administration is neither "choosing sides" nor endorsing the allegation; it is merely acting in the best interests of the student body.

Rough Housing: As an administration we understand that it is not unusual for teenagers to engage in "rough housing" and that such conduct is often intended in good humor and is totally devoid of any malice. Acts of excessive roughness; whether intentional, accidental or good-natured are damaging in a school environment and can lead to discomfort on the part not only of those involved but also innocent bystanders. Any hitting (whether with a hand or an object) punching, kicking, elbowing, kneeling, head-butting, choking, tripping or other act that is or appears to be or to replicate or suggest these actions or any other act of violence will be regarded as *prima facie* malicious and punished accordingly. At the Upper School, the minimum disciplinary consequence for any minor act of violence not resulting in actual bodily harm (whether or not in fact malicious) is an in-school suspension, while expulsion is to be the assumed consequence of a more serious or repeated act. This rule applies to both male and female students.

Pantsing: Any student who is found to have "pantsed" another student (or a female parallel thereto) will be immediately suspended from school for having violated the Honor Code. Students guilty of such an offense will not be permitted to return to school until having appeared before the Honor Council.

After-school Conduct: The classrooms, corridors and bathrooms on the second floors of the Liberal Arts and Commons buildings are off-limits to students after 4:15 PM unless participating in an officially sanctioned activity, accompanied by an adult or expressly authorized by administration or faculty. The 2nd floor of the library may be used for quiet study and students may utilize the corridors to access the chapel, library or their lockers but must not linger or congregate there.

Morning and Afternoon Breaks: The Holy Spirit Prep regular schedule includes a morning and afternoon break. During this time, students are free to relax and visit the Cougar Café for refreshments.

Technology Policies: Students at Holy Spirit Prep must recognize that the vast technology resources available to them are granted by the school as a privilege and, as such, may be revoked at any time consequent to inappropriate use.

Inappropriate use is defined as use of school technology resources whether in school, at home or elsewhere for viewing, downloading, distributing, or otherwise accessing pornographic, violent, and/or defamatory files, images, or materials.

The WWW, e-mail and instant messaging are remarkable communication methods that offer the opportunity to spread any message, good or bad, true or untrue with remarkable speed. Additionally, “caching” or downloading can result in information transmitted via the Internet remaining available on the computers of 3rd parties or via a search agent even if deleted by the original poster. Students should ensure that they do not defame or embarrass any member of the school community (or anyone else) in any manner or bring the school into disrepute but must be especially careful of such risks when using the Internet as such potentially negative actions once committed cannot be withdrawn and may damage the reputation and / or feelings of the injured party for a considerable period of time, potentially into perpetuity.

In addition, students should exercise care and caution in using school equipment. This includes hardware (computers, monitors, printers, cables, etc.) as well as software and infrastructure (including the school network). Parents and / or students will be charged for costs incurred to repair or replace technology resources consequent to accidental, irresponsible or inappropriate actions on their part.

Algebra I, Geometry, Algebra II, Pre-calculus, Statistics and Calculus courses require the use of a graphing calculator with the Cabri Jr. Geometry application, matrix functionality, and linear, quadratic, and exponential regression capability. Suitable calculators are the Texas Instruments TI-83 and TI-84. Calculator operations will be demonstrated in class and a limited number of calculators will be available for class use; however, the use of such a calculator will be needed for homework and probably at least through your freshman college year. Options include:

1. If you already own a calculator with these functions you may use it at home and/or in school which allows you to store information for future use.

2. You may use a school calculator in class if necessary.
3. You may purchase a suitable calculator from any source

The use of computers during class time is subject to the discretion of the classroom teacher. Teachers have the right to prohibit or limit the use of technology during class time. Misuse of a computer during class time (e.g. accessing off subject web-pages, playing computer games, e-mailing or texting) will result in (at a minimum) an automatic Saturday Detention.

Students are reminded that although current technology makes plagiarism easier both to commit and to identify, committing plagiarism is prohibited by the Holy Spirit Prep Honor Code. Students should therefore exercise considerable caution and discretion when cutting and pasting, file sharing, and conducting Internet searches. If you are unclear about a specific action, please see your teacher.

Students should be mindful of the fact that any email, searches, files, or other data accessed using school equipment is the property of Holy Spirit Prep and, as such, is subject to monitoring.

Cellular Telephones: Cellular telephones may be brought to school only with approval of a student's parent or guardian and are a privilege. As a condition of this privilege, cellular telephone numbers for students must be registered with the school and will be maintained in the student's record.

Cellular telephones may not be taken into Mass, Communion Services, Assembly or Class unless turned (completely) off and stored in the student's bag. Cellular telephones set to vibrate or silent modes are not "turned off".

"Use" of a Cellular telephone for the purpose of these rules includes making or receiving calls, sending or reading texts, playing games, using any application stored on the telephone and accessing the web or any other online service.

Use of Cellular telephones during Mass, Communion Service or any other religious ceremony will result in permanent loss of privileges.

Students should not walk through the corridors using a cellular telephone.

Use during class will result in the suspension of cell phone privileges for 30 days for a first offense and for the balance of the school year for a second offense.

Use of cellular telephones on field trips and at school sponsored events is subject to the reasonable directions of the supervising staff.

The camera functions on cell phones are not to be used on school property or while attending a "school event" off school property in any circumstance in which the person being photographed may have a reasonable expectation of privacy (e.g. in the

bathrooms, locker rooms or dressing rooms) or where any person has indicated that they do not wish to be photographed.

Misuse of cellular telephones may result in suspension or loss of cellular telephone privileges in addition to other disciplinary action.

Videos / Music on Laptops, i-Pods and Other Electronic Media: Students are permitted to play music or other recorded media including movies on laptops, i-Pods etc. using personal headphone during lunch and before and after school. The music / media must not violate school standards of decency and/or appropriateness and must not be played in such a way as to disturb others. Students must not walk through the halls playing music out-loud or through headphones at any time. Students who violate these policies may have their Internet privileges suspended; may forfeit use of their laptop; or may have their i-Pods confiscated. Students may only utilize electronic devices during class time with the express permission of the classroom teacher; this restriction applies equally to independent study classes and study halls.

Movies and Other Audio-visual Materials: Only PG-rated audio-visual media (or media adapted to such a rating level by excerpting or electronic editing) are acceptable for use on the Upper School campus or in the course of any off-campus school sponsored activity by or with students unless otherwise authorized by the administration. This limitation applies to student's personal media products as well as faculty provided media. PG-13 materials that are appropriate for use within the mission of the school may exceptionally be used by faculty with students over the age of 16 provided that such materials are recommended as appropriate for the age of the students concerned by the USCCB ratings: www.usccb.org/movies/ Faculty should refer questionable media to the administration for a ruling.

Offensive / Derogatory / Negative Web Postings: Students who post negative, disruptive, offensive or derogatory materials on the Web whether related to the school, members of staff, other students or third parties will be subject to disciplinary consequences which may include suspension or expulsion.

