

HOLY GHOST CATHOLIC SCHOOL

Serving Families Since 1953

6201 Ross S.E.

Albuquerque, New Mexico 87108

(505) 256-1563 FAX: 262-9635

website: www.holyghostcatholicsschool.com



PARENT- STUDENT HANDBOOK

2009-10

VISION STATEMENT

We are a Community of God,
Inspired by the Spirit,
Walking in the footsteps of Jesus.

MISSION STATEMENT

Holy Ghost Catholic School Community provides all students with

opportunities for academic success and the demonstration of Christian values through service to others.

Holy Ghost Catholic School

6201 Ross S.E.
Albuquerque, NM 87108
505-256-1563 FAX: 505-262-9635
Website: www.holyghostcatholicsschool.com

August 2, 2009

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young.”

Saint John Chrysostom

Welcome to Holy Ghost Catholic School! In choosing Holy Ghost you have demonstrated a commitment to the values and philosophy of a Catholic education.

We begin this year by welcoming our new pastor, Father Mark Schultz, and by sharing the news that Secretary of Education, Arne Duncan, will announce in September that Holy Ghost Catholic School will be one of only 51 parochial/private schools in the nation to receive an U.S. Blue Ribbon School of Excellence Award on November 2nd and 3rd in Washington D.C.

You have entrusted us with your children and we take this responsibility very seriously. Be reassured that we are here to serve you as we join together in educating your child's mind, body and spirit. The staff looks forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Please take time to read this Parent/Student Handbook and keep it handy for future reference. The section marked **Parents' Role in Education** is especially important. It describes our belief in the creation of a strong partnership between our families and the school, a partnership based on mutual respect with God at its center.

We begin the year by meeting to build a strong partnership between home and school in order to provide the best education for your child. May God bless each member of our community as we begin another successful year. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Noreen Duffy Copeland, Ph.D.
Principal

TABLE OF CONTENTS

MISSION STATEMENT, GOALS, PHILOSOPHY	4
ADMISSIONS	5
PARENTS' ROLE IN EDUCATION	6
CONSULTATIVE COUNCIL	8
ACADEMIC INFORMATION	9
FINANCIAL OBLIGATIONS	13
ATTENDANCE	15
UNIFORM AND DRESS CODE	18
SACRAMENTAL PROGRAM	23
GENERAL INFORMATION	23
CONDUCT	25
DISCIPLINE	27
HONOR LEVEL SYSTEM INFRACTIONS	29
HEALTH AND SAFETY	32
ATHLETIC AND EXTRACURRICULAR ACTIVITIES POLICIES	37
WOODY/YOUNG BEFORE AND AFTER SCHOOL PROGRAM	40
PHOTO-VIDEO RELEASE	43
PARENT/STUDENT SIGNATURE PAGE	44

HOLY GHOST CATHOLIC SCHOOL

Holy Ghost Catholic School (HGCS) is a Pre-Kindergarten through eighth grade Catholic elementary and middle school under the Archdiocese of Santa Fe. The primary purpose for which Holy Ghost Catholic School exists is the teaching of the Catholic faith. The curriculum stresses academic achievement within a Christian community. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in community, in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. While a primary goal of the school is academic excellence, the academic and all other programs of the school exist within the primary framework of the Catholic Church. In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, space permitting, students from other faith traditions are welcome in the school.

MISSION STATEMENT OF HOLY GHOST CATHOLIC SCHOOL

Holy Ghost Catholic School provides all students with opportunities for academic success and the demonstration of Christian values through service to others.

SCHOOLWIDE LEARNING GOALS

By completion of grade 8:

1. All students will participate in required service-learning activities in order to understand that their purpose in this world is to live out Jesus' Gospel message of service and stewardship in the community.
2. All students will read independently and comprehend at or above grade level and earn a minimum score of 85% on all AR tests.
3. All students will score a 4 in all areas of the NWREL writing assessment.
4. All students will score in the mid-to-high quartile for mathematics computation on the Iowa Test of Basic Skills.
5. All students will score a minimum of 85% on the religion vocabulary tests.

Students' progress toward achieving the school-wide learning goals is measured by grade level benchmarks in Service Learning, Reading, Writing, Math and Service Learning.

PHILOSOPHY OF HOLY GHOST CATHOLIC SCHOOL

Holy Ghost Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the four goals of Catholic education found in the document To Teach As Jesus Did:

1. To learn about Jesus through Scripture;
2. To learn to serve others as Jesus did;
3. To learn to become a Christian community;
4. To participate in meaningful liturgy and prayer experiences.

The school expresses its educational ministry and commitment through the objectives of personal spirituality, social justice and a strong academic program in accord with the curriculum of the Archdiocese of Santa Fe. This commitment extends to fostering Christian service to the whole human family.

ACCREDITATION

Holy Ghost Catholic School is fully accredited through AdvancED of the North Central Association of Colleges and Schools and the Public Education Department of the state of New Mexico. In 2007, the Quality Assurance Review Team of AdvancED conducted a site visit of the school and recommended that Holy Ghost be awarded a 5-year term NCA CASI/ AdvancED Accreditation. In addition to receiving a grade of highly functional in six of seven standards, the Quality Assurance Review Team recognized the following five areas to receive commendation ("Commendation is recognition of practices or conditions that are exemplary and go beyond what is typically seen in schools" (AdvancED Quality Assurance Review Team):

"Commitment to the Catholic faith and Catholic education evidenced by faculty and staff participation and involvement in school religious initiatives and parish as well as in the school's mission/vision statement" (AdvancED Quality Assurance Review Team).

Leadership "The personal leadership characteristics displayed on a daily basis by the principal model exemplary behavior" (AdvancED Quality Assurance Review Team).

Communication "The school has implemented a systematic communication process that allows for two-way communication between parents and teachers concerning student performance" (AdvancED Quality Assurance Review Team).

Service Learning Program provides opportunities for students to develop and enhance concepts and skills across the curriculum. Student participation exemplifies "Walking in the footsteps of Jesus" (AdvancED Quality Assurance Review Team).

Continuous Improvement "The school leadership and faculty have fully embraced the spirit of continuous improvement and use external methods of evaluation to help guide actions" (AdvancED Quality Assurance Review Team).

ADMISSION

NONDISCRIMINATORY POLICY

Holy Ghost Catholic School (HGCS) admits qualified students to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of gender, race, national or ethnic origin. It does not discriminate on the basis of race, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school administered programs.

While this school admits students of many different religions, it reserves the right to give preference in admission to Catholics. This school utilizes the preference system of the Archdiocese:

1. Active Catholics belonging to Holy Ghost parish;
2. Active Catholics from other parishes;
3. Siblings of students already enrolled;
4. All other qualified applicants.

The school follows the age requirements of the state of New Mexico unless the principal grants an exception.

APPLICATION, TESTING, INTERVIEWING

- Students entering PreK must be 4 years of age by September 1st of the year of entrance. Students will be conditionally accepted into PreK dependent on displayed readiness and availability of space.
- Students applying for Kindergarten must be 5 years old by September 1st of the year of entrance. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness and availability of space.
- Students entering first grade must be 6 years old by September 1st of the year of entrance.

Applications for Pre-K through Grade 8 may be made by calling the office and requesting a formal application. These forms are sent no sooner than two years prior to the requested admissions date. The completed form with an application fee should be returned to the office within two weeks of receipt.

