

# THE 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, please be sure that your contact information is correct in Sycamore so you will receive the Falcon News electronic newsletter. 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 (ASC) is available Monday-Friday until 5:30pm for all Holy Spirit students PreK 3s to 5<sup>th</sup> grade. ASC is staffed by Holy Spirit employees and is a flexible option for families. Your ASC tuition rate provides after school coverage for as many or as little days as you'd like and early dismissal days, or pay-as-you-go and take advantage of our drop off rates for occasional use! The kids love after-school care with friends and there are opportunities to complete homework and play. Registration is between June 1 – August 1. Please visit <https://www.hspirit.org/after-school-care/> or contact Angie Hiland, Director of Childcare Services, at [ahiland@hspiritschool.org](mailto:ahiland@hspiritschool.org) for more information.

## **ATHLETICS**

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

<b>Sport</b>	<b>Season</b>	<b>Grades</b>	<b>Boys/Girls</b>
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
Golf	Spring	3 <sup>rd</sup> – 8 <sup>th</sup>	Boys and 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 serving 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 \$4.00 and it includes one entree, any fruits or vegetables offered, and milk. Extra entrees can be purchased for \$2.00. 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 payable to Holy Spirit Cafeteria. Many students look forward to pizza lunch from Papa Johns 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. Parents are encouraged to volunteer in the cafeteria and can sign up on the Holy Spirit website.

Snacks are included with PreK tuition. The Cafeteria offers a snack option for purchase to Kindergarten and 1<sup>st</sup> grade for \$125 for the school year. Request forms are to be submitted before the first day of school.

The monthly lunch menu is available on the Sycamore app and on the website under Cafeteria. Contact Lisa Hulsman, Cafeteria Manager, with any questions ([lhulsman@hspiritschool.org](mailto:lhulsman@hspiritschool.org)). Prices are based on the 2022-23 school year and are subject to change.

## **CALENDAR**

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



## **COUNSELING CENTER**

Our Counseling Center is located within the center of middle school. With flexible seating options, this is a welcoming environment for all students. Our school counselor, Mr. Jordan Best, hosts Social Emotional Learning (SEL) lessons in the classroom once a month. Each grade focuses on the same topic, such as bully prevention, self-care, etc., in an age-appropriate way so that the curriculum can flow cohesively. Middle school students come together through topic-specific groups led by Mr. Best. In addition, he 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 be in contact with the counselor and discuss any emotional as well as academic needs that arise within a school year. Please contact Mr. Best at [jb主est@hspiritschool.org](mailto:jb主est@hspiritschool.org) to schedule an appointment or for a referral to outside 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, Mrs. Steinbock at [asteinbock@hspiritschool.org](mailto:asteinbock@hspiritschool.org), 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.

Staff and teacher contact information can be found under “Staff and Faculty” at [hspirit.org](http://hspirit.org).

# 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, Teatime, robotics, and various arts and crafts.

# F

## **FALCON FEST**

Falcon Fest is the Athletic Committee's annual fundraiser usually held in October. 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!

## **FACEBOOK**

Our Facebook page features many of our fun school and parish activities and achievements, 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.

Our Holy Spirit Swap and Sell Facebook group is a great place to buy/sell/swap uniforms, spirit wear, or other household items.

# G

## **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. Email [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. It is not necessary to re-join each school year. Groups will be re-named as your student's class progresses. Class groups will be provided to new school families at the beginning of the year. For assistance, please contact [schoolcommunications@hspiritschool.org](mailto:schoolcommunications@hspiritschool.org).

# H

## **HANDBOOK**

The Holy Spirit Parent/Student K – 8 and PreK Handbooks 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 styles, and social and emotional needs. With many skilled teachers, two learning coordinators – Mrs. Harren and Mrs. Spohn, our speech therapist, Lauren Hall, and our school counselor, Mr. Best, Holy Spirit has a robust team of resources to support your student’s individual needs and help them to succeed. Additional support or differentiation can be provided in-house, or we can help you to coordinate outside resources that can be facilitated during the school day.

## **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 prior to the start of school.

- 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 scheduled class play dates for incoming PreK and Kindergarten students.

- Kindergarten/Pre-K 4s/Pre-K 3s Orientation Camps: Shortly before the first day of school, our newest Falcons are invited to spend time with their new teacher and classmates to get acquainted to their new environment. They will engage in fun activities as well as tour the school. Parent meetings are held the evening before to drop off school supplies and prepare parents for a smooth transition to school.
- Meet the Teacher: Homeroom teacher assignments will be available in Sycamore by the first weekend in August and an email will be sent to all families to alert them to the posting. The week before school begins, Grade 1 – 8 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 “1<sup>st</sup> Day of School” Supply Kit fundraiser in the Spring. By purchasing a School Supply Kit for your child, a customized box of his or her school supplies will be delivered directly to school before Meet the Teacher Night. 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
- **5th grade:** Christmas Program, Passover Performance, Ukulele Performance, Wax Museum Project
- **6th grade:** Middle School Christmas Competition, Festival of Nations
- **7th grade:** Middle School Christmas Competition, Bucket Drumming Performance
- **8th grade:** Retreat, Christmas Window Decorating Contest, 8<sup>th</sup> Grade 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, PreK- 8<sup>th</sup> grade. 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 in 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.

