



## Holy Spirit Parish School

3920 West Land Park Drive  
Sacramento, CA 95822-1123  
(916) 448-5663 Tele.  
(916) 448-1465 Fax

Thank you for your interest in Holy Spirit School. Enclosed in this packet you will find:

- History of the school
- General Information on Curriculum
- Instructions on How to Apply for Admission
- Tuition Rates and Fees
- Information on our Extension Program
- Uniform Information
- Application form

### **Important dates to remember:**

**Present:** Kindergarten applications will be accepted January 6-February 11, 2010.  
Applications for grades 1-8 are accepted throughout the school year.

**January 31, 2010:** Catholic Schools Week Kick-Off with Mass @ 9:30am at Holy Spirit Church

**February 4, 2010:** Open House for interested families from 6:30-8:00pm

**February 9, 2010:** *Kindergarten Information Night* at 6:30pm; please bring with you the application, copies of birth certificate, baptismal certificate, up to date immunization record & a picture of your family.

**By March 5, 2010:** All Kindergarten families will be notified of acceptance; students in grades 1-8 will be notified as openings occur.

**April 1, 2010:** Registration packets for those who have been notified of acceptance will be available for download online at [www.hs-ps.com](http://www.hs-ps.com) or in the school office.

**April 27, 2010:** Registration Day in the gym; bring packet in anytime between 3:00-6:00pm

If you have any questions or concerns, please call the school office at (916) 448-5663.

## HOW TO APPLY FOR ADMISSION

1. Complete the enclosed APPLICATION form. Please attach a family photograph.
2. Kindergarten applications will be accepted January 6-February 11, 2010. Available spaces will be determined and all kindergarten applicants will be notified of acceptance by March 5, 2010. Applications for grades 1-8 are accepted throughout the school year.
3. If you are an applicant for a Kindergarten position, you will need to attend the Kindergarten Information Night on February 9, 2010 @ 6:30pm in the Holy Spirit School Father Brady Room (next to gym).
4. Please bring the following items with you to Kindergarten Information Night:
  - The APPLICATION form (if it has not been submitted)
  - Birth certificate (copy)
  - Baptismal certificate (copy)
  - Immunization record (up to date copy)
  - Picture of your family
5. For those who have been notified of acceptance, registration packets will be available online at [www.hs-ps.com](http://www.hs-ps.com) on April 1, 2010 or in the school office.
6. Registration Day will be held on Tues. April 27, 2010. You may attend anytime between 3:00pm and 6:00pm
7. Applicants for grades 1-8 will be placed on our Waiting List. As openings occur, you will be notified and your registration will be processed.

If you have any questions, please call the school office at (916) 448-5663.

*Thank you for your interest in Holy Spirit School!*

## **MISSION STATEMENT**

Holy Spirit Parish School, established in 1947 as an educational ministry of Holy Spirit Parish, was administered by the Sisters of Mercy until 1999. The school provides students in grades kindergarten through eight with a diverse, well-rounded curriculum, modeled by the teachings of Jesus through the values, traditions, philosophies and practices of the Roman Catholic Church. The school cultivates academic excellence, lifelong learning, and Christ-like leadership with a passion for peace, justice and service. Its curriculum provides spiritual, intellectual, physical, moral and emotional growth in a liturgically rich environment.

## **PHILOSOPHY**

Holy Spirit Parish School is a Catholic community which recognizes the dignity of all of its members and bases its philosophy on the educational mission of the Roman Catholic Church and to teach as Jesus did. In an effort to instill in our children a deep and living relationship with Christ and His Church, we provide a liturgically rich environment where the Gospel message is taught and lived.

As primary educators of their children, parents are challenged with providing a foundation of Gospel values and Christian traditions. As formal educators, we are entrusted with sharing this responsibility. Our vision is to lead the students in the discovery and appreciation of the part they play in God's plan for the world. We promote in our students a spirit of generosity that reaches out to all those in need. We foster self-confidence and initiative, encouraging students to be leaders in a changing world.