In order to answer parents' questions and provide information to parents, the parents of prospective new students are required to meet with a school administrator. Registration papers are usually due to the office within one week of notification of acceptance into the school. **All students are accepted to Holy Ghost Catholic School on a probationary basis in order to determine if the school's academic program meets the needs of individual students. Middle school students entering Holy Ghost for the first time are assessed to determine if they meet the criteria to enroll in the Spanish Language class. Students in grades 7 and 8 are assessed to determine if they meet the criteria to participate in Spanish.**

REGISTRATION

Pre-registration for students currently attending HGCS is held in January of each year. At this time a registration fee is required along with a contract commitment. Completion of the registration process in January reserves a student's place for the next year. However, official acceptance is contingent upon a student's completion of the required course of study and all financial payments being current.

At the time of registration, all new students seeking admission to Holy Ghost Catholic School are evaluated on the basis of current standardized test scores, STAR reading and math tests, a writing sample and report cards.

Requirements include:

- Health Records
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP or 504 Plan if applicable

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Ghost Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Ghost Catholic School.

Non-Catholic students whose parents accept the philosophy of Holy Ghost Catholic School will be accepted on a space available basis.

ACCEPTANCE

Previous school records and results of the STAR reading and math tests must indicate that the student is likely to succeed in Holy Ghost Catholic School's academic program. **All students are accepted on a probationary basis to determine if the school's academic curriculum meets the needs of the student.**

PARENTS' ROLE IN EDUCATION

The faculty and staff at Holy Ghost Catholic School consider it a privilege to work with parents in the education of children. We believe that parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life: physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of Holy Ghost Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with others and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in children unless these

are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Regular mass attendance, family prayer at meals, family rituals, and service to the community are ways to be an example to your child and support the ideals promoted by the school and parish.

Once you have chosen to enter into partnership with us at Holy Ghost Catholic School we trust that you will be loyal to this commitment. During these formative years (PreK-8), your child needs your constant support in order to develop his/her moral, intellectual, social, cultural and physical endowment. *Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between home and school or within the home will only teach disrespect for authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.*

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is discipline's boundaries and limits that provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at Holy Ghost Catholic School, we ask parents

To set rules, times and limits so that your child

- Gets to bed early on school nights;
 - **Arrives at school on time and is picked up on time at the end of the day;**
 - Is dressed according to the school dress code;
 - **Completes assignments on time;**
 - Has lunch money, a lunch card or sack lunch every day;
 - **Eats breakfast.**
2. To actively participate in school activities such as Curriculum Night and Parent-Teacher Conferences, Math Info Night, Fund-raising, etc.;
 3. **To review the weekly Parent/Teacher Communication Folder that is sent home on the first day of the week (usually on Monday);**
 4. To notify the school office of any changes of address or important phone numbers;
 5. **To support the religious and educational goals of the school;**
 6. To treat faculty and staff with respect and courtesy in discussing student problems;
 7. **To support and cooperate with the discipline policy of the school;**
 8. To support the religious and educational goals of the school;

9. To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student;
10. To meet all financial obligations to the school on time;
11. To inform the school of any special situation regarding the student's well being, safety and health;
12. To complete and return to school any requested information promptly;
13. To read school notes and newsletters and to show interest in the student's total education.

SEXUAL MISCONDUCT AWARENESS PREVENTION WORKSHOP

Archdiocesan policy requires all adults who work with students in any capacity to attend the Archdiocesan sanctioned Sexual Abuse Prevention Workshop. **Only those parents who have attended this workshop may accompany students on field trips, or work in classrooms.**

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete and up-to-date.

PARENT COMMITTEE SYSTEM

The Committee System is a support/service organization of Holy Ghost Catholic School whose main purpose is to facilitate community-building activities, to volunteer services and to raise funds to help meet the needs of the students. **Since only 82% of the school expenses is covered by tuition, parish subsidy, and registration, each family is invited to participate in the following ways:**

- To participate on one or more standing committees or events per year, exclusive of the Fall Festival and Fiesta.**
To participate in the annual Fiesta.
- To participate in the Fall Festival.**
To send in supplies as needed for special events.
- To participate on the Athletic Committee if your child plays sports.**
To participate in the Extra Curricular Activities if your child participates.

HOLY GHOST CATHOLIC SCHOOL CONSULTATIVE BOARD is a representative body of the school community called to work closely with the pastor, principal, superintendent and the Archdiocesan School Board in a spirit of cooperation and interdependence for the purpose of supporting quality Catholic education. The Holy Ghost School Catholic School Consultative Board shares in the responsibility of proclaiming in word and deed, the message revealed by God of building a community of faith and giving service to God and one another. Administration of the school, including but not limited to curriculum and personnel, is the domain of the principal and not the Parent Advisory Board. (ADM-107)

The major duties and areas of responsibility of the Holy Ghost Catholic School Consultative Council include:

- To advise in the formulation of policy that will provide for a program that is educationally sound and in accord with the three-fold ideal of Catholic education: proclaiming the Christian message, fostering Christian community and service to others;
- To advise in the development of policies in accord with these ideals and objectives and within the framework of the policies of the Archdiocesan School Advisory Board and respective state agencies;
- To represent the parents of the students in matters pertaining to the school;
- To promote the school and Catholic education in general, and to create a better understanding and a wider support of the Catholic school within the local community;

- To advise in determining policies relating to the planning, operation and maintenance of school facilities and equipment;
- To advise in determining and implementing a strategic plan for the school
- To recommend to the pastor the names of two members to be forwarded to the Archbishop for his election of one to be appointed to the Archdiocesan Advisory School Board;
- To enhance collaborative efforts and communication within the Archdiocesan School System;
- To support the efforts of the New Mexico Federation of Catholic Schools; and
- To support the persons and activities that implement policies.

PARENTAL/GUARDIAN HARASSMENT

The education of a student is the partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the partnership is irretrievably broken.

If a parent or guardian harasses, insults, or abuses any faculty or staff member, his/her child may be suspended or dismissed immediately.

ISSUES OF CHILD CUSTODY

The school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

ACADEMIC INFORMATION

CURRICULUM

The Diocesan curriculum guidelines, consistent with the state of New Mexico guidelines, are followed for the teaching of all secular subject areas. Holy Ghost Catholic School offers students opportunities for growth in the following major subjects.

RELIGION Catholic doctrine and tradition, sacraments, traditions, Bible study, prayer, Social Justice, Service Learning, preparation for the reception of the sacraments of Reconciliation and Eucharist.

Liturgical services are held twice monthly and on Holy Days and for special events. A Scripture Prayer Service begins each school day. All students registered at Holy Ghost Catholic School are required to take the religion course offered to their grade. The religion curriculum will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the diocese as appropriate.

Service Learning is an integral part of the Religion curriculum and provides students opportunities to participate in community service that will benefit the home, parish, school and/or local communities. Students are required to complete a Service Learning Log each semester and fulfill the requirements for their grade level.

Students in Grades 5 and 8 will take the ACRE (Assessment of Catechesis of Religious Education) test annually.

LANGUAGE ARTS Reading, English, Spelling, Writing, Library Skills, Appreciation of Literature.

MATHEMATICS Mathematics skills based on the National Standards for the Teaching of Math.

PHYSICAL EDUCATION Physical fitness program appropriate for grade levels, Health (Grades 5-8), Guidance (Grades K-5).

SOCIAL STUDIES History, Geography, New Mexico History (Grades 4 and 7).

SCIENCE General Sciences, Environmental Science (Grade 6), Physical Science or Life Science (Grades 7 and 8).

SPANISH Vocabulary, common expressions, grammar, conversation and culture.