Lost & Found: Personal items left in areas other than those designated for student storage will be taken to Lost & Found situated in the storage room off the Gym. Lost & Found will be operated by the 9th Grade and will generally be open for collection of items during lunch break. Students are not excused from the consequences of late work by reason of their textbooks, notes, homework assignments, bags or other items being inaccessible as result of being in Lost & Found. Students will be required to pay a collection fee of \$3 per item (a bag of items and a "pair" of articles, e.g. a pair of shoes is counted as one item). Students may sign an IOU payable within one school day. IOU's that are not paid on time increase by \$1 per day. All collection fees and penalties will be donated quarterly to a charitable cause or activity chosen by the House that wins the quarter. Taking an item from Lost & Found other than through the approved procedure will be treated as theft.

Personal House Points: Personal House Points are those points earned by, and assigned to, individual students. All personal House Points contribute to the overall

House Points total. Personal House Points may be positive or negative. House Points awarded to the House as a whole do not affect a student's personal House Point balance. Students who accumulate a -100 personal House Point balance are assigned to the next occurring Saturday Detention. (For detention purposes only their balance is then re-set to zero and additional detentions earned if and when their balance again reaches -100)

Appropriate Displays of Affection: Non-platonic public displays of affection are not acceptable on the Holy Spirit Prep campus, at off-campus school events or when representing the school. This includes, but is not limited to, hugging (although this will be handled at the absolute discretion of the administration where it is clearly intended as an innocent platonic act), hand-holding, kissing, lap-sitting, and other physical displays. Consequences may include on-campus restriction inside and / or outside of school-hours, suspension, or expulsion.

Laboratory Restrictions: Unless accompanied by a staff member or with express and proximate authorization from a staff member, students are not to be in the science labs. The minimum consequence for unauthorized access to the science labs is a day of in-school suspension.

Textbooks: All textbooks must have the student's name written in permanent ink on the inside front cover. "Borrowing" another student's textbook without their express permission will be dealt with as theft. To avoid confusion / conflict students may not take a textbook from another student's locker even with permission; doing so will be dealt with as if theft. Textbooks that are found are placed into lost & found. Students who are missing a textbook must check in lost & found and must promptly replace the textbook if it cannot be located. Unless reported and excused in advance by the administration, a missing textbook will not excuse late or missing work. While a textbook is missing and a replacement is awaited a student may request a photocopy of the section(s) of the book that are currently being utilized.

Uniform Code: Students must be in full, smartly presented uniform on attending Mass or first entering the Liberal Arts building or Commons building each day for morning assembly, and (except as set out below) must remain in full, smartly presented uniform until the end of the school day. Students will wear their Dress Uniform for Mass throughout the school year, and on other days as announced by the administration as Dress Uniform Days. Unless otherwise directed, on Dress Uniform Days, students must wear the Dress Uniform until the end of the school day.

On non-dress uniform days dress shirt collars may be worn unbuttoned and open by no more than one half inch with the tie loosened by no more than one half inch but the shirt neck may not be "wider open" or the tie excessively loosened. Some school days may be designated for the wearing of school polo shirts by some or all students in which case the polo shirt may be worn tucked into the student's dress pants, skirt or skort as appropriate.

Students are personally responsible for their own uniform and while we would request that parents/guardians monitor their student's appearance before leaving the

house each day, the student will be held accountable for dirty, damaged or incomplete uniforms. Loose emblems will be reattached by the student at school during break and/or lunch. Other uniform repairs may be directed as appropriate. Un-pressed clothing items will be pressed by the student at school during their break and/or lunch times.

Shoes must be worn as designed, laced, clean and polished. Dirty shoes will be polished by the student at break or lunch time.

In all instances, guidelines relating to “House” clothing or uniform items assume that the student will wear items reflecting his or her particular House affiliation.

Standard Uniform for Boys

- Navy blazer with school emblem sewn in place and House Pin. Blazers must be worn to Mass and at other times that are directed as dress uniform, but, unless otherwise directed, may be neatly stored at other times.
- White short sleeve or long sleeve Oxford cloth shirt. Undershirts if worn must be plain white with no printed words or images.
- Neatly pressed, pleated charcoal grey dress trousers
- Blue, black, or grey dress socks, crew or longer
- Black leather dress belt with conservative buckle or school “Cougar Belt”
- Black polish able leather lace-up dress shoes with **non-marking soles**
- Standard House tie or House Vineyard Vines tie for Seniors with 500+ House Points and all other high school students with 1,000+ House Points
- Optional blue school vest or long sleeved sweater embroidered with the school logo. Ties must be worn tucked inside vests and sweaters.
- Seniors who have earned that privilege may substitute a Varsity Jacket for their blazer on standard uniform days. All other JV and varsity athletes, as well as students participating as a part of other school groups, may substitute the varsity jacket on any non-Dress day of competition/activity.
- Seniors with 500+ House Points and all other high school students with 1,000+ House Points may purchase a Cougar Pride polo shirt which they may wear, tucked in, on any day except a dress uniform day.
- Unless directed otherwise, on Fridays, Senior Boys may wear “Sunday Best”, which may include khaki trousers or corduroys with a sports jacket, dress shirt, dress shoes and appropriate tie.

Dress Uniform for Boys

- Navy blazer with school emblem sewn in place and House Pin.
- White short sleeve or long sleeve Oxford cloth shirt. Undershirts if worn must be plain white with no printed words or images.
- Neatly pressed, pleated charcoal grey dress trousers
- Blue, black, or grey dress socks, crew or longer
- Black leather dress belt with conservative buckle
- Black leather polish able lace-up dress shoes with **non-marking soles**
- Standard House tie or House Vineyard Vines tie for Seniors with 500+ House Points or other high school students with 1,000+ House Points
- Optional blue school vest or long sleeved sweater embroidered with the school logo

Standard Uniform for Girls

- White short sleeve or long sleeve Oxford cloth shirt which must be worn with a tie or scarf as set out below
- Blazer mandatory on dress uniform days, optional other days
- Optional blue school vest or blue long sleeved school sweater with embroidered school logo. Ties must be worn tucked inside vests and sweaters.
- White 2/3 sleeve button over-blouse, which should be worn with the skirt, may be un-tucked and does not require a tie. When worn without a tie, the House Pin must be worn. Undershirts if worn must be plain white with no printed words or images.
- Plaid wrap skirt (#907, color 44) or solid grey dress skirt (#134)*
- White, navy, or dark green crew or knee socks, opaque white tights. For seniors only, opaque navy tights.
- Black and white lace-up saddle Oxford shoes with non-marking soles (no black-soles)
- Standard House tie (7-12), House bowtie (7-12), House scarf (9-12), or House Vineyard Vines tie for Seniors with 500+ House Points and all other high school students with 1,000+ House Points
- Optional green & gold or House-colored hair clip, scrunchie, or ribbon
- Seniors who have earned that privilege may substitute a Varsity Jacket for their blazer on standard uniform days. All other JV and varsity athletes, as well as students participating as a part of other school groups, may substitute the varsity jacket on any non-Dress day of competition/activity.
- Seniors with 500+ House Points and all other high school students with 1,000+ House Points may purchase a Cougar Pride polo shirt which they may wear, tucked or un-tucked, on any day except a dress uniform day.
- Unless directed otherwise, on Fridays, Senior Girls may wear “Sunday Best”, which may include a dress, skirt, or dress slacks and appropriate blouse

