

# THE 2021-2022 ABC's OF HOLY SPIRIT SCHOOL



A GUIDE FOR NEW PARENTS  
BY EXPERIENCED/VETERAN PARENTS



While the official Holy Spirit Parent/Student Handbook is our governing document which contains the school's rules and regulations, this ABC guide is meant to provide a few tips from experienced parents as you join our community. To stay updated on the latest happenings, follow Holy Spirit School on social media or refer to the School Resources at <https://www.hspirit.org/>. The pdf version of this document will be updated online, so if you think of something that should be added, please email us at [schoolcommunications@hspiritschool.org](mailto:schoolcommunications@hspiritschool.org).

Welcome to the Falcon Family!

The Marketing and Enrollment Committee,  
HSS Consultative School Board



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# A

## AFTER SCHOOL CARE

After School Care is available Monday-Friday until 6pm for all Holy Spirit students. The schedule is flexible for families, therefore, you can utilize it one to five days per week depending on your specific childcare needs. In addition, drop-in rates are available. The kids love after school care with friends and there are opportunities to complete homework and play. Contact Angie Hiland, Director of Childcare Services, at [ahiland@hspiritschool.org](mailto:ahiland@hspiritschool.org) for more information and/or to register or visit <https://www.hspirit.org/after-school-care/>.

## ATHLETICS

Holy Spirit has a robust sports program for every type of athlete (see chart below). To register for CSAA sports and receive athletic related alerts, please activate an account on GameDay at <https://gameday.loucsaa.net>. For adults, Holy Spirit has a winter adult volleyball league and Wednesday night men's basketball open gym.

Sport	Season	Grades	Boys/Girls
Cheerleading (football)	Fall	3rd-8th	Girls
Junior Cross Country	Fall	K-4th	Boys and Girls
Cross Country	Fall	5th-8th	Boys and Girls
Junior Soccer	Fall	K-2nd	Boys and Girls
Field Hockey (non-CSAA)	Fall	5th-8th	Girls
Powder Puff Football	Fall	5th-8th	Girls
Football	Fall	3rd-8th	Boys
Junior Flag Football	Fall	1st-2nd	Boys
Junior Volleyball	Fall	1st-2nd	Girls

Volleyball	Fall	3rd-8th	Girls
Junior Basketball	Winter	K-2nd	Boys and Girls
Basketball	Winter	3rd-8th	Boys and Girls
Cheerleading (basketball)	Winter	3rd-8th	Girls
Field Hockey	Spring	3rd-8th	Girls
Lacrosse	Spring	3rd-8th	Boys
Lacrosse	Spring	4th-8th	Girls
Junior Soccer	Spring	K-2nd	Boys and Girls
Soccer	Spring	3rd-8th	Boys and Girls
Swimming	Spring	1st-8th	Boys and Girls
Tennis (League Play)	Spring	4th-8th	Boys and Girls
Tennis (CSAA Tournament)	Spring	4th-8th	Boys and Girls
Junior Track and Field	Spring	K-4th	Boys and Girls
Track and Field	Spring	5th-8th	Boys and Girls
Junior Volleyball	Spring	1st-2nd	Boys
Volleyball	Spring	3rd-8th	Boys

# B

## **BUDDIES**

Buddies is an annual program in which 7<sup>th</sup> graders are paired with Kindergarteners and 8<sup>th</sup> graders are paired with 1<sup>st</sup> grade students to help the younger children connect with the larger school community. Big buddies are especially helpful in sitting with their little buddies at weekly mass - they serve as an example of how Holy Spirit students worship in church. At the end of the year, the 8th graders join their buddies for a field trip at the zoo.



## **CAFETERIA**

The Cafeteria serves lunches for \$3.50 and it includes one entree, any fruits or vegetables offered, and milk. Extra entrees can be purchased for \$1.75. You can create an account on <http://myschoolbucks.com/> and deposit money for a small transaction fee or send a check into the school office. Many students look forward to pizza lunch from Danny Macs on Fridays. Parents are given the option at the beginning of the year to restrict or approve students buying certain items (treats) or quantities of food. No fast food, soft drinks, or glass containers are allowed. Prior to Covid, parents were welcome to enjoy lunch with the kids any day of the week by calling the front office to place your order. Notices will be sent when this practice can be resumed.