We believe our school exists to nurture lives of faith rooted in Christ and to provide our students with the knowledge, understanding and skills that they will need for the future. In appreciation of their God-given uniqueness, our students are encouraged to grow spiritually, intellectually, emotionally, physically and socially to the fullest of their potential.

## *History of Holy Spirit Parish School*

Holy Spirit School opened on September 20, 1948, eight years after the founding of Holy Spirit Church. A year earlier, in the fall of 1947, the first kindergarten class of the parish assembled in the parish hall adjacent to the church at 3159 Land Park Drive. Originally, plans called for the school to be built on what is now a parking lot of the church. However neighbors would not agree to a zoning variance to accommodate the school building and playground area. Hence, the school is located a mile south of the church at 3920 West Land Park Dr. The doors opened to 210 children in grades Kindergarten through four. Each year after that, an additional grade was admitted until the first graduation in 1952.

At the opening, four local Sisters of Mercy assumed charge of the school. The principal was Sister Mary Ita. In 1950, a convent for the sisters teaching at the school was built on the site. The school added a second wing in 1951 and an auditorium and gymnasium in 1962.

When the school first opened in 1947, the pastor, Reverend Patrick McHugh, established a novel tuition policy. Parishioners who used the Sunday contribution envelopes regularly and who contributed according to their means were not required to pay tuition. The pastor reserved the right to determine whether parents were truly contributing according to their means. If, in his opinion, they were not, they received a tuition bill. Non-parishioners were required to pay tuition. In 1973, faced with rising costs, the parish discontinued the “no tuition” policy.

During the inaugural year of the school, a Mothers Club was formed. Its name was changed in 1977 to the Parents Club. The group is still active today, promoting community-building events and fund-raising projects.

The School Board first met in June 1972. Serving in an advisory capacity to the principal and pastor, the board follows the intent and spirit of the philosophy and programs established by the Diocesan School Board.

## **GENERAL INFORMATION ON CURRICULUM**

Holy Spirit School has one class each of grades Kindergarten through eighth with approximately 36 children in each grade. Kindergarten through fifth grades are self-contained classrooms. Sixth through eighth grade are departmentalized. All students receive instruction in Science, Spanish, Computer and Physical Education.

Learning differences are addressed by the classroom teachers in a variety of ways. Teaching techniques are varied in order to address differences in learning styles (visual, kinesthetic, auditory). Teachers use small and large grouping, cooperative learning, interactive learning (project-based) techniques in addition to more traditional methods. Instructional aides are employed in Kindergarten through fifth grade to assist with the educational process.

In the fall of each year we administer standardized testing in grades 2-8. Test results are used to identify areas of strength and weakness and as a measure of focus for in-depth curriculum review and development. We also use the results to support our recommendation for further testing. Testing can be accessed through MERC (Mercy Education Resource Center), Sacramento State University, and/or a family's public school district. Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade are also given reading comprehension tests, administered by a resource teacher.

Academically, Holy Spirit School is committed to maintaining the highest educational standards, preparing our young people to be responsible citizens and to meet the challenges of the new millennium. Strengths include a focus on a "back to basics" approach which includes instruction in language arts, reading, spelling, mathematics, religion, writing and science. Rounding out our program are classes in Spanish, computer literacy and physical education. A highly qualified staff, up to date textbooks and articulation among grade levels are also strengths.

As a Catholic school, religious education forms a meaningful part of the curriculum and is taught in keeping with the established diocesan guidelines. Our students learn the teachings of the Catholic faith and are encouraged to make prayer an integral part of their daily lives. Setting an example for their students, teachers focus on maintaining a positive atmosphere in which Catholic values and principles prevail.

In the spring of 1999, the Diocese of Sacramento adopted the State of California's curriculum standards in all subject areas. Implementation of the standards is an on-going process. The first year, a particular subject area is chosen for in-depth study; year 2 is a planning year; textbook review takes place year 3; and goals are evaluated and modified year 4.