Dress Uniform for Girls

- Navy blazer with school emblem sewn in place and House Pin. Blazers must be worn to Mass but, unless otherwise directed, may be neatly stored during class times.
- White short sleeve or long sleeve Oxford cloth shirt. Undershirts if worn must be plain white with no printed words or images.
- Solid grey dress skirt (#134)*
- White, navy, or dark green crew or knee socks
- Black and white lace-up saddle Oxford shoes with non-marking soles (*no black-soles*)
- Standard House tie (7-12), House bowtie (7-12), House scarf (9-12) or House Vineyard Vines tie for Seniors with 500+ House Points or other high school students with 1,000+ House Points
- Optional green & gold or House-colored hair clip, scrunchie, or ribbon

* *Maximum of 3 inches above any point of the knee (front, sides, or rear) for dress skirts and 4 inches above any point of the knee (front, sides, or rear) for skorts.*

Lost or Forgotten Uniform Items: Should a student lose or forget a required uniform item (for example, a blazer or tie) he or she may purchase or rent a replacement item, if available, before the school day starts from Mrs. Tyner without penalty save for a rental fee. Rental fees: blazers \$5, ties and other clothing items \$3. If a replacement item is not available, the student may (at the discretion of the administration) be held out of school events and will be subject to disciplinary action until the student complies with the Uniform Code. Students may sign an IOU payable within one school day. IOU's that are not paid on time increase by \$1 per day. All rental fees and penalties will be donated quarterly to a charitable cause or activity chosen by the House that wins the quarter. Taking items from Lost & Found without authorization will be treated as theft.

House Pins: Students are given House pins as a means of identifying their House and any leadership role they may hold in the House. Students who lose their House Pin are required to purchase a replacement at a cost of \$10.

Wearing of Lapel Pins on Blazers: Students must only wear lapel pins that they have "earned". All lapel pins require prior approval from the administration. "College" pins can only be worn if denoting a college at which the student has attended a course or from which a student has received an admissions offer.

Casual Dress Guidelines: From time to time the administration may announce casual dress days. The specific guidelines may change, and will be announced, depending on the circumstances but, in general, students are expected to dress modestly at all times. Clothing that depicts or suggests alcoholic or tobacco products or illegal or immoral activity of any kind is not permitted.

Dress Down Days:

- 1) Full normal school uniform (professional wear for staff) (or "Sunday Best" for Seniors if a Friday) may always be worn and anyone that is unable to meet the spirit of these dress code concessions should make that choice
- 2) Items that bear the name, nickname, mascot or insignia of another school, or a team or institution or promote a commercial product / brand (or inappropriate materials or activities) are not permitted (a single small inoffensive manufacturers logo is permissible)
- 3) Shirts, sweatshirts, hoodies, jackets or any other upper body "outer garment" should be
 - a. A Holy Spirit Prep issued sports team uniform shirt, t-shirt, sweatshirt, sweater, vest, fleece or hoodie or
 - b. Be predominantly Green and / or Gold (on Green & Gold Day) or House Color (on House Color Dress Down days) (Items that contain a relevant color but are not predominantly that color do not qualify)

The clothing item that meets these requirements must be worn as the outer garment and not covered by another garment that does not meet these requirements

- 4) Accessorizing a garment that does not otherwise qualify with e.g. jewelry or a scarf does not make it qualify!
- 5) Hats are not permitted unless specifically announced as authorized. Appropriate Green & Gold or House Color hair adornments for girls are authorized
- 6) Shoes must meet normal dress-down standards (sandals / flip flops are not authorized for boys)
- 7) Girls should wear appropriate long dress pants or slacks in a good state of repair (not jeans, shorts, sweat pants, sport pants or pajama bottoms unless expressly announced as authorized) or skirts or dresses
- 8) Boys should wear appropriate long dress pants or slacks in a good state of repair (not jeans, shorts, sweat pants, sport pants or pajama bottoms unless expressly announced as authorized)
- 9) All items worn should meet general school rules as to modesty and appropriateness

Uniforms during Lunch: Students who are actively involved in a physical activity during lunch may relax the Uniform Code in appropriate and modest ways while engaged in such activity. This may include the loosening of ties, un-tucking of shirts, and so forth. Students are expected to respond positively to directions from faculty, staff, or administration indicating a need to address their uniform during lunch. Additionally, students are expected to report to the lunch room (at least 20 minutes before the end of lunch break) and their next class in a timely manner and with their uniform fully in compliance with the appropriate Uniform Code guidelines.

Uniforms after the School Day: Unless otherwise notified, students who remain in school uniform after school may remove their ties but their shirts must remain tucked and worn appropriately. Students may alternatively change into a school polo or t-shirt or PE uniform (or spirit wear if attending a sporting event).

Writing as a Personal Adornment: Students who write on themselves or on their clothes or shoes are considered to be out of uniform.

Grooming for Boys: Boys are expected to be well-groomed and neat in appearance at all times. Hair must be their natural color, conservatively cut, neat and trimmed to naturally fall above the ears, eyes and collar. **“Shaved” or extremely short hairstyles are not permitted** unless required for medical reasons or as a consequence of service in the school’s Cadet Corp or another approved national or state service organization (e.g. the school Corp of Cadets, USNSCC or JROTC). No facial hair is

permitted (boys should be clean shaven), and sideburns may be no longer than the middle of the ear. Permissible jewelry is limited to an appropriate watch and/or a simple necklace with a religious medal or crucifix (worn under the shirt) and / or a single “Charity / Cause” bracelet that has been pre-approved by the administration. Visible tattoos (whether temporary or permanent) are not permitted (except for “spirit” tattoos that are issued by the school for specific sports or other events and then only on authorized occasions).

All decisions as to the appropriateness of a boy’s dress or grooming are at the absolute discretion of the Dean of Boys and the administration.

Grooming for Girls: Girls are expected to be well-groomed and neat in appearance at all times. Makeup must be discrete and appropriate to the school environment. Hair fashion must be simple in style and primarily a single natural color. Highlights, if worn, must be discrete and of **a single** natural color that compliments and does not unduly contrast with the student’s natural hair color. Nails may be manicured with clear or French manicure colors only (except on House or Spirit days when House or School colored nail polish may be worn).

One earring per ear will be permitted. The earlobe is the only acceptable location for earrings to be worn. On dress uniform days, the only permissible earrings are discrete studs (or hoops no larger than one half inch in diameter). On non-dress uniform days, appropriate and non-distracting earrings may be worn. One discrete ring and one appropriate and non-distracting bracelet may also be worn. Appropriateness is at the absolute discretion of the administration and any girl wishing to ensure appropriateness may seek guidance in advance. Senior girls may be afforded additional latitude at the discretion of the Dean of Girls and the administration.