# M

## **MASS**

While daily mass is celebrated at Holy Spirit at 8:15am, our K – 8 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 lectoring, cantoring, and actively participating in the service. PreK students are introduced to church through a series of periodic visits throughout the school year.

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 and we hope to reopen the 10am mass nursery in the fall for ages one through four. Also, look for Children’s Masses scheduled throughout the year.

## **MEDICATION**

For assistance with storing and dispensing medication to your child, please complete the Medical Release Form found on Sycamore under Documents and send to Mrs. Steinbock in the school office.

# N

## **NEWSLETTERS**

The Falcon News is an e-newsletter sent every Friday during the school year. 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 these emails, 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 that may come home with them. Students in grade 3 - 5 have access to laptops which remain in the classroom, and students in Pre-K – 2nd grade utilize iPads in the classroom.

Some of the online tools 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.
- Blooket is a gamified learning platform where teachers host games through question sets and students answer on their own devices.
- Exact Path is used to determine both what your students know and don't know. Students receive some questions they are able to answer and some questions that cover unfamiliar content, as the test adapts in real time to pinpoint individual ability levels.
- 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 of the ways 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 “Falcon Walk” for students and the winter “Spirit Night” gala and auction for adults.

Other community-building events include Halloween Trunk-or-Treat, Trivia Night, Father-Daughter Dance and Mother-Son

Activity. See our PTO Calendar on the Holy Spirit website for upcoming dates. 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. To get involved, see the PTO section of the website and look for scheduled dates for our Open PTO Meetings.

## Q

### **QUESTIONS?**

There are so many places to go to get your questions answers – Sycamore, the website, Falcon News, GroupMe or simply call the school office. There is always someone available to help – just ask!

## R

### **RELATED ARTS**

At Holy Spirit, our Related Arts classes include Library, Art, Music, Computers, Foreign language, 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 foreign language more than once per week. Our school counselor, Mr. Best, teaches social emotional learning monthly.

## S

### **SACRAMENTS**

Preparation for the sacraments is coordinated with the Parish. First Reconciliation and First Communion will be in 2<sup>nd</sup> Grade and Confirmation will be in 7<sup>th</sup> grade.

## **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 Karen Bisig at [kbisig@hspirit.org](mailto:kbisig@hspirit.org) in the Ministry Center for details.

## **SUMMER CAMP**

Holy Spirit is one of the few schools in our Archdiocese to offer a flexible and enriching summer camp. Summer Camp at Holy Spirit is a robust program with activities and community service projects for campers from Preschool through 5<sup>th</sup> grade. The campers are guided through the daily activities that include STEM, games, sports, arts and crafts, water play, music, VBS, and so much more. Special events and field trips round out the week. Priority registration opens in the winter for early access for new and current Holy Spirit families. Camp fills up quickly so be sure to 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/).

## **SUMMER WORK**

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

<https://hspirit.org/2023-2024-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. Log in to the mobile-friendly [sycamore.school](http://sycamore.school) interface

with the school code (3595) and the username and password that you created for your family at the time of enrollment. 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. Download the easy-to-use Sycamore app for easy access at your fingertips. 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).

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.



## UNIFORMS

School and PE uniforms are sold in store and online at Shaheens.com. Uniform requirements can be found in the Student Handbook found on Sycamore or the Holy Spirit website.

Holy Spirit also celebrates the last Friday of every month by wearing “Spirit Wear” which can also be purchased at Shaheens or the PTO Swag Shop at

<https://holyspiritswagshop.itemorder.com/shop/sale/>.

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.

The Holy Spirit Swap and Sell Facebook Page is a great place to find used uniforms at a discounted price from other school families.

# V

## **VOLUNTEER**

Opportunities to help both in and out of the classroom are available to all parents and guardians. 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 committees, and more general roles such as lunchroom server, team coach, chess club volunteer, and much more. Look for opportunities to volunteer through PTO, the cafeteria, and within the Falcon News.

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. Effective in the 2022-23 school year, a refresher class is required every 5 years. 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 provides dedicated, scheduled time to further challenge those who have mastered a particular concept or provide intervention for those who may need additional instruction. Related Arts teachers are brought into classrooms to assist with small group learning where needed. Examples include small group review over math concepts, STEM activities across multiple grade levels, and enrichment activities to expand knowledge.



## **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



## **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.