HANDWRITING Students in grades 3-8 are expected to submit all handwritten work in cursive.

FINE ARTS Music, Studio Art.

COMPUTER LITERACY Word Processing, Knowledge of Computer Parts and their Care, Data Base, Spread Sheets, Graphics, and integration with curricular subjects.

WRITING (Grades 6-8) All reports and research papers must be typed and must meet Modern Language standards.

SERVICE LEARNING All students are required to participate in the school's Service Learning Program and turn in a completed Service Learning Form twice each year.

Opportunities to broaden knowledge, community awareness and leadership involvement in the above areas may include Spelling Bee, Young Authors Day, Choir, Science Fair, Chess Club, Service Club, Spirit Club, Student Council, and Peer Mediation.

GRADING SCALE

A = 93-100

B = 85-92

C = 76-84

D = 70-75

F = BELOW 70

REPORT CARDS

Report Cards are important tools for communication. Student report cards are issued quarterly, every nine weeks, during the academic school year.

PROGRESS REPORTS

Progress reports are issued to middle school students at mid-quarter. **Work in arrears must be completed and submitted to the teacher within five days of the date that progress reports are distributed. No credit will be given for work not completed in this timeframe.**

No student will be given a Progress Report or Report Card if tuition, lunch fees, library fines, or Woody-Young Care Program fees are in arrears.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences are scheduled for all students after the first and third grading periods at which time the report card is given to the parent/guardian. Middle school students are required to attend each conference. Conference days are counted as school days. School is not in session during conferences.

Conference schedules are prepared and issued by the school office well in advance of the scheduled date. It is hoped that the parents will arrange their time in order to attend the conference and discuss the student's work, efforts, abilities and potential with teachers.

Parents requiring additional conferences during the school year may make arrangements with the teacher through the school office. **Teachers and Educational Assistants are not free for appointments, conversation or consultation**

during regular school hours. Their primary responsibility is to teach and be responsible for the students during regular school hours.

Parents shall address specific problems or concerns with the teacher before consulting with the principal. The teachers are responsible for informing the principal of all concerns brought to their attention.

CURRICULUM MODIFICATIONS

A student's authorized Individual Educational Plan or a 504 Plan must be on file with school officials in order for a curriculum to be modified. A student whose curriculum has been modified will have the indication (M) after his/her grade on progress reports and report cards.

STUDENT TESTING/EVALUATION/ASSESSMENT

Middle school students may be given a maximum of three tests/quizzes per day exclusive of mastery learning quizzes.

The following tests are administered to students

- Pre-Kindergarten: Early Prevention of School Failure
- Kindergarten: Early Prevention of School Failure, STAR Early Literacy, Quarterly Writing Samples, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- First Grade: Early Prevention of School Failure (August), STAR Reading (May), STAR Early Literacy, Quarterly Writing Samples, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Second Grade: STAR Early Literacy, STAR Math, STAR Reading, Quarterly Writing Samples, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Third Grade: STAR Reading, STAR Math, Iowa Test of Basic Skills and Cognitive Abilities Test, Quarterly Writing Samples, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Fourth Grade: STAR Reading, STAR Math, IOWA Test of Basic Skills: Reading, Language Arts and Math only, Quarterly Writing Samples, IOWA Writing Test, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Fifth Grade: STAR Reading, STAR Math, IOWA Test of Basic Skills: Reading, Language Arts and Math only, Quarterly Writing Samples, ACRE Religion Test, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests, ACRE Religion Test
- Sixth Grade: STAR Reading, STAR Math, IOWA Test of Basic Skills: Reading, Language Arts and Math only, Quarterly Writing Samples, IOWA Writing Test, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Seventh Grade: STAR Reading, STAR Math, IOWA Test of Basic Skills: Reading, Language Arts and Math only, Quarterly Writing Samples, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests
- Eighth Grade: STAR Reading, STAR Math, IOWA Test of Basic Skills and Cognitive Abilities Test, Quarterly Writing Samples, ACRE Religion Test, NWREL Writing Assessment, Quarterly Math Computation Benchmark Tests, ACRE Religion Test
- Classroom Tests: Periodic classroom tests are used to assess students' mastery of subjects/concepts. The purpose of these tests is to provide a measure of progress toward objectives and to allow the teacher to gauge the success of instructional goals. Teachers shall provide students and parents with results of classroom testing.

STUDENT RECORDS

The school keeps all educational records required by state law. Holy Ghost Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Parents have the right to inspect the educational records of their children. Upon request, parents may view the records in the presence of the principal or her designee. Parents have the right to request removal of material and, if such request is denied, to add their own written statement to the records. Non-custodial parents have the same rights as custodial parents to inspect the records of their children unless a court order to the contrary is on file in the school.

No educational records shall be transferred to another school until all financial obligations have been met.

Requests for school records/transcripts/recommendations shall be made to the office. **A five day notice must be given for all requests.** Student records include but are not limited to attendance, progress reports, immunizations, sacraments, report cards, merits/detentions, writing portfolios, and standardized tests. ***No records will be sent to transferring schools of students whose financial commitment is in arrears.***

PROMOTION AND RETENTION

Advancement to the next grade level in Holy Ghost Catholic School is based on a student's daily performance, test results, recommendations of teachers, the student's mastery of the subject matter and the student's ability to complete work on a more advanced level.

Promotion to the next grade depends on the successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion, when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and emotionally for the next level.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation may impact a student's ability to participate in extra-curricular activities.

TRANSFERS AND WITHDRAWALS

Students clearly unable to profit from the school by reason of academic limitation, emotional difficulties, uncooperative or disruptive behavior, or uncooperative or resistant actions of the parents shall be required to withdraw from school. (STU-507; Archdiocese of Santa Fe Policy)

Notice of withdrawal of a student must be made by the parent/guardian in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until all business accounts have been settled.** (See previous section on Student Records for transcript information.)

HOMEWORK

Formal home-study is assigned to help students to become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and prepare for certain lessons through various experiences. Students are required to record homework assignments in the official Holy Ghost assignment notebook.

Any term paper, project or major assignment that is assigned at least one week (7 calendar days) prior to the due date must be submitted on the due date whether the student is in attendance or not. If the student is absent, the student must make arrangements for someone to bring the assignment to the teacher.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Time needed to complete homework assignments will vary with the student, the teacher, the class and the day. If a problem arises, the teacher should be contacted.

Completion of homework is a student's nightly priority. Students who do not complete assignments will be assigned to MASH (Mandatory Afterschool Study Hall) to complete the assignment immediately. MASH is held in the 7th grade homeroom from 3:30 to 4:30 p.m. Monday through Friday. Students are expected to attend MASH on the same day that the MASH was earned by the student.

If possible, teachers will post homework for students in grades 4-8 on a Holy Ghost blog site. Students should submit an e-mail address to the teacher in order to have the homework assignments forwarded each day. **Holy Ghost Catholic School shall not be held liable for any inaccurate information posted on the Homework website.**

FINANCIAL OBLIGATIONS

TUITION SCHEDULE SCHOOL YEAR 2009-10

Pre-Kindergarten – Grade Eight

Actual Tuition Rate per Student	\$6546.00
Tuition Charge for one student.....	\$4475.00

TUITION AND FEE POLICY

This tuition and fee policy is expected to be strict and will be enforced to insure the financial stability of Holy Ghost Catholic School.