Visible tattoos (whether temporary or permanent) are not permitted (except for temporary “spirit” tattoos that are issued by the school for specific sports or other events and then only on authorized occasions).

All decisions as to the appropriateness of a girl’s dress or grooming are at the absolute discretion of the Dean of Girls and the administration.

Hats: No hats may be worn indoors.

United States Naval Sea Cadets Corps (USNSCC): Students enrolled in the school’s USNSCC unit may, with the unit CO’s approval, wear an appropriate uniform during the school day on any day on which they are attending drill or otherwise participating in unit activities.

STUDENT LIFE

Service Comprises:

- Prayer (source & sustenance of service)
- Philanthropy (giving money and goods)
- Advocacy (speaking out against injustice)
- Direct Service (interpersonal encounter)

Students are challenged to live out the school's motto, *Ministrāre nōn Ministrārī*, not only in the course of their daily, ordinary lives, but also through direct, extraordinary works of service to the school and to the community. To encourage students to seek out extraordinary service, the school asks students to meet a minimum number of service hours in two categories: school and community. To help students keep a record of how they spend their time, the school asks students to report all extraordinary service, including those above and beyond this minimum.

Community Service: 7th through 12th grade students must complete 20 hours of service to their ***communities*** each academic year. Service completed during the summer prior to the academic year may be applied to this minimum requirement. Examples of service to one's community include service through one of the school's official apostolates (see list below) and service to or through one's parish or other nonprofit service organizations. Serving at Mass is not credited as community or school service. It is the responsibility of the student to locate and complete community service opportunities.

Students are required to register for at least one HSP apostolate no later than the 2nd Friday of the school-year. Service completed outside of the HSP apostolate system must be approved in advance to guarantee that hours will be counted on a student's record; approval is gained by sending an e-mail at least one week in advance to serviceopps@holyspiritprep.org. Students are also encouraged to participate and earn awards through the school in the President's Volunteer Service Program www.presidentserviceawards.gov for the 2010 / 2011 school year.

Apostolates include:

Project Bethlehem (all grades; considered the school's "Signature Apostolate") – The main objective of this outreach is to extend Holy Spirit's contribution to the promotion of peace, hope and the fight against poverty and inequality in the Holy Land, through a long-term partnership with the Holy Family Hospital of Bethlehem. This hospital serves the poorest and most defenseless of its region in the Holy Land, regardless of ethnicity or religion. This outreach includes a number of organized events and fundraisers.

Campeon Real (high school) – Students help boys from the area's Hispanic community through a five-a-side soccer league culminating in a weekend tournament. Character formation aspects of this outreach will come from the school's *Play Like a Champion* program.

Moda Real (all grades) – Students help provide faith and character formation to students in the area’s Hispanic community through various meetings culminating in a spring fashion show.

Squires of Columbus (boys of all grades) – Students participate in a comprehensive program of liturgical and service activities through the Knights of Columbus.

Project Literacy (all grades) – Students support Solidarity School through visits to its after-school program, helping students complete their homework and assisting their learning of math & reading.

Green Club (all grades) – Students educate their peers on ways to be better stewards of the environment, participate in projects at parks and recycling centers, and run the school’s recycling program.

H2Outreach (all grades) – Students raise money for water-filters to improve drastically the quality of water available to families in sub-Saharan Africa.

Pro-life Club (all grades) – Students support area crisis pregnancy centers through a variety of activities, educate the community on life-issues, and advocate for the most vulnerable members of our society.

Rosary (all grades) – Students make rosaries for our troops, for underserved Catholic schools, and for missions.

Older & Wiser (all grades) – Students visit elderly residents of area nursing homes, engaging them in activities.

Feeding the Poor (7th grade) – Students work toward a harvest of produce from the garden, greenhouses, and fruit trees on campus. Students also help maintain our produce, as well as food collected in special drives.

The proceeds from sales of Chick-fil-A biscuits, smoothies, and Dress Down Days will continue to fund the charitable work of the apostolates.

School Service: Students in 7th through 12th grade must complete 5 hours of service to Holy Spirit Preparatory School. This requirement is intended to contribute to the effective operation of the school and to provide opportunities to develop organizational and leadership skills.

7th grade students are responsible for cafeteria clean-up and collecting any trash in the quad or adjacent areas

8th grade students are responsible for recycling in the cafeteria.

9th grade students are responsible for the operation of Lost and Found and Uniform Maintenance Center during lunch

Completion of these duties will satisfy minimum school service requirements.

The House rotation for the completion of daily chores is:

Monday: Lyon

Tuesday: Chalcedon

Wednesday: Trent

Thursday: Nicaea

Friday: House with the lowest point total the prior reported week

10th, 11th, & 12th grade students must complete their school service hours by volunteering for the many activities that occur on campus, including but not limited to: staffing the Annual Fund Run; guiding tours at Open House; staffing Home Game Concession and Spirit Sales; and set-up and clean-up for US Campus events. Students that need school service hours may volunteer for landscaping and maintenance projects; these opportunities are always available given sufficient notice.

All students also have a responsibility to ensure that the entire US campus, including the Liberal Arts building, Commons building, sports fields, and grounds are kept tidy and litter free at all times.

In addition to completing 5 school service hours and 20 community service hours, the 12th grade students complete a “Senior Project.” They must develop a plan with the Dean of Seniors and have it approved by the President by the end of the first semester. The Senior Project must be completed by May Crowning.

The senior with the greatest number of House Points over their junior and senior year (up until May Crowning) combined will receive The Cougar Award and speak on school spirit at graduation

Reporting Service Hours: Students must report service hours, whether school or community, and whether through HSP apostolates, parish, or other nonprofit organizations at the end of each quarter. Reports must be sent by e-mail to serviceopp@holyspiritprep.org; and include the following information:

- Name of HSPS Apostolate / Parish / other nonprofit organization
- Description of Activity
- Number of Hours Completed
- Name and contact information (e-mail) of the supervising adult

To help foster responsibility, hours will only be accepted if reported by students, and not by their parents or supervisors. Students are encouraged to keep a log of all their service hours. A template for a log can be downloaded from the school’s website.

Notes Regarding Service Hours:

With the exception of 7th, 8th, and 9th grade lunch hour chores and the 7th grade garden apostolate, service hours may not be earned during regular school hours or on the school’s Day of Outreach.

Students may not earn more than 8 hours of service in a given day, regardless of whether he/she is participating in a mission, conference, or any other service activity.

Sacred liturgy is worship, not community or school service. Moreover, every person in a liturgy is considered to be participating in a vital way, whether serving as a lector or praying as a congregant. No student may earn a school or community service hour

during a liturgy. Time spent in *preparation* for special ministries, e.g. altar server training, may be considered for service hours.

Student Support Team (SST): The Student Support Team works to ensure that all available resources are made available to support students in overcoming individual academic, social or other challenges. The Student Support Team (SST) consists of several administrators, including, but not limited to the President, Upper School Principal, Dean of Junior High, Director of Guidance & College Counseling, Dean of Boys, Dean of Girls, and Student Success Director. Questions regarding the SST process can be directed to the Director of Guidance and College Counseling.