Extracurricular activities strive to develop responsibility, self-discipline, cooperation, leadership and self esteem. Enrichment activities include drama, art, student council, yearbook, academic decathlon and sports programs organized by the Parochial Athletic League. Educational field trips provide our students with additional learning experiences beyond the confines of the school. These field trips are used to demonstrate and enhance subjects in the curriculum during the school year. Visits to the school from individuals and community groups broaden our students' knowledge base.

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**3920 West Land Park Drive**  
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**2009-2010 Tuition Rates and Registration Fees**  
**(10/11 rates will be decided in March)**

Fees:

A non-refundable Registration Fee of \$275 per student in grades K-8 is required. This fee covers textbooks, standardized testing costs, some classroom maintenance, student accident insurance and diocesan assessment per student, classroom fees, and Parent Club dues. **In order to hold your child's place, this fee must be paid on Registration Night.** *Please note: all families attending Holy Spirit Parish School will be placed on an automatic debit system.* On Registration Day we ask for a voided check to enroll you in this plan.

Tuition Rates for the 2009-2010 school year are:

Non-refundable Registration Fee per child: \$275

<u>Parishioner</u>	<u>Annual</u>	<u>10 monthly payments (August-May)</u>
One child	\$4124.00	\$412.00
Two children	\$7398.00	\$740.00
Three children	\$10,414.00	\$1041.00

<u>Non-Parishioner</u>	<u>Annual</u>	<u>10 monthly payments (August-May)</u>
One child	\$4659.00	\$466.00
Two children	\$8469.00	\$847.00
Three children	\$12,021.00	\$1202.00

Actual Cost per Child or Non-Catholic Rate

One child	\$6013.00	\$602.00 (per child)
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**Holy Spirit School  
Extension Program Fees (09/10)**

\$60.00 Registration Fee per child

**FULL TIME STUDENTS**

1 child	(Kindergarten)	\$168/month x 9 months
1 child	(Grades 1-8)	\$152/month x 9 months
2 children	(Grades 1-8)	\$215/month x 9 months
2 children	(K & 1-8)	\$242/month x 9 months
2 children	(Kindergarten)	\$263/month x 9 months
3 children	(Grades 1-8)	\$257/month x 9 months
3 children	(with 1 in Kindergarten)	\$260/month x 9 months
3 children	(with 2 in Kindergarten)	\$315/month x 9 months

**DROP-IN STUDENTS** (5 hours or less/week is considered drop-in)

\$10 per hour

\$5 per ½ hour

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**ADDITIONAL INFORMATION**

Extended day services are offered beginning at 7:00am and ending at 6:00pm. A charge of \$5.00 per five minutes after 6:00pm and a charge of \$10.00 per five minutes after 6:30pm will be added to your monthly payment if you are late picking up your children from the program.

There is a non-refundable registration fee of \$60.00 per child which must accompany the registration form and the emergency form. This is required for every child using the program. Please make checks payable to Holy Spirit School Extension Program.

Parents must sign children out of Extension daily – only those persons authorized to pick up children may do so.

## UNIFORM INFORMATION

### 1. Girls

#### A. Bottoms:

1. Hamilton Plaid Jumper: grades K-5
2. Hamilton Plaid box pleated skirt: grades 5-8
3. Hamilton Plaid skort: grades K-8
4. Navy blue twill shorts or long pants
5. Navy blue corduroy pants

**Required length for skirts, jumpers and skorts: No shorter than 2 inches above the knee.**

Plain belts in solid colors should be worn with pants and short.

#### A. Tops:

1. Short sleeved white Peter-Pan collar blouse
  2. Short sleeved white pointed collar button down shirt
  3. Short sleeved white polo shirt (plain or HSS logo)
  4. Long sleeved white polo shirt (plain or HSS logo)
  5. Long sleeved white turtleneck (plain or HSS logo)
- Tops must be tucked in at all times.

#### B. Outerwear:

1. Red or navy Holy Spirit School sweatshirts (sold in the school office)
2. Red or navy cardigan
3. Red or navy long sleeved V-neck pullover sweater

**C. Socks:** solid knee high socks, ankle length socks or tights in red, white or navy blue, no designs or logos. Socks must show above the shoe line.