FINANCIAL ASSISTANCE is provided to families based on need and circumstance. In order to receive financial assistance, families must submit an application to the FACTS service. Financial Assistance Forms are available ON-LINE at www.factstuitionaid.com or at the school office.

Financial assistance is for tuition only and shall not be used to pay for the parish subsidy, registration fee or to fulfill a family's fundraising obligation.

TUITION PAYMENT OPTIONS

All families have the option of paying the tuition in the following ways as required by the Archdiocesan Financial Policy:

1. Full payment due on June 1st with a \$50 discount. This payment should be made directly to the school.
2. Two payments of 50% of tuition due on June 1st and December 1st. Payments should be made directly to the school. **If unforeseen financial problems should occur, your tuition account shall be converted to the FACTS plan by December 15th and the first payment will be deducted in January.**
3. Ten or Twelve month FACTS plan. The 12 month FACTS plan begins in June and the 10 month plan begins in August. Final payment for both plans ends in May.
4. The FACTS Plan is an automatic electronic payment plan paid through a checking or savings account. Those choosing the monthly plan will authorize their bank or credit union to make automatic monthly payments to FACTS on either the 5th or the 20th of the month.
5. Tuition does NOT INCLUDE extra curricular fees, field trip expenses, etc. These fees are due separately to the school when they appear on your monthly ledger.
6. Each family pays an annual set-up fee for using the FACTS service. If you have a child attending another school that is using FACTS, the fee is reduced for the second school. The FACTS administration fee will automatically be processed by FACTS as soon as the company receives the application.
7. If FACTS attempts to collect a tuition payment from a family's account and there are insufficient funds, the following actions are taken:
 - The company will immediately charge the account a \$25.00 NSF fee.
 - FACTS will attempt to collect the payment every 5th and 20th of the month for two months.
 - FACTS will charge a fee for every attempt that is unsuccessful
 - Should tuition payments be delinquent for 2 consecutive months, on the 21st day of the second month, the student is ineligible to return to class until the tuition and fines are paid in full.

- Should the tuition remain past due by the 25th day of the second month, the student will be disenrolled from the school (Archdiocesan Policy FIN-304).
 - If a student has been reenrolled and tuition payments again become delinquent, the child shall be disenrolled unless the tuition due for the remainder of the year is paid in full.
8. All financial obligations must be met before a student receives the final report card and/or transcript.
9. **In order to participate in graduation activities, all fees of 8th graders must be paid in full and all financial obligations must be met.**
10. **Families who do not participate in the annual Fiesta will be assessed a minimum fee of \$75.**

WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawn from school.
- **The registration fee is non-refundable.**
- Registered students who have paid their tuition in full and withdraw prior to the first day of school shall be charged one month's tuition and the balance shall be refunded.
- Registered students who have paid tuition during the summer months and notify the school in writing before the first day of school shall receive a full refund of tuition.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for full tuition.
- **The school will not forward records for students who withdraw with an outstanding balance.**
- No tuition shall be refunded for the dismissal of a student.

Upon termination, withdrawal or disenrollment of a student prior to the first day of school, the following nonrefundable school fees are incurred and owed immediately:

- Registration
- Family Fundraising Obligation
- Athletic and Extracurricular Fees
- Parish Operational Subsidy
- Fees for textbooks, library books, school supplies

PARISH OPERATIONAL SUBSIDY

The Parish Operational Subsidy is the responsibility of each family. **If a parent does not pay the subsidy, the family is required to pay this amount by December 31st of the current school year.** The Parish Operational Subsidy is \$300.00 per student.

MONTHLY FINANCIAL LEDGER

The Financial Ledger is sent home in your oldest child's monthly envelope on the last Monday of each month. **It is the parent's responsibility to review the Monthly Financial Ledger.** The balance on the ledger consists of three basic charges that are owed by every family after the registration fee is paid: Tuition, Parish Subsidy and Fundraising Obligation. The financial ledger also notes any additional charges such as band, chess club or athletic fees. Please review the ledger carefully and notify the office of any errors.

OTHER CHARGES

Charges such as band fees, club fees, athletic fees, late charges, etc. **are due at the time the charge appears on your monthly financial ledger.**

FUNDRAISING OBLIGATION

The fundraising obligation is as follows: \$550 for 1 student, \$750 for 2 students, \$850 for 3 students, \$950 for 4 or more students. To fulfill their fundraising obligation, families may choose to participate in the three major fundraisers:

- Walkathon,

- Gift Wrap Sale
- \$10,000 Raffle.

Families may also choose to pay the fundraising obligation themselves.

The amount that the family raises will be recorded on the monthly financial ledger within one month of the fundraiser. This schedule allows for the time to make sure that all collected fundraising checks have cleared. *Please note that families are credited with one-half of the money raised for the Gift Wrap Sale.* The other half of the amount pays for the product. For the Walkathon and the \$10,000 Raffle, families receive full value.

If a family's Fundraising Obligation is not met through participation in the fundraisers or through direct payment by the family, the **balance is due by May 10th of the current school year.**

The school reserves the right to withhold examinations from all students who have not been cleared of the following items:

1. Tuition, parish subsidy and fees;
2. Library materials;
3. Textbooks;
4. Equipment or uniforms issued to the students;
5. APS Lunch Charges; and
6. Fees for before or after school supervision.

Parents accept these terms and conditions upon payment of the registration fees and final approved enrollment of their children in Holy Ghost Catholic School.

ATTENDANCE

A student's absence from school interferes with his/her academic progress. Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are required to attend school.

ABSENCE

Any absence is considered unexcused including absence due to vacations. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

- **When a student is absent from school, a parent should call the office before 9:30 A.M. each day of the absence.** If the office does not receive a call, the parent will be contacted. This policy is for the protection of the Holy Ghost students.
- **Students should be fever free for 24 hours before returning to school.**
- **A written statement giving reasons for the students' absence must be brought to the student's teacher upon the student's return to school. The notes/letters shall be retained in the office for one year.**
- The school enforces the compulsory attendance laws of the State of New Mexico. **A student whose absences exceed the state requirements shall be ineligible to participate in extracurricular activities, including but not limited to sport teams, clubs, and field trips.** The student may be subject to continuation in the same grade and shall not receive a progress report until work is satisfactorily completed.
- The school calendar provides for extended weekends throughout the school year. Family trips and outings should be scheduled during these times so as to eliminate the need to interrupt a child's learning process. **Missed assignments are the student's responsibility.**

- Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.
- Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

ABSENCE DURING THE SCHOOL DAY

Parents are asked to schedule student's appointments at times when school is not in session as this practice is harmful to the student's progress.

- When picking up a student during regular school hours, parents are to report to the school office to fill out the required Archdiocesan Release Form. The student shall then be called to the office.
- To avoid loss of learning time, no student is allowed to wait at the office to be picked up by a parent/guardian. This policy insures that students will not miss any more instruction than is absolutely necessary.
- When a student is returned to school following appointments or other business, the parent/guardian is to return to the office and **sign the child back into school**. The student shall obtain a class re-admittance slip to give to the teacher. **Parents must escort their child to class after signing the child back into school.**
- Students who are away from school for an appointment for 3 hours or more will be counted as absent for half a day. Three early withdrawals from school each of which is less than 3 1/2 hours are considered a one-half day absence.
- Parent/guardian shall inform the school in writing if someone other than the parent/guardian is to assume responsibility for the child at the time of release.

HOMEWORK POLICY DUE TO ILLNESS

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

- Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 and 4:00 p.m.
- Arrangements for regular classroom tests/quizzes missed because of an absence are the student's responsibility and are to be made with the individual teachers. Deadlines will be at the teacher's discretion.