Student Success Program: The Upper School has a Student Success Director who is charged with assisting students to achieve their full academic potential. Students are encouraged to consult with the Student Success Director regarding any academic ambitions, challenges or concerns including general time management. Students who are carrying a grade of C+ or below in a course may be required to obtain assistance from the Student Success Director (as may a student with significantly higher grades if the administration is concerned that they may not be achieving their full potential).

College Guidance: The college guidance program at Holy Spirit Preparatory School endeavors to help students identify colleges that meet their needs and expectations; assist in designing an academic program that will present the student as an attractive candidate for admission; and assist students and families with the application process. It should be noted that the primary responsibility for submitting college applications and supporting materials lies with the student and not with the school. Students must participate in all designated planning events to fully benefit from college guidance and priority in affording guidance and support will be given to students so participating.

In order to make the process more manageable for teachers, all requests for letters of recommendation for colleges, universities, summer programs, or other opportunities must go through the Director of Guidance and College Counseling.

If a student withdraws or is no longer attending Holy Spirit Preparatory School and the Director of Guidance and College Counseling has submitted school documents to colleges as part of the college application process, the Director will communicate the withdrawal of this student to those colleges.

Counseling: From time to time a student may need or desire counseling. Such students should contact Mrs. Kanaly, Mrs. Krupczak or another member of the administrative team.

The role of the Guidance Office (including Director of Guidance and College Counselor, and Student Success Directors) at Holy Spirit Preparatory School is to provide educational guidance, emotional support, limited testing, and counseling services to the student population. The Director of Guidance and College Counseling and Student Success Directors are professional positions; thus, specific ethical and legal issues must be considered when discussing records and work generated from these offices. If the professional does not have either a license or certification in the

field, then he or she will abide by the ethical and legal guidelines governed by the American School Counseling Association.

All notes taken during individual and/or group sessions or notes taken during classroom observations will be maintained in the office of the professional (i.e., the Director of Guidance and College Counseling or Student Success Directors) in individual files. This documentation is considered “Work Product” and will be used for the purpose of enhancing services delivered in the therapeutic relationship. This material will not be part of educational records or a student’s permanent academic record. All Work Product, assessments, evaluations, or letters to parents will be kept in a secure area. Only the Director of Guidance and College Counseling and/or Student Success Directors will have unfettered access to these files. Information may be shared confidentially between the Guidance Office employees to better the continuity of student success from school campuses and (to the extent that such does not betray confidentiality) with the school’s President and / or other administrators provided that such sharing does not violate applicable professional standards. All material deemed to be “Work Product” is considered as the property of the Director of Guidance and College Counseling and/or Student Success Directors held on trust for the school and is not in a finalized form due to the nature of the material. Except as aforesaid or required by law, Work Product will not be released to anyone outside the Guidance Office. Release of assessments, evaluations, or letters to any party requires a signed Authorization to Release Information by the legal guardian(s) for said student. Such authorization will not permit the release of Work Product.

Any information pertaining to physical abuse, sexual abuse, neglect, harm to self, or harm to others will be reported to the school administration and Child Protective Services in accordance with local ordinances and state and federal laws. Additionally, information obtained in sessions that have direct impact on a student’s academic functioning may be shared with the school administration in such a way to enhance the student’s academic performance, but not to violate any confidential matters disclosed in sessions.

If you need further clarification or have questions regarding the Guidance Office Policy and Procedures, please contact a member of the guidance office.

Student Pregnancy or Abortion: The parents/guardians of a student must inform the School President in the event of student pregnancy. The administration will determine the appropriate course of action for the school to follow based upon the interests of our Catholic beliefs, the school community as well as those of the student. Any student who publicly advocates for and/or actively supports abortion may have conditions imposed upon continuing enrollment.

Executive Council: Student participation in governance takes place through the Executive Council. The Executive Council will meet at lunch with the School President and Upper School Principal once each month. Four times each year the Co-Captains will be invited to attend the Executive Council. There will be an open session at the end of each meeting during which any student may put forth ideas or observations.

Head Girl and Head Boy: The Head Girl and Head Boy are elected by the upper school faculty and administrators and take office at the May Crowning. All 11th grade students eligible to graduate with a Classical Diploma are qualified for election provided that they have previously completed at least one full school-year at Holy Spirit Prep.

Students are short-listed based upon their demonstrated commitment to, pride in and support of the school and its mission, staff and rules and their falling in the highest category of academic achievement in the first three quarters of their junior year (based upon Honor Roll eligibility in each quarter) and having maintained a disciplinary record free of any Saturday Detentions in their Junior Year or Honor Code violations or in or out of school suspensions throughout their high school career. (The School President may at his discretion waive a single Saturday Detention if the student otherwise presents an exemplary record).

Students who are short-listed are required to submit a resume and the election is thereafter based upon their **demonstrated service to and through the school** and not upon their academic record or non-school activities no matter how impressive.

The Head Boy and Head Girl may submit reports to the Upper School Principal requesting the awarding or deduction of personal House points based upon parallel criteria to those that would be applied by a staff member except that the Head Boy or Head Girl should wherever possible give the student an opportunity to correct their behavior / omission before deducting points for a failure to do so. House points deducted from a student at the request of the Head Boy or Head Girl will be deducted only from their personal and not the house total.

House System: The House structure for the 2010 / 2011 school year and onward:

House Leadership

HOUSE MASTER or MISTRESS (Faculty member)

ASSOCIATE HOUSE MASTER or MISTRESS (Faculty member)

HOUSE PRESIDENT (Rising Senior)

CO-CAPTAIN (Rising Junior - Male)

CO-CAPTAIN (Rising Junior - Female)

VICE CAPTAIN (Rising Sophomore - Male)

VICE CAPTAIN (Rising Sophomore – Female)

One PREFECT per grade level rising 8th through rising 10th

Student Officer Roles

President – to sit on the Executive and Honor Councils and act as a mentor to the Co-Captains

Co-Captains – to run the affairs of the house on a day to day basis and provide motivation and leadership. One Co-Captain should be designated as having responsibility for house member education

Vice-Captains – To assist the Co-Captains

Prefects – to assist the more senior officers as requested, to take attendance and to supervise all “chores” assigned to house members.

All officers must provide appropriate guidance to members of their house that are in breach of school rules. Failure to do so will result in an initial warning followed by removal from office for a second instance. It is in the interests of the house for house officers to assist their fellow house members to avoid having points deducted by a faculty member. The President and Co-Captains have the ability to award or deduct points for breaches of school rules or acts of courtesy to others within guidelines to be published.

Officer Training

All officers must attend two days of leadership training which will take place on the Wednesday and Thursday before the return to school for fall semester. They must also attend and participate in new student orientation on the Friday before the return to school. Additional training will be arranged during the school year and notified to the officers. Training hours will qualify as Community Service Hours.

House Membership

Students continue to be allocated to Houses in 6th grade or upon entry to the school in any later grade. Students are Associate Members of their house until “Shake Day” of their freshman year.