In addition, the Cafeteria offers a snack for purchase to Kindergarten and 1<sup>st</sup> grades (snack is included with Pre-K tuition). Snack cost ranges from \$0.60-0.75. Monthly lunch menu is available on Sycamore and at [hspirit.org](http://hspirit.org) under School Resources. Contact Lisa Hulsman, Cafeteria Manager, with any questions ([lhulsman@hspiritschool.org](mailto:lhulsman@hspiritschool.org)).

## **CALENDAR**

The school calendar is set each year in March and posted at [hspirit.org](http://hspirit.org) under School Resources.

# D

## **DEDICATED FRONT OFFICE STAFF**

Our front office staff is a huge part of our community and the first place you can call with many questions. You can email our school secretary, to coordinate absences, late drop offs, and early pick ups. In addition to the front office, teachers are available throughout the day via email but also have a voice mailbox that can be accessed by calling the front office. They are required to check it two times a day.

# E

## **ENRICHMENT PROGRAMMING**

There are a multitude of after-school enrichment opportunities offered monthly by teachers and staff. Information on topics and fees will be sent home by homeroom teachers when there are available opportunities. Examples of past opportunities include Lego STEM, Game Day, Tea Time, robotics, and various arts and crafts.

# F

## **FALCON FEST**

Falcon Fest is the Athletic Committee's annual fundraiser, scheduled for October 16, 2021. It is an outdoor, family-friendly fundraising event each fall created to help offset athletic expenses. Music, food, beer, inflatables and much more are part of the fun! Raffle tickets will be sent home with your children for a Split-the-Pot prize.

## **FACEBOOK**

Our Facebook page features many of our fun school and parish activities, as well as upcoming events. Follow us at <https://www.facebook.com/HolySpiritLouKY/>. We recommend setting this page as “Favorites” in your “Follow Settings” so the posts are shown higher in your News Feed.



## **GOVERNANCE**

The Consultative School Board assists the principal and pastor by providing feedback as it pertains to strategic planning, policy formation, and institutional advancement. Representatives are elected from the school community and serve as at-large members or as a member of one of the seven subcommittees. Contact Amy Duthie via [schoolcommunications@hspiritschool.org](mailto:schoolcommunications@hspiritschool.org) for more information on how you can get involved.

## **GROUPME**

GroupMe class groups were created by parents to discuss topics specific to each class year. We ask that all participants be respectful in this forum as we come together and support each other and build community. Simply download the GroupMe app or visit [groupme.com](http://groupme.com) and request to join your child’s class group. Class groups will be provided at the beginning of the year. For assistance, please contact Deanna Keal via [schoolcommunications@hspiritschool.org](mailto:schoolcommunications@hspiritschool.org).



## **HANDBOOK**

The Holy Spirit Parent/Student Handbook can be found on Sycamore and contains specific information on school policy and procedures related to grading, behavior, uniforms, etc. Students and parents are expected to read the handbook and sign an agreement that both parties understand the school's expectations at the beginning of the school year.



## **INDIVIDUAL GROWTH**

Holy Spirit recognizes that each child has different learning, social, and emotional needs and styles. In addition to your child's teachers, the school has two Learning Coordinators, Mrs. Terri Reilly and Mrs. Kathleen Harren, who can help your child's academic success should they need additional support or differentiation. Our school counselor, Mr. Jordan Best, hosts Social Emotional Learning (SEL) lessons in the classroom every other week. Every grade focuses on the same "topic" so that the curriculum can flow cohesively. For example, one week SEL focused on bullying. K-5th were able to have group discussion with a story and fun "Bully Shield" activity which the students love. With our higher grades, the bully lesson centered around cyber safety and cyber-bullying (TikTok, snapchat, etc). The 6<sup>th</sup> - 8<sup>th</sup> grade students are usually led as a whole group discussion where students can speak freely and express the challenges that they face among peers, as well as their personal trials and tribulations. In addition, the counselor also holds "check-in" time when not rotating in classrooms. Check-ins allow parents to sign their kids up to see a

counselor for a brief 10-15 minute time frame. This allows the students to touch base with the counselor and discuss any emotional as well as academic needs that arise within a school year. Please contact Mr. Best at [ibest@hspiritschool.org](mailto:ibest@hspiritschool.org) to arrange time to discuss.

## **INSTAGRAM**

Our Instagram features many of our fun school and parish activities, as well as upcoming events. Follow us at <https://www.instagram.com/holyspiritlou/>.