TARDIES

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time unless reporting to Woody-Young.

- Students who are not in their homeroom when the second bell rings shall be marked tardy. A student shall report to the office for a late attendance slip when arriving after the second bell at 7:55 am. Every tardy deprives a student of valuable class time.
- Excessive tardies will have a direct impact on a student's academic evaluation, his/her participation grade, and promotion to the next grade.

- There are no categories for tardies, such as excused and unexcused.

LIBRARY

The school is developing a well-equipped, automated library and materials center. Students are encouraged to use the library for curricular enrichment, research and pleasure reading. The following rules must be observed:

1. Borrowed books are to be **returned on time** and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of 10 cans. (Canned goods are donated to St. Vincent de Paul.) Books damaged or lost must be paid for by the student before any other materials may be checked out. *Students who have lost or damaged books do not receive quarterly report cards until their account is cleared.*

FIELD TRIPS

1. A field trip is a privilege and not a right.
2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Participation in the 8th Grade Class End of the Year Field Trip, End of the Year Field Day for grades K-7, middle school service learning field trips, all class field trips and middle school dances is a privilege and dependent upon a student being in good academic standing **and not having more than 5 absences per semester unless the absences are confirmed by a doctor's note.**
4. No student on Honor Level Four shall participate in field trips.
5. Students who are not eligible to participate in field trips are required to attend school on the day of the field trip.
6. All middle school students are required to participate in the school's service learning field trips **except students on Honor Level 4 on the day of the field trip.**
7. All grades do not always have the same number of field trips.
8. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
9. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
10. A written **official Archdiocesan permission slip**, signed by the parent or guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
11. Permission slips are due forty-eight hours after receipt of the permission slip.
12. NO OTHER SIGNATURE EXCEPT A PARENT OR GUARDIAN'S SIGNATURE (not a grandparent, aunt, uncle or other relative) IS PERMITTED. FAXED PERMISSION SLIPS ARE NOT ACCEPTED.
13. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
14. Students who are participating in the field trip must ride the bus to and from the field trip with their class.
15. Students not on the bus may not participate in the field trip and will be counted absent for the day.
16. All money collected for the field trip is non-refundable.
17. **Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.**

UNIFORM AND DRESS CODE

The school uniform is required for students in grades Kindergarten through 8th. PreKindergarten students wear play clothes. It is the responsibility of the parents/guardians to see that their children come to school properly groomed and dressed in the full school uniform. Students shall not be permitted to attend class if dress codes are not met. Parents shall be notified if students are not properly groomed and in full uniform. Parents shall be required to bring their child proper attire in order for the student to continue the day at school. **The Uniform and Dress Code are in effect during graduation ceremonies. Students who ignore the school's Uniform and Dress Code may not be eligible to participate in the graduation ceremonies and dance.**

- Uniforms should be clean and pressed with all buttons attached and hem intact.
- Shirttails should be tucked in while a student is on campus during the school day (except during lunch recess).
- Skirts and pants must be worn AT the waist.
- **Students in grades 4-8 must wear belts at all times when a shirt is tucked into pants or shorts with belt loops.**
- Belts may be brown or black with a small, simple buckle only.

Please note the following regulations:

- Clothing or hair-style that is perceived as gang attire is forbidden.
- Hair shall be neat and **bangs shall be above the eyebrows.**
- Boy's hair should be above and not touch the shirt collar.
- Only Holy Ghost caps/visors are to be worn outside the buildings and are not to be worn inside the buildings. Any other headgear is not allowed.
- Makeup is not allowed.
- No nail polish or artificial nails.
- Jewelry is limited to one watch or simple crosses or holy medals on a plain, narrow gold or silver chain.
- No beads or scarves shall be worn in the hair.
- Girls may wear **one** pair of earrings. No large, hoop or dangling earrings may be worn. Earrings may be no larger than a dime.
- No earplug piercings are allowed.
- Scrunchies, hair clips, rubber bands must be in the hair, not worn on the wrist.
- Hair shall be combed back off the face and out of the eyes.
- Watches with a beeping device must be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.
- No hair tails, mohawks, or other hairstyle fads, including lines and hair carvings are allowed.

- Brownie and Scout Uniforms may be worn on meeting days.
- Boys are not permitted to wear earrings **including studs with a band-aid cover**.
- Colored, dyed, highlighted or bleached hair is not permitted.
- Shoes shall be laced and laces shall be tied **at all times**.
- No sandals, backless shoes, **loose slip-on shoes**, CROC type shoes, **high top shoes**, **no ballet slippers**, clogs or shoes with a heel over two inches (measured from the back exterior of the shoe) are permitted.
- **No shoes with roller skates or other rolling device or sneakers with zippers instead of laces.**
- **No wheelies.**
- No tattoos of any kind.
- No hologram contact lenses.
- Boots may be worn only when snowy conditions exist.
- No **cosmetics**, lip-gloss, **colored chapstick, or chap-stick** is allowed. If needed for medical reasons, the chap-stick, labeled with the child's name, shall be given to the teacher.
- When the weather is cold, girls may only wear plain, **with no logo**, red, gray, white, or black sweatpants, loose fitting knit pants, tights or leggings under their uniform. **No other types of pants shall be worn at any time.**
- No flared leg pants shall be worn under the uniform skirt.
- Shirts/blouses must be tucked in while the student is on campus during school hours and during attendance at MASH with the exception of outdoor lunch recess.
- On game day or match day, official Holy Ghost team athletes may wear jerseys and shirts.
- No baggy, sagging or improperly fitted clothing shall be worn. Slacks and pants shall fit properly.
- No jean-like pants may be worn. No pants with rivets may be worn.
- **Students shall remain in uniform while on school grounds.** Students shall not change into street clothes without a note from parent/guardian and approval of an administrator.
- Students attending athletic events shall remain in uniform unless the student has gone home, changed clothing, and returned for the event.
- **Uniform skirts shall not be worn more than 2 inches above the middle of the knee and shall not be rolled.** Skirts are measured from the line on **the back of the knee**.
- **Uniform shorts shall not be more than 3 inches above the middle of the knee.** Shorts are measured from the line on **the back of the knee**.
- No body piercing is permitted except for girls' pierced ears.

- **Uniform shorts must be worn underneath uniform skirts** at all times. No other kinds of shorts such as boxer shorts, spandex, soccer or running shorts, etc. are permitted underneath uniform skirts.
- Only properly fitting, white tee shirts or PE shirts shall be worn under neat uniform blouses and shirts. **NO COLORED CAMISOLES OR TEE SHIRTS OTHER THAN THE OFFICIAL PE T-SHIRT MAY BE WORN UNDER UNIFORM SHIRTS AND BLOUSES.**
- Undershirt sleeves shall not hang below the official uniform shirt or blouse.
- Belts with very plain, small regular buckles must be worn with pants.
- Girls may not wear skinny jeans on free dress days or on field trips.
- Boys' faces shall be clean-shaven. No facial hair is permitted.
- No front pocket sweatshirt of any type shall be worn on campus.
- No torn clothing of any type or clothing with holes are permitted including any clothing worn on free dress days.
- Repeated violations of the uniform dress code will result in the student being denied participation in the next "free dress" and an infraction.

UNIFORM FOR GIRLS

The adopted uniform for Holy Ghost students may be purchased locally at Roadrunner Custom Apparel.