- 1) All freshmen with fewer than 100 House Points as of December 15th are mandatorily placed in the Rush pool
- 2) Any freshman may request to be placed in the Rush pool by notifying their House Master or Mistress in writing on or before December 15th or if school is not in session that day, on the first school day thereafter
- 3) Each House will have a House Selection Committee comprised of the House President and the Co-Captains
- 4) On the 1st day of intersession, students participating in Rush will be interviewed by the House Selection Committee of each House. They will be tested on the unique characteristics of the House as well as explaining why they would be an asset to the House
- 5) The President and Co-Captain of each House will participate in a draft meeting at which the students that are rushing will be allocated by alternate selections. Each house may draft the same number of students as have left the house as a consequence of Rush. The selections shall take place according to the House Point ranking of the House as of December 15th. Every student must be allocated to a House. The draft process is confidential
- 6) The last day of school will be “shake day” when students participating in Rush are personally handed a congratulatory bid and told of their new House (which could be the same house that they were previously in) and if applicable allowed to purchase a replacement tie. Their old tie(s) must be turned in to their former House. All freshmen that are remaining in their House and becoming full members will receive a handwritten congratulatory card signed by the House Officers

House Meetings

House meetings will be scheduled to take place each Friday at the beginning of lunch. Additional house meetings may be called by the House Master / Mistress. Each house will provide minutes of their house meeting to the Upper School Principal at the end of the school day on which the meeting takes place.

Eligibility to stand for election:

Minimum of 500 house points

Must have completed a minimum of one full academic year at HSPS

No more than one Saturday detention in current school year

No more than five unexcused absences in current school year

No Honor Code violations

No ISS within the current or the immediately prior school year

No OSS in high school career

Nihil Obstat from Administration

Being willing and able to attend assigned trainings

House Points

House Points need to be the backbone of the motivational system throughout the Upper School. Faculty need to have defined criteria (understood by the students) for awarding and deducting House Points. Students must be told when House Points are being deducted. Faculty and administration need to ensure that there are sufficient opportunities for motivated students to earn House Points but must also deduct House Points for misdeeds. House Points should be awarded for exceptional acts of courtesy but should also be deducted for discourteous acts whether towards staff, other students or anyone else.

Voting rights

Associate Members

>200 House Points = 0 votes

200 House Points = 1 vote

1000+ House Points = 2 votes

Full Members

>200 House Points = 0 votes

200 to 500 House Points = 1 vote

501 to 1000 House Points = 2 votes

1001+ House Points = 5 votes

House and School Pride

We will rejuvenate the unique “house characteristics” i.e. Latin Motto, Date of Ecumenical Council, House Saint, Symbol and Secret Greek Motto. Each House will make a shield that encompasses all but the Greek Motto and we will have a display of all four on both upper and lower school campuses. The Greek Motto must be conveyed by the House President at the tying ceremony or later entry into the House. All house members will be expected to memorize these characteristics and be able to

answer questions immediately. By the start of Rush in their freshman year all students are additionally expected to have memorized the words of the Alma Mater and the Fight Song as well as the School Motto and Mission Statement. The administrators will test students at random from time to time and award or deduct 50 house points based on the accuracy of the response. Houses are advised to have an education committee which will initially educate 6th grade students and also ensure that the house and school pride facts are known by all. Days of Celebration for House Saints will be scheduled on the school calendar. Houses will be expected to organize a celebration of their House Saint on the designated day.

Community Programs

Each house must sponsor an Upper School social event each year. These can include e.g. dances, concerts, sports competitions, grill-outs and movie nights. In addition, each house must adopt and work on a charitable project, which may be an existing school apostolate or one devised by the house. These ideas may be combined by e.g. organizing a weekend workday of community service.

House Challenges

There shall be a minimum of one house challenge each calendar month with 5,000 points for the winning house and 2,500 points for the house in 2nd place. Challenges must not be consistently sports based but should reward varying talents. An annual Battle of the Bands has been suggested as have physical activities including Ultimate Frisbee and Dodgeball. Less physical contests suggested included Chess, short story and skit competitions together with a Classical History competition based upon an assigned text. Houses will also participate in fantasy sports leagues with House Point rewards including NFL Football, NBA Basketball and NCAA Basketball. Additional leagues may be added upon common agreement among the houses.

Faculty Challenges

Faculty members are invited to submit to the Upper School Principal challenges that are open to individual students to earn House Points.

House Rewards

Each week, the House with the highest weekly House Points receives ice cream. Students in the prior week's winning House will line up for lunch ahead of all other students who will continue to line up by grade. Each month the winning House can request an award costing up to \$300 and the winning house for 1st Semester can request an award costing up to \$1,000. The prize for the overall winner for the year will have an estimated budget of \$2,500, be agreed with the Executive Council during first semester and will be awarded to every student in the winning house that has 500+ House Points and to all other students with 1,000+ House Points.

Individual Recognition

Seniors with 500+ House Points and all other high school students with 1,000+ points may purchase a Cougar Pride polo shirt which they may wear on any day except a dress uniform day. House Vineyard Vines ties may be worn by all seniors with 500 House Points and all other high school students with 1,000 or more House Points.

Seniors

Seniors are expected to diligently attend and apply themselves to school during their senior year; “short days” whether by reason of arriving tardy or leaving early are not acceptable. Seniors otherwise in good standing will be allowed to leave campus for lunch (except on days when they are required on campus) provided that they have 300+ House Points. The senior with the highest number of House Points in the prior week will be awarded use of a reserved parking space in the administrators parking area. House Points will be noted on junior and senior transcripts and an explanation of the House Point system included in the College Profile. Membership of the Order of Gownsmen will require 500+ House Points YTD. Seniors graduating with 1,000+ House Points in the year will receive a Platinum Cord at graduation, process ahead of Gownsmen without the cord, or if not a Gownsmen, immediately after Gownsmen and be recognized during the ceremony. Students with a cumulative 4,000+ House Points in their high school career will receive a sash and special recognition at graduation. The student with the greatest number of House Points over their junior and senior year (up until May Crowning) combined will receive The Cougar Award and speak on school spirit at graduation.

Christmas Intersession / House Days

Christmas Intersession will consist of one day of Faith (including the sacrament of reconciliation), one day of Outreach (service) and one day of Community (house activities including the talent show). House Days should include a greater number of small fun activities that many students are capable of winning. Suggestions include UNO, Karaoke, crossword competitions, a pull up contest, staring contest, arm wrestling, Simon Says, and rock, paper, scissors.

Best Dressed

The daily “best dressed” competition will be reinstated with the students chosen at random. The winning student and house shall each be awarded 200 points.

Starting a New House

The administration will consider a petition to start a new house if it is submitted with the name, signature and current house of not less than 40 nor more than 60 students (of which not less than 30 must be full house members and not more than 15 from any one house) together with the signature of a proposed House Master or Mistress and Associate Master or Mistress. Every student signing the petition must have a house point standing of at least 300. The petition must be signed by at least one senior, two juniors and two sophomores.