## **JUNE, JULY, AND AUGUST**

Holy Spirit offers many opportunities over the summer to become more acquainted with the community.

- Host Family Program: Following school registration, new families are paired with existing families to allow the children to become acquainted as well as answer any questions that may arise prior to the start of school.
- Popsicles on the Playground: In summer, the Consultative School Board hosts incoming Kindergarten, Pre-K 4s, and 3s classes for a series of scheduled class play dates.
- Kindergarten/Pre-K 4s/Pre-K 3s Camps: Several days before the first day of school, our newest Falcons are invited to spend a morning with their new teacher and classmates. They will engage in fun activities as well as tour the school.
- Meet the Teacher: Homeroom teacher assignments are posted outside of the office by the first weekend in August. The week before school begins, students and parents are invited to “Meet the Teacher Night” where they will bring prescribed

school supplies for the upcoming year. If you prefer to avoid school supply shopping, the PTO will promote their Edukit fundraiser in May. You may purchase an Edukit for your child, and a customized box of his or her school supplies will be delivered directly to school. Many families find this priced competitively while adding ease and convenience.

- Back to School Night: A few weeks into the new school year, parents are invited to visit homerooms and gain more insight as to the expectations and demands in the year ahead.

## K

### **KIDS SHOWCASING TALENT**

Our children participate in memorable performances and experiences every year to showcase their talents and interests. Family members are invited to attend most of the events. Past events have included:

- Pre-K 3's & 4's: Valentine's Day Program, Pastries w/ Parents
- Kindergarten: Christmas Program, Spring Performance
- 1st grade: Christmas Program, Patriotic Program
- 2nd grade: Christmas Program, Variety Show
- 3rd grade: Christmas Program, Spring Performance, Market Day
- 4th grade: Christmas Program, Veterans Program, Kentucky Immersion Project, "Halfway to Graduation" Party
- 5th grade: Christmas Program, Passover Performance, Ukulele Performance, Wax Museum Project
- 6th grade: Middle School Christmas Competition

- 7th grade: Middle School Christmas Competition, Bucket Drumming Performance
- 8th grade: Retreat, Christmas Window Decorating Contest, End of Year Play, Volleyball Game



## **LIBRARY**

The Holy Spirit Library is one of our most beloved spaces at our school and books are always available for check out. It is accessible to all students, PK-8. Elementary school students listen to stories, learn about different literary genres, give book talks, and learn the basics on how to use the library. Middle school students learn about digital citizenship, how to use online resources, and use the library as a means to study and do research. Students grades K-8 check out books on a weekly basis. A book fair is held twice a year for students and is open during Parent-Teacher conferences. Our librarian is available for recommendations on reading appropriate books and is happy to send books home with your child in addition to their regular scheduled class library time.

Starting in 2<sup>nd</sup> grade, Holy Spirit uses the Accelerated Reader (AR) Program. More information on this program can be found at:

<https://www.hspirit.org/school-accelerated-reader/>

# M

## **MASS**

While daily mass is celebrated at Holy Spirit at 8:15am, our students celebrate as a community on Tuesday mornings. It is open to the broader community and parents are invited to attend and sit with their children. School masses are hosted weekly by a different Holy Spirit class with students lecturing, cantoring, and actively participating in the service. We also invite you to celebrate mass with us each weekend. Our weekend mass schedule includes a 5pm Saturday mass and 8am and 10am on Sunday. Our 10am mass includes Children's Liturgy of the Word (CLOW) for children ages four through first grade (reopening in July after taking a break during Covid) and we hope to reopen the 10am mass nursery in the fall for ages one through four.

## **MEDICATION**

For assistance with storing and dispensing medication to your child, please complete the Medical Release Form found on Sycamore under School Forms and send to the school secretary.

# N

## **NEWSLETTERS**

The front office publishes an e-newsletter on the first and third Wednesdays of the month. In addition, many teachers elect to distribute a weekly class newsletter to keep you informed about the focus of the week's instruction.

If you are not receiving this email, please update your contact information with the school office at 502.893.7700.