- Red plaid, knee length jumper for girls in Grades K-5.
- Red plaid, knee length skirts for girls in Grades 6-8.
- Plain white blouses with tailored collar and short or long sleeves.
- Ankle or knee socks, tights or leggings in a solid matching color only: red, white, gray or black with no additional markings.
- Navy blue uniform slacks may be worn. No slacks other than navy blue uniform slacks shall be worn. No slacks with outside back pockets, rivets, spandex or stretch material shall be worn.
- Cardigan sweaters, pullovers or vests in solid colors only: red, white, gray or navy blue, shall be worn. Solid color sweatshirts with the Holy Ghost logo are also acceptable. No other sweatshirts shall be worn during school hours.
- No Holy Ghost sweatshirts with pockets are allowed.
- No hooded Holy Ghost sweatshirts are allowed.
- Inappropriate sweatshirts/sweaters shall be confiscated and parents may pick them up from the administration.
- PE shorts must be worn at all times under the uniform jumper and skirt.
- PE shorts must NOT be visible below the skirt.

- Navy blue uniform shorts may be worn during warm weather. Shorts shall not be more than 3 inches above the line on the back of the knee. The principal shall determine when uniform shorts are permitted, usually during the month of August, September and May only. **Uniform shorts shall not be worn to Mass.**
- **From October through April all students must wear an official Holy Ghost sweater to Mass and on field trips.**
- **Sweatshirts shall NOT be worn to Mass.**
- **Socks must be worn with shoes.**

UNIFORM FOR BOYS

The adopted uniform for Holy Ghost students may be purchased locally at Roadrunner Custom Apparel.

- Boys shall wear a button front style or pull-over **uniform shirt with the Holy Ghost Logo** or a feather pin-striped shirt. No other style of shirt shall be permitted. Blue uniform shirts must be purchased locally at Roadrunner Custom Apparel (beginning officially in 2008) or at the Holy Ghost Uniform Swap before school begins.
- Solid color navy blue slacks with normal seams are to be worn. No denim, faded blue or painter's pants shall be permitted.
- Cardigan sweaters, pullovers or vests in solid colors only, red, white, gray or navy blue, may be worn.
- Sweatshirts with the Holy Ghost logo are also acceptable. No other sweatshirts shall be permitted on campus.
- **No Holy Ghost sweatshirts with front pockets are allowed.**
- **Non-uniform** sweatshirts/sweaters shall be confiscated and **parents may pick up the sweatshirt from the administration.**
- **Navy blue uniform shorts may be worn during August, September and May.** Shorts shall not be more than 3 inches above the back of the knee. The principal shall determine when uniform shorts are permitted.
- **Uniform shorts shall not be worn to Mass.**
- **From October through April, all students must wear an official Holy Ghost sweater to Mass and on field trips.**
- **Sweatshirts shall NOT be worn to Mass.**

PHYSICAL EDUCATION UNIFORMS FOR BOYS AND GIRLS

Students in **Grades 3-8** shall wear the required PE uniform: gym shorts and a tee shirt with the Holy Ghost School emblem.

- Shorts shall fit properly. Baggy shorts are not permitted.
- Gym shoes are required for all physical education activities.
- **Spandex attire or attire with a commercial logo is not permitted.**
- All students are required to wear gym shoes for PE. **High top sneakers, roller skate sneakers and sneakers with zippers instead of laces are not allowed at any time.**

- Students in Grades 3-5 are required to wear PE shorts and Tee shirts with the Holy Ghost logo **under their school uniform.**
- **Shorts should be fingertip length and shall not be visible below the knee.**
- Students in Grade 6, 7, and 8 have the option of wearing the official Holy Ghost PE shirt and shorts under their uniform or changing into their PE uniform prior to class.
- During cold weather, sweatpants and properly fitting knit pants of solid colors, red, white, gray, or black with no visible logos, are acceptable.
- **No warm-up suits, oversize sweat suits, or printed sweat suits are permitted.**

OUT OF UNIFORM (FREE DRESS) DAY

On occasions when uniforms are not required, students shall be properly groomed and dressed for the occasion as directed by the teacher and/or principal or they shall be asked to return home and/or may not participate in the event. **Students who fail to adhere to the guidelines for being out of uniform may not participate in other free dress days.**

On Free Dress Day Students May Wear:

- Jeans
- Gym shoes
- Shorts no shorter than three inches above the knee as measured from the back of the knee
- Skirts no shorter than two inches above the knee as measured from the back of the knee
- Skorts no shorter than two inches above the knee as measured from the back of the knee
- T-shirts
- Jogging suits
- Sweatshirts
- Dresses
- Slacks (No spandex.)
- Jewelry
- Nail polish (middle school students only)
- Pants and tops shall cover the stomach. No stomach skin should be showing.
- **Bodies shall be modestly covered from the shoulders to the knees except for the arms.**

On Free Dress Day Students May Not Wear

- Flip-flop sandals
- No torn clothing or clothing with holes including jeans.
- No skateboards or rollerblades or wheelies are allowed on campus.
- Tee shirts with inappropriate writing
- Tank tops
- **Tennis shoes that convert to roller skates or other rolling devices**
- Spandex shorts
- Pajama pants
- Make-up (except 8th graders who may wear light make-up)
- Artificial nails
- Clothes that are tight or baggy; avoid clothes with spandex
- Clothes shall be appropriate to the occasion
- [Low cut blouses/tops](#)
- Skinny jeans
- [Hats](#)

GOOD RULE for FREE DRESS DAY: [If you think you shouldn't wear it, you shouldn't. Don't wear it or bring appropriate clothes to change into.](#)

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

SACRAMENTAL PROGRAM

The sacramental life of the students of the Catholic tradition is an important component of the religion program at Holy Ghost Catholic School. Catholic students in the selected lower grade receive the Sacrament of Reconciliation (Confession) and the Sacrament of the Eucharist (First Communion) in the Spring. Catholic students in the upper grades who have not received these sacraments, and wish to do so, may make arrangements with the principal and/or religion teacher.

Parents/Guardians are required to be active partners in the preparation of their children for these sacraments and are required to participate in the adult sacramental education program. **A parent's failure to attend the required adult sacramental program may result in your child's inability to receive the sacraments with his/her class.** The sacraments of Reconciliation and Eucharist are only conferred on students baptized in the Roman Catholic tradition.

GENERAL INFORMATION

SCHOOL HOURS

The school day begins with the bell at 7:50 a.m. for all students, Pre-K – 8th Grade. Students are dismissed at 3:20 p.m. On early dismissal days, students are released at 12:30 p.m. so faculty and staff may attend professional development opportunities or meetings. Please note the monthly calendar for a schedule of early dismissal days.

BOOKS

Each student is given one set of books. If any books are lost or damaged, the student shall pay for replacements. This book will be ordered and the parents can obtain it from RESOLVE Book Depository. All books must be covered at all times and carried in book bags to and from school.

COMMUNICATION

Strong communication between families and school personnel is an essential element to providing a top quality education for each Holy Ghost student. Communication is the responsibility of both families and school personnel. Communication also ensures the safety of all members of our Holy Ghost Community. The school has three primary means of keeping parents informed about school events:

1. **Monday Memo** is [E-mailed to parents](#) or given to each student every Monday or [the first day of the week](#). The Monday Memo contains information about upcoming events and school news. Look for it each Monday in your child's Parent-Teacher Communication Folder [or in your e-mail](#).

2. **Monthly Envelope** Sent home on the last Monday of each month with the oldest child in the family. It contains the following items:

- Monthly newsletter
- Monthly lunch menu
- Financial ledgers
- Flyers and Articles of Interest

Please **RECYCLE YOUR MONTHLY ENVELOPE** by returning it to school.