**D. Shoes:** leather or synthetic shoes in solid dark navy blue, dark brown, red, black or white. Students in grades K-5 must wear a shoe with straps, buckles or ties; grades 6-8 may wear penny loafers or similar slip on shoes. Athletic shoes should be solid with one color trim and must have ties or Velcro fasteners. Slip-on tennis shoes are not allowed. No sandals, elevated platforms, thongs, clogs, zorries, open-toed or backless shoes may be worn.

**E. Make-up:** Make-up, including lipstick, is not allowed. Students may NOT wear nail polish or acrylic fingernails.

**F. Jewelry:** Wristwatches and a cross on a plain chain may be worn. Post earrings, one per ear, are allowed. No other jewelry may be worn.

## **II. Boys**

### **A. Bottoms:**

1. Navy blue twill shorts
2. Navy blue twill or corduroy pants

**Pants must be worn at waist level. NO SAGGING. Plain belts in solid colors must be worn at all times with pants and shorts. NO cargo pants or shorts.**

### **B. Tops:**

1. Short sleeved white polo shirt (plain or HSS logo)
2. Long sleeved white polo shirt (plain or HSS logo)
3. Long sleeved white turtleneck (plain or HSS logo)

**Tops must be tucked in at all times. Solid short-sleeved undershirts (no design or logo) may be worn under the uniform shirt.**

### **C. Outerwear:**

4. Red or navy Holy Spirit School sweatshirts (sold in office)
5. Red or navy cardigan
6. Red or navy long sleeved V-neck pullover sweater

**D. Socks:** solid, ankle length socks in red, white or navy blue, no designs or logos. Socks must show above the shoe line.

**E. Shoes:** Leather or synthetic shoes in solid dark navy blue, dark brown, red, black or white. Students in grades K-5 must wear a shoe with straps, buckles or ties; grades 6-8 may wear penny loafers or similar slip on shoes. Athletic shoes should be solid with one color trim and must have ties or Velcro fasteners. Slip-on tennis shoes are not allowed. No sandals, elevated platforms, thongs, clogs, flip flops or backless shoes may be worn.

## **Holy Spirit Parish School Work Incentive/Scrip Program**

The purpose of this program is to provide an opportunity for school parents to be actively involved in their child's education, to offset the deficit between tuition collected and the actual cost of operating the school and to give parents flexibility in choosing their service hours. Non-participation or failure to complete the required service hours and scrip commitment will result in alternative terms and conditions for future registration. All service hours and scrip purchases must be completed between April 1, 2010 and March 31, 2011.

### **Service Hours Program**

1. Each family is required to contribute a minimum of 25 service hours.
2. Only hours worked in Holy Spirit School or Holy Spirit Parish communities will fulfill the W.I.P. requirements.

### **Service Hours Reporting**

It is the responsibility of the parent/guardian to record completed service hours on a report form available in the school office. Only parent/guardians may earn service hours.

### **Service Hours Alternative**

Families that cannot or choose not to perform the required number of service hours will be required to pay a \$750 additional fee due at the time they register their children for the following school year.

### **Scrip Program Commitment**

Each family will participate in the scrip program at a level of \$2000 per year. To bypass the scrip commitment each family is required to pay \$150 to the scrip program.

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**ENROLLMENT APPLICATION**

DATE \_\_\_\_\_

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<b>Last Name</b>	<b>Father</b>	<b>Mother</b>	<b>Child</b>
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<b>Address</b>	<b>City</b>	<b>Zip Code</b>
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<b>Home Phone</b>	<b>Father's Work#</b>	<b>Mother's Work #</b>
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**Email** \_\_\_\_\_

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<b>Catholic or Non Catholic</b>	<b>Baptized?</b>	<b>Parish you belong to</b>
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<b>Current School</b>	<b>Address</b>	<b>Phone #</b>	<b>Current Grade</b>
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**Reason for Transfer:** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Grade applying for: \_\_\_\_\_

School Year: \_\_\_\_\_