## **ONLINE TOOLS**

Our teachers utilize many online resources to enhance classroom learning and reinforce reading and math concepts. Students in grades 6-8 are issued a laptop at the beginning of the year. Students in grade 4 and 5 have access to laptops which remain in the classroom, and students in Pre-K – 3rd grade utilize iPads in the classroom. A few of these that your child(ren) may use include:

- Accelerated Reader (AR) is introduced in second grade and is designed to monitor and evaluate independent reading. Students set reading goals, take quizzes for comprehension, and achieve measurable goals.
- Lexia provides differentiated literacy instruction for students of all abilities in grades Pre-K–5.
- Prodigy is a math game that features more than 1400 mathematical skills that adapts in difficulty as students play.
- SAVAAS/Pearson Realize is a part of the math curriculum. This on-line learning tool allows students to practice skills with the use of adaptive technology.
- Socrative is a program designed to assist teachers in conducting quick assessments.
- Kahoot is one way teachers have kids review concepts. Teachers will often post these to Google Classroom if students want extra practice at home.
- Quizlet is used by teachers to review concepts or prepare for end of unit quizzes or tests. Teachers will often post these to google classroom if students want extra practice at home.

- Membean is used in grades seven and eight for vocabulary practice. This program is used in Catholic high schools as well, preparing students for what they will experience after they leave Holy Spirit.

## P

### **PTO**

Giving of time, talent and treasure is a key part of our community. The Parent Teacher Organization (PTO) is an active group that organizes events and fundraisers to build a strong community and meet the emerging needs of the school. In years past, the fundraising efforts allowed our school to procure interactive flat panels in each classroom, water bottle refill fountains, and much more. The largest fundraisers are the fall student Walk-a-Thon (October 15, 2021) and winter “Spirit Night” a semi-formal adult dinner and auction. Other community-building fundraisers include Halloween Trunk-or-Treat (October 22, 2021), November Trivia Night, February Father-Daughter Dance and Spring Mother-Son Activity. The PTO also organizes and facilitates the Room Parent program to ensure each teacher has a parent liaison to the classroom and assists the teacher in planning class activities and parties. Contact the PTO at [ptoholyspirit@hspiritschool.org](mailto:ptoholyspirit@hspiritschool.org) for more information on how you can get involved.

# Q

## **KIDS QUEST SUMMER CAMP**

Holy Spirit is one of the few schools in our Archdiocese to offer a flexible and enriching summer camp. Our summer camp, called “Kids Quest,” is a robust program with activities and community service projects for campers from Preschool 3’s-5<sup>th</sup> grade. The campers are guided through the daily activities that include STEM, games, sports, arts and crafts, water play, music, and so much more. Special events and field trips round out the week. Registration begins in early March and initial availability and a discounted rate is extended to new and current Holy Spirit families (camp fills to capacity so register early!). Contact Angie Hiland at [ahiland@hspiritschool.org](mailto:ahiland@hspiritschool.org) for more information, or visit [www.hspirit.org/summer-camp/](http://www.hspirit.org/summer-camp/).

# R

## **RELATED ARTS**

At Holy Spirit, our Related Arts classes include Library, Art, Music, Computers, Spanish, and PE. Most related arts begin in Pre-K and take place at least once a week for lower grades. As students grow in their learning, they will begin to have Spanish more than once per week.

# S

## **SACRAMENTS**

2<sup>nd</sup> Grade: First Reconciliation and First Communion

8<sup>th</sup> Grade: Confirmation

## **STEWARDSHIP**

If your family elects to join Holy Spirit Parish, in addition to a treasure pledge, each adult is asked to sign up and participate in at least two parish ministries. As active parishioners, you qualify for a lower tuition rate as you will be supporting the church as well as the school with your time, talent, and treasure. Please contact the Business Manager, Karen Bisig, at [kbisig@hspirit.org](mailto:kbisig@hspirit.org) in the Ministry Center with any questions.

## **SUMMER WORK**

You should expect to receive your child's summer reading lists in late spring for rising 1st through 8th grade:

<https://www.hspirit.org/school-school-life-summer-reading-list/>.

Orders can be placed through Holy Spirit or you are welcome to purchase the books independently. Students who completed grades 1-7 will also receive summer assignments to help retain knowledge over the summer.

## **SYCAMORE**

Sycamore is the online school management system employed by Holy Spirit. You will use the school code (3595) and a username and password to login for your family. Sycamore is home to a wide range of information including the school handbook, staff and family directories, school and lunch calendars, report cards, dynamic grade reporting (grades 3 and up) and much more. For assistance with Sycamore, please contact our IT Coordinator, Mary Ann Zurlage, at [mazurlage@hspiritschool.org](mailto:mazurlage@hspiritschool.org).