3. **Parent – Teacher Communication Folder** is the official means of continually informing parents about your child's academic performance. **The folder is sent home on Mondays.** The Parent -Teacher Communication Folder must be reviewed by a parent and returned by Wednesday morning with a parent's signature. The following items may be found in this folder:

- Tests/quizzes to be reviewed and signed
- Permission Slips
- Parent Information Slips/Letters
- Graded Student Work
- School Weekly Monday Memo

TELEPHONE MESSAGES TO STAFF

Each classroom is equipped with a telephone and each staff member has voice mail. Staff members check voice mail throughout the day. Calls will be returned to parents, usually after school hours. Staff member extensions are published in the Monday Memo at the beginning of the school year.

TELEPHONE MESSAGES TO STUDENTS

In lieu of student possession of cell phones on campus, a parent may call the office with messages for his/her child. The messages to students must be received in the office before 2:45 to insure delivery to student.

CONCERNS/COMPLAINTS

Concerns or complaints shall be handled at the lowest possible level. **Persons with a concern about a student should first attempt to address the concern with the teacher.** Only after such attempts have failed should the administration be contacted. If a parent is reluctant to address the concern with the teacher alone, an administrator or the school counselor may be present at a conference.

A formal grievance procedure has been established by Archdiocesan policy through the Catholic Schools Office at 831-8173. Discussion of the grievance with the administration and pastor is required before a grievance may be filed with the Catholic Schools Office.

COUNSELING

Counseling and wellness services are provided in classrooms and to individuals. The counselor may see a student up to three times without parental notification and consent. After the third visit, parents will be notified. If a serious concern exists, parents will be notified whenever the concerns arise.

TECHNOLOGY and THE INTERNET

Students and their parents/guardians are required to review the school's Internet Usage Policy and return a signed Authorized Usage Permission Slip. Students shall be responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. Students are expected to practice "netiquette" which includes appropriate language, courtesy, and adherence to copyright laws. The following behaviors are unacceptable and, if known, must be reported to a teacher:

- Sending, displaying or downloading offensive messages and/or pictures;
- Using obscene language;
- Harassing, insulting and/or threatening others;
- Damaging computer systems, computer networks, and/or software;
- Violating copyright laws, including CD's "burned" on home computers;
- Submitting documents from the Internet as a student's own work shall be treated as a plagiarism infraction;
- Trespassing in someone else's folder, work and/or files;
- Using another person's sign-on and/or password;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;
- Revealing a personal phone number, name or address of one's self or another;

- Using 3rd party commercial sites unless approved by the computer teacher;
- Hacking, creating a virus or downloading inappropriate material is considered vandalism;
- Using the name Holy Ghost Catholic School on any personal web-site such as MySpace.com.

Students who do not comply with usage rules shall forfeit their usage privileges as determined by the teacher and/or administrator. Students use computers at their own risk. The school makes no guarantees and is not accountable if data is lost.

Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

VIRTUAL REALITY SITES such as, but not limited to, www.there.com and www.secondlife.com pose a developmental and moral risk to the life a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

STUDENT LAPTOP COMPUTERS, PALM PILOTS WITH KEYBOARDS and ELECTRONIC DEVICES

Laptop computers and Palm Pilots, and/or personal electronic devices may be used only by permission of individual teachers for appropriate learning activities only. Misuse of electronic devices, such as playing games at any time on school premises, accessing personal email, or cheating, shall result in immediate confiscation of the device. The device shall be returned only to a parent/guardian and a student shall lose the privilege of using these devices for the remainder of the year.

USE OF STUDENT INFORMATION

The school reserves the right to use student pictures in print, on the school website and electronic publications. **Any parent who does not wish his or her child's picture used, must notify the principal in writing prior to September 1st of each school year.**

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs may be admitted to the school on a probationary status for a given period to be determined at the time of admission, usually for one quarter. This will allow school officials time to determine if the school can meet the student's needs.

RELEASE OF STUDENT INFORMATION

The principal is the only school official who can authorize release of directory information to outside parties.

AMENDMENTS TO FAMILY HANDBOOK

The principal reserves the right to amend the Parent-Student Handbook for just cause. Parents will be given prompt notification in the Monday Memo if changes are made.

CONDUCT

ARCHDIOCESAN CONDUCT POLICY

"Students in our schools are expected to conduct themselves in such a fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students and teachers, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations, and discharge them in accordance with school regulations."

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of Holy Ghost Catholic School which are designed to foster mature

development, ethical, Christian behavior and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. These values and attitudes are distinguishing characteristics that should be practiced daily by all members of the Holy Ghost Catholic School community.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, CDs, DVDs, pagers, iPods or other mp3 players, laser lights, or anything that will detract from the learning situation are not allowed at school at any time.

The school administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

COMMUNITY RESPONSIBILITY FOR DISCIPLINE

All persons shall be treated with dignity and respect. Any adult may correct any student's inappropriate behavior for the well being and safety of the student and the good of our Christian Catholic community.

COURTESY and MANNERS

Students are expected to be courteous at all times. The following actions are expected from all students during school hours and school events:

- Open doors for adults.
- Greet persons with respect, especially in passing.
- Hold doors for others.
- Step back and offer adults the opportunity to pass through the doorway first.
- Respect all students.
- Offer assistance when needed.
- Work and play at all times as a Christian: include everyone, be fair and use respectful language.
- Use "please" and "thank you."

CAFETERIA COURTESY

Father Bulman Hall is considered a classroom during lunch to promote good eating habits. Students are expected to use the same manners required in the classroom. The following behaviors are expected of students and adults:

- Courtesy toward other students and cooperation with the lunch monitors are in order at all times.
- Students are required to clean up their table and floor prior to leaving Father Bulman Hall.
- Food must be eaten in Father Bulman Hall. Food or drinks are never allowed on the playground.
- Lunch boxes are to be placed, not thrown, in their proper places.
- For safety reasons, no glass containers are allowed.
- Proper table manners, courtesy, quiet voice level and general orderly conduct are expected. Consideration for others should be kept in mind.
- Continuously disruptive or discourteous behavior is not acceptable and will not be tolerated. Students will be subject to disciplinary actions, including losing the privilege of eating in the cafeteria. Parents shall be requested to supervise their student's eating of lunch in the classroom.

- Parents/Grandparents/Guardians shall not bring lunches or drinks from carry-out restaurants in original bags from the restaurant or in different bags unless providing the same food for the entire class.

In addition to cafeteria courtesy, the following rules shall be followed:

- No gum chewing on campus.
- No sunflower seeds and pinons are to be brought to school.
- No soft, carbonated drinks for lunch in accordance with federal nutritional guidelines.
- No candy for lunch in accordance with federal nutritional guidelines

BELONGINGS FROM HOME

No toys, pagers, video games, CD players, iPods or mp3 players, CDs, portable DVD players or other personal play items shall be brought to school.

ISSUES OF SAFETY

Every member of the Holy Ghost community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and shall result in disciplinary actions. Serious infractions can result in dismissal from school.

SCHOOL PROPERTY

The parent of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement costs.

LOCKERS

Each middle school student is assigned a locker to store clothing and textbooks. In order to maintain a quiet atmosphere for learning, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

Lockers may not be decorated inside or out. Student schedules and organizational notes facilitate learning and may be posted on the interior of a student's locker door. Locker shelves may be used to help organize student materials.