Clubs and Extracurricular Activities: Each faculty member serves as an advisor in support of student life at Holy Spirit Prep. Clubs may secure funding by proposing a budget to the administration. Under no circumstances may clubs engage in unauthorized on-campus fundraising.

Student Newspaper: The *Paraclete* is Holy Spirit’s student-run newspaper. It is published regularly and features news and articles of interest to the Prep community.

Radio Holy Spirit: Radio Holy Spirit is a low-power FM radio station (97.9) operated by students at Holy Spirit Prep. The studio is located on the second floor of the Commons building. Student volunteers are needed to operate the station.

SPIRITUAL LIFE

Upper School Mass: Mass is held for the entire Upper School in Holy Spirit Catholic Church at 10:45 on most Wednesdays that school is in session, on Holy Days of Obligation and certain other days. Students will wear dress uniforms on all Mass days. Parents should check the Green & Gold and / or school web page for Mass times. Parents are invited to stay for lunch after Mass.

All School Mass: Lower School and Upper School students gather together for All School Masses at set times during the school year. Lower School students are provided transportation. Parents and families of students are invited to join in these Eucharistic Celebrations. Holy Spirit Prep School welcomes students from all faiths. Norms of the church governing participation of non-Catholics in the Mass are followed. Reception of the Eucharist is offered to those in full communion with the Catholic Church. All others are invited to approach the altar for a blessing. When the Sacrament of Reconciliation is offered, non-Catholic students are also welcome to speak with the priest. Further explanation of these norms can be discussed with any priest.

Daily Mass: On days when there is not an Upper School Mass for all students, daily Mass will ordinarily be offered in the Oratory of St Joseph on the Liberal Arts building at the beginning of the lunch period (11:30am). Participants wishing to receive the Eucharist should observe the one hour fast. Faculty, staff, students and the entire Holy Spirit community are invited to attend and participate.

Penance Services and the Sacrament of Reconciliation: Three times a year we will have a penance service for all the Upper School students. These services will be held in the main church of Holy Spirit Parish. A good number of priests will be invited to come to hear the individual confessions of the students who so desire. During the second half of lunch period on most days the Chaplain of the school will be available in his office for Reconciliation throughout the year. Any student, faculty, staff or community member may make an appointment with the chaplain for Reconciliation at any time. Students may also approach the chaplain spontaneously for reconciliation at any time during the school day.

Morning Prayer: Morning Prayer begins at 7:30 in the Chapel. All members of the Holy Spirit community are invited to attend and participate.

Retreats: Retreats are held for students, by grade level, in the fall and spring. Attendance at retreats is expected; students who do not attend a retreat must have written permission from parents clearly explaining the reason for their non-attendance; will be expected to attend school on the day of the retreat and, at the discretion of the administration, may be transported to the retreat site to participate in school-hour activities. **Retreats held during the school day are a mandatory part of the school program. Given that retreats are integral to the mission of the school, students should not generally be enrolled at the school unless they are prepared to attend school retreats.** School rules governing conduct and comportment generally apply on the retreat. Students should also be aware of the

spiritual nature of the retreat and conduct themselves with reverence as appropriate to the activity and the expectations of the retreat leaders.

Students are required to complete at least two retreats per year. The retreats include:

- One mandatory full-day coed retreat for 7th and 8th grades each semester.
- Mandatory two night coed 9th grade Matriculation retreat in August.
- Mandatory full-day coed retreat for 9th grade in the Spring.
- Mandatory weekend single gender retreat for 10th grade in the fall.
- Mandatory overnight on campus coed retreat for 11th grade in the fall.
- Optional weekend single gender retreats for 10th and 11th grades in the spring - choose the weekend date from 2 options.
- Three night coed Senior Experience in August and two night coed retreat in spring.

When school events conflict with a scheduled retreat the following guidelines shall apply:

1) Students are not permitted to miss a retreat for any school-related event that can be rescheduled (practice, tutorial, etc.).

2) Students, with the permission of the President, are permitted to miss a retreat for events which cannot be rescheduled (athletic playoffs, literary events, etc.) but must have parental and administration permission to do so.

Athletics:

Sport...develops character, makes a man courageous, a generous loser and gracious victor. Pope Pius XII, Sport at the Service of the Spirit July 29th 1945

Cougar Pride = Discipline • Faith • Honor • Loyalty • Respect • Scholarship • Teamwork

Athletics are an integral component of the school's faith and character formation program and the values of our school must be reflected at all times by the conduct of athletes, coaches and supporters. The Holy Spirit Preparatory School athletics program is committed to answering the call of Pope John Paul II to evangelize the world of sports.

"Sport must be accompanied by moderation and training in self-discipline. It very often also requires a good team spirit, a respectful attitude, appreciation of the qualities of others, honest sportsmanship and humility in recognizing one's own limitations" Pope John Paul II May 30th 2004

"I have competed well; I have finished the race; I have kept the faith." 2 Tim 4:7

"All for God and for His Glory. In whatever you do, think of the Glory of God as your main goal." St. John Bosco

Teams are “no-cut” meaning that every healthy student is able to participate provided that they meet all academic and disciplinary eligibility requirements, pay any associated fees and diligently attend practices and competitions. Athletes must have an approved medical report certifying their fitness to participate in Athletics on file with the school before participation in practice or competition.

Coaches are required to give every participant playing time although the amount of playing time will vary with the experience and talents of the participants and the needs of the team. In some sports it may not be realistic for every player to be given playing time in every game / match / meet / competition but any player that feels that they are not being given a reasonable opportunity to play should meet with the Athletics Director.

Athletics offer invaluable opportunities for character formation and empower coaches and athletes to demonstrating their own faith, character and leadership skills. Coaches must treat athletes with love and respect. As the athlete has chosen to participate in athletic activities of their own free will it is to be assumed that they are seeking to exercise and develop their God given athletic abilities and it is appropriate for coaches to enthusiastically exhort athletes to give 100% effort without ever engaging in bullying or oppressive behavior. Coaches should never use profane language to or in the presence of an Athlete (or any other student, official, spectator or staff member).

"Every athlete exercises discipline in every way. They do it to win a perishable crown, but we an imperishable one. Thus I do not run aimlessly; I do not fight as if I were shadow-boxing. No, I drive my body and train it, for fear that, after having preached to others, I myself should be disqualified." —1 Cor 9:25-27

Compete well for the faith." —1 Tim 1:12a

All teams should participate in a team prayer before the commencement of competition and should at a minimum pray for the safety of all of those involved in the competition and dedicate the contest to the Glory of God.

Coaches must at all times put the safety of the athletes before all other considerations.

Do you not know that those who run in a race all run, but only one receives the prize? Run in such a way that you may win. 1 Cor 9:24

Everyone who competes in the games exercises self-control in all things. They then do it to receive a perishable wreath, but we an imperishable. 1 Cor 9:25

Coaches and athletes must have an adequate working knowledge of the rules applicable to any competition in which they are engaged, and coaches must attend any relevant mandatory rules or coaching clinics.

Coaches and athletes must treat officials with respect at all times.