# T

## **TESTING**

Measures of Academic Progress (MAP) testing is a computerized assessment administered 3 times a year (Fall, Winter, and Spring) in Math (grades 3-8), Reading (K-8) and Language Arts (3-8).

Math Acuity Test is administered by Holy Spirit to all 8th grade students to determine placement in high school math courses. Prior to the high school placement exam, Holy Spirit offers test preparation.

The ACRE (Assessment of Children/Youth Religious Education) helps schools, parishes, and diocesan leaders evaluate the faith knowledge and attitudes of students in Catholic schools. This test is administered to 5<sup>th</sup> and 8<sup>th</sup> grade students in March.

# U

## **UNIFORMS**

Uniforms are sold in store and online at [Shaheens.com](http://Shaheens.com). The PTO organizes a used-uniform sale at the beginning of each school year, and throughout the year there is a table near the entrance of the school where parents can donate and take used uniforms for a small donation. In addition to the school uniform, PE uniforms are available at Shaheens and are permitted to be worn on your child's assigned PE day. Holy Spirit also celebrates the last Friday of every month by wearing "Spirit Wear" which can also be purchased at Shaheens.

We asked a veteran family what they purchased for their incoming Kindergarten girl and boy and they recommended the following:

- Girl: 2 jumpers, 2 white polos, a second layer (the red Holy Spirit cardigan, dri fit pullover, or fleece sweatshirt) and one PE uniform (gray PE shirt, black Holy Spirit shorts and/or pants).
- Boy: 2 navy shorts/pants, a belt (magnetic belts are easier for young boys), a red Holy Spirit polo and a white polo, a second layer (the red Holy Spirit dri fit pullover or fleece sweatshirt).

All items listed above should be purchased at Shaheens. Though offered at Shaheens, you may purchase the following items at any store of your choosing: white polos (no logo), boy navy uniform pants and shorts, and belts.



## **VOLUNTEER**

Opportunities to help both in and out of the classroom are available to all parents and guardians. The Archdiocese of Louisville requires all volunteers to participate in one of the two hour Safe Environment Training Workshops as well as submit to a background check. Holy Spirit is eager for you to match your time and talent to any of our volunteer efforts such as the PTO roles of home room parent or field day volunteer, the Consultative School Board and one of its seven committees, and more general roles such as lunch room server, team coach, chess club volunteer, and much more. There will be a table at the school orientation events to learn more about opportunities.

More information on Safe Environment Training including location and dates can be found at: <https://www.archlou.org/about-the-archdiocese/archdiocesan-policies-guidelines-and-handbooks/restoringtrust/safe/>.

# W

## **WIN PROGRAM (WHAT I NEED)**

WIN was introduced in 2019 to provide dedicated, scheduled time to further challenge those who have mastered a particular concept or provide intervention for those who may need additional instruction. Examples include small group review over math concepts, STEM activities across multiple grade levels, and enrichment activities to expand knowledge. Due to the planning and coordination required by teachers, there is an early dismissal on most third Wednesdays of the month.

# X

## **X-TRACURRICULARS**

Homeroom teachers will provide information on the following extra-curricular activities as they become available.

Chess Club	K-8th
Choir	3rd-8th
Governor's Cup	5th-8th
Kentucky United Nations Assembly (KUNA)	6th-8th
Kentucky Youth Assembly (KYA)	6th-8th
Quick Recall	5th-8th
Robotics	4th-8th
Safety Patrol	5th-8th

# Y

## **WH(Y) HOLY SPIRIT**

As outlined in the mission, Holy Spirit School provides a strong foundational education for diverse learners in a Catholic environment. Holy Spirit employs traditional and innovative approaches to develop the whole child while differentiating instruction according to student needs. The school strives to develop each child's ability to be responsible for themselves and one another by emphasizing Christian values and the importance of service. Holy Spirit's success is found in the safe and nurturing space created by our teachers, the inquisitive and creative minds of our children, as well as the participation and investment of our parents and caregivers. We welcome you to our community.

# Z

## **ZOOM!**

Your child's years in grade school will zoom by; in a flash they go from being kindergarteners with big smiles to 8th graders who are taller than their parents. We encourage you to spend these years fully engaged in our community as we unite to foster each child's academic success as well as their spiritual growth and social development.