Holy Spirit Preparatory School athletes and coaches will at all times practice *Good Sportsmanship* meaning that they will abide by the rules of the competition in which they are engaged and treat others with dignity and respect; winning with graciousness and humility and losing with dignity and honor.

"Do nothing out of selfishness or out of vainglory, rather humbly regard others as more important than yourselves, each looking out not for own interests, but also everyone for those of others." Phil 2:3-4

"Blessed is the one who takes no more pride in the good that God says and does through him, than in that which He says and does through someone else." —St.

Francis of Assisi

"Have among yourselves the same attitude that is also yours in Christ Jesus, who, though He was in the form of God, did not regard equality with God something to be grasped." —Phil 2:5-6

"All this reverence that is paid me I never take to myself, but simply pass it all on to God." —St. Francis of Assisi

Limited scholarships are available for athletes that would otherwise be precluded from participation by financial hardship. These scholarships are managed through the Business Office and athletes may not participate unless they have paid all associated fees or have been granted a scholarship.

Coaches that do not adhere to the coaching practices set out in this handbook (or elsewhere) by the school may be suspended or banned from coaching and if an employee of the school may be subject to additional disciplinary action up to and including dismissal.

Except in respect of an ongoing and immediate safety concern; parents should not address concerns to coaches directly before, during, or after a practice or competition or in the presence of an athlete or other student. These can be emotionally charged times for athletes, coaches, and parents and confrontations of this nature will not typically promote satisfactory resolutions. Concerns should be addressed in a mutually convenient prearranged meeting or by e-mail (copying the Athletics Director at msickafoose@holyspiritprep.org). If a parent has a concern that cannot be resolved with the coach he or she should call or e-mail to schedule an appointment with the Athletics Director.

Students are eligible to receive a varsity letter if they meet the criteria set forth in each particular program and should direct any questions pertaining to lettering to the Athletics Director. All students who receive a letter are eligible to purchase a Letter Jacket and may do so at the time set in the fall and spring by the Athletic Director. Letters will be distributed after the end of the applicable season. Region and State patches are ordered by the student athletes and the coaches of each program will notify the Athletic Director of each award for which students qualify.

Academic Eligibility: Academic eligibility guidelines cover participation in athletic as well as other extra-curricular activities (but excluding school service, community service and extra-curricular activities that are designated by the administration as being in direct service to the school and / or community)

For a student to be academically eligible to participate in an athletic or extra-curricular activity at Holy Spirit Prep School, he or she must have the written permission of the administration to participate if they do not have a quarter grade of C- or better in all of the six classes that comprise the Academic Eligibility Core. These courses include one each of mathematics, science, English, social studies, language Spanish (Junior High School only) Latin or Greek (High School only) and religion.

A student whose mid-quarter progress report suggests that he or she is in significant danger (as defined by the administration from case to case, at their absolute discretion) of losing academic eligibility at the conclusion of that quarter may be placed on Academic Warning.

Academic Warning: While on Academic Warning a student is still academically eligible, although he or she may be required to attend tutorial and demonstrate effort towards improving their grades.

A student may be declared academically ineligible at the end of a quarter even though he/she have not previously been placed on Academic Warning. A student who is declared academically ineligible at the end of a quarter will not automatically regain academic eligibility until the next mid-quarter progress report, at which time his or her grades in the Academic Eligibility Core courses must meet the guidelines set forth above. A student meeting the academic eligibility test prior to the issue of the next progress report may petition the Upper School Principal for a discretionary waiver immediately upon achieving eligibility.

Disciplinary Eligibility: Disciplinary eligibility guidelines cover participation in athletic as well as other extra-curricular activities. Students may be declared ineligible based on violations of school rules, policies, and procedures. Such judgments are at the sole discretion of the administration.

High Heat Conditions: The Holy Spirit Coaching Staff will adhere to the following Guidelines for all outdoor sports at times of high heat. The President or Athletic Director may make adjustments to these guidelines if they are not strictly enforced by the Coaches. The Coaches will make sure that each Athlete has had proper conditioning for their sport before engaging in a full practice, game or match.

If the temperature is above 95 degrees or heat index above 95 degrees there will be no outside practices. Teams may practice indoors.

If the temperature is above 90 degrees or heat index between 90 and 95 degrees coaches will have only moderated outdoor activities with mandatory 10 minute water breaks every 15 minutes. Football players will not wear pads but may wear helmets

during these conditions and must be in shorts and t-shirts. Helmets must be off during water breaks. Soccer and Cross Country will follow the same guidelines with shorts and t-shirts.

If the temperature is between 85 and 90 degrees and heat index below 90 degrees coaches will have only moderate outdoor activities with 10 minute water breaks every 15 minutes. Football players may wear shoulder pads and helmets. Helmets must be off during water breaks.

In temperatures below 85 degrees coaches may have regular practices with 10 minute water breaks every 30 minutes. Football may practice with full gear and helmets off during water breaks.

Under GISA RULES AND POLICIES the President or Athletic Director may stop any contest or practice in their discretion if there is any condition that would hinder, impair or endanger any athlete such as heat, lightning and or threatening weather. The game or match may be rescheduled in case of a region game that would affect the outcome of pairings for the playoffs.

Important suggestions for sports teams that practice outside in late summer:

Coaches should use common sense and practice early morning when temperatures are more moderate and must identify players that are high risk to heat stroke or heat exhaustion. Players that should be watched:

1. Players that do not attend regular workouts.
2. Players that are not exposed to outdoor summer temperatures.
3. Players who have high body mass.

For Football: coaches should weigh players prior to practice and then after practice and then again before practice during “two a days”. In the event of excessive weight loss the player should not continue to practice until they have regained up to 100% of the lost weight. Coaches should keep a hydration chart for each player and have mandatory drinking allotments during water breaks.

Coaches must ensure that appropriate first aid equipment and supplies are on hand for all practices and competitions and familiarize themselves with the location of emergency equipment (including defibrillation equipment) and services.

Athletes are responsible for the cost of their own accommodation (if applicable) food and beverages at home and away games. Coaches are not authorized to purchase food and beverages for athletes except in an emergency and will not be reimbursed for voluntary expenditures. Coaches must ensure an adequate supply of fresh water at the school’s expense.

Athletic Uniform Code: In the interest of protecting the safety and modesty of our students, as well as in generally promoting a positive environment at Holy Spirit Prep, the following guidelines govern student dress while participating in athletic activities:

- Students who utilize the campus athletic facilities before, during, or after school must wear a standard school-regulation PE uniform. This includes students who wish to exercise in the Gymnasium, Fitness Room, Weight Room, or on the athletic fields.
- Students who choose to participate in a school-sponsored sport must wear a school-approved PE or athletic uniform during practice. Exceptions to this rule must be approved by the administration.

Students who are not properly dressed will not be permitted to exercise and/or practice until appropriately attired.

Changes, Modifications, and Updates: throughout the year it may be necessary to change, modify, or update the information contained in this Upper School Handbook. Any such changes, modifications, or updates will be announced in the Green & Gold and in the updated Upper School Handbook posted on Edline and the Holy Spirit Preparatory School web page.