SEARCH OF STUDENTS, LOCKERS, and DESKS

Desks, lockers, assignment books and other school property remain under school control at all times. School officials reserve the right to search students, their belongings, lockers and the contents of desks whenever it is deemed necessary. Search of a student is to take place in the presence of a minimum of two adults. The adult searching a student is to be the same gender as the student.

OFF CAMPUS CONDUCT

Holy Ghost Catholic School reserves the right to discipline its students for off campus behavior that is not in keeping with the behavior expectations and conduct of its students during the course of a school day. **This off campus behavior includes, but is not limited to cyber-bullying.**

DISCIPLINE

DISCIPLINE in the Catholic school is an integral aspect of guidance. The purposes of discipline are to develop character, to maintain an atmosphere that upholds religious and moral values and Catholic traditions, and to provide a classroom environment conducive to learning. It is the aim of Holy Ghost Catholic School to promote self-discipline among students and to cooperate with parents in helping students develop an ever-increasing degree of self-discipline.

Each student is a Holy Ghost Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. **If a student is charged with a serious crime, he/she shall be placed on home-study pending an investigation or determination of responsibility.**

This handbook contains general rules for behavior, but cannot cover every single situation that requires disciplinary action. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior. Please note the following:

"The pastor/principal may impose disciplinary measures without limitation such as: probation, suspension, required withdrawal, and dismissal. Disciplinary measures may be imposed separately or progressively depending on the nature and degree of the offense. Corporal punishment is never administered." (ADM106, STU-526)

The pastor and principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Discipline is an important aspect of moral guidance and is not simply a form of punishment. Discipline for the child is the practice of the virtue of obedience to authority, of self-denial and sacrifice, of charity and thoughtfulness of others. Three of the functions of school discipline are:

- **To create and preserve conditions that are essential to the Christian learning environment of the school;**
- **To allow a child to assume responsibility for his/her actions;**
- **To teach and train a child in self-control.**

DISCIPLINE BY DESIGN

Discipline by Design is a behavior program that was originally created to recognize students' positive academic and behavior efforts. The program tracks student's behavior and choices through four levels of an Honor System. This program was adopted by Holy Ghost Catholic School in 2005.

All students begin the year in Honor Level One. The Honor Level System is based on a calendar-day cycle allowing a student to return to Honor Level One if he/she makes appropriate choices (middle school is a 14 day cycle and elementary school is a 10 day cycle). A computer program tracks and records daily infractions. Students are rewarded for their positive choices.

- **Honor Level One:** Students stay at this honor level by not accumulating more than two points in the last 14 calendar days.
- **Honor Level Two:** Students make poor choices that resulted in a loss of 3-6 points in the last 10 calendar days (elementary) or 14 calendar days (middle school).
- **Honor Level Three:** Students who make poor choices that result in a loss of 7-11 points; possibly ineligible for extra curricular activities, field trips and/or dances. Student meets with Intervention Team. **Students on Honor Level Three are required to attend an assigned Saturday School from 8:00 a.m. to noon. Parents shall pay a fee of \$50 for Saturday School. A student's failure to attend a required Saturday School shall result in a 3 day in-school suspension and exclusion from all extracurricular activities until the student completes a Saturday School. After the completion of a Saturday School session, the student immediately returns to Honor Level One.**
- **Honor Level Four:** Students who make poor choices that result in a loss of 12 or more points. A mandatory meeting with the student, his/her parent, the Holy Ghost Intervention Team and/or an administrator is required for students at Honor Level Four. There is no participation in extracurricular activities, field trips, and/or dances. Student and parents meet with Intervention Team. **Students on Honor Level Four are required to attend Saturday School. Parents shall pay a fee of \$50 for Saturday School. A student's failure to attend a required Saturday School shall result in a 3 day in-school suspension and exclusion from all extracurricular activities until the student completes a Saturday School. After the completion of a Saturday School session, the student immediately returns to Honor Level One.**

BRAVO POINTS

Bravo Points may be earned by students for unsolicited acts of kindness, compassion, leadership, helpfulness, friendliness, courtesy, etc. Bravo points may reduce a student's Honor Level points. For every 3 Bravo points earned, a student is eligible to receive a free snack from the Student Council Snack Bar.

INFRACTIONS RESULTING IN A LOSS OF ONE HONOR POINT

- Disrupting Class
- Dress Code Violation
- Failure to follow school Drop-Off and Pick Up Policy
- Discourteous Behavior
- Missing Assignment: **Student must report to Mandatory After School Study Hall (M.A.S.H.) after school to complete the assignment.**
- Failure to follow directions

INFRACTIONS RESULTING IN A LOSS OF TWO HONOR POINTS

- Personal Notes including emails or text messaging to peers
- Public Displays of Affection
- Failure to Report to Lunch Time Out or MASH
- Hitting, Pushing, Kicking

INFRACTIONS RESULTING IN A LOSS OF FOUR HONOR POINTS

- Profanity
- Possession of Contraband Electronics

INFRACTIONS RESULTING IN A LOSS OF SIX HONOR POINTS

- Insubordination
- Dishonesty such as Cheating, Copying, Lying, Plagiarism
- Threats of Violence
- Vandalism/Graffiti

INFRACTIONS RESULTING IN A LOSS OF SEVEN HONOR POINTS

- Theft

INFRACTIONS RESULTING IN A LOSS OF ELEVEN HONOR POINTS

- Harassment including cyber-harassment either on campus or off-campus

INFRACTIONS RESULTING IN A LOSS OF TWELVE HONOR POINTS

- Possession of Weapons/Explosives
- Possession of Controlled Substance

HONOR LEVEL SYSTEM INFRACTIONS

FAILURE TO FOLLOW STUDENT DROP-OFF/PICK-UP POLICY

Parents must drop off students on the main playground or in designated areas on Arizona. For student's safety, they shall not be dropped off on Ross.

1 POINT

DRESS CODE VIOLATION including free dress day.

1 POINT

MISCONDUCT IN CLASSROOM - FAILURE TO FOLLOW CLASSROOM RULES is unacceptable.

It is the responsibility of each student to contribute to the learning environment. No student shall interfere with learning.

1 POINT

DISCOURTEOUS BEHAVIOR AND/OR LANGUAGE

This includes trash talking during school sponsored events.

1 POINT

PUBLIC DISPLAYS OF AFFECTION are not allowed and include but are not limited to hugging, kissing, inappropriate touching.

2 POINTS

PERSONAL NOTES shall not be written or exchanged on campus; text messaging is considered a type of personal note

2 POINTS

HITTING, PUSHING, KICKING is not permitted.

2 POINTS

PROFANITY/VULGARITY

Indecent or otherwise abusive language, spoken by students on school campus or during any school related activity, shall be cause for disciplinary action.

4 POINTS

CONTRABAND

Contraband is not allowed on campus at any time. Contraband is defined as any type of radio, CD player, DVD player, iPhone, cell phone (before 4:00 P.M.), iPod, mp3-player, beeper, telephone, tape player, headphones, electronic toys, trading cards, unauthorized toys, etc.

4 POINTS AND CONFISCATION OF ITEM

INSUBORDINATION

Insubordination is the refusal to obey any order or instruction given by a member of the school staff (whether or not the staff member is one of the student's assigned teachers), by a substitute teacher, parent helper, coach, playground supervisor or volunteer.

6 POINTS

VANDALISM/GRAFFITI

A student and his/her parent/guardian shall be liable for any damages caused by the student to equipment and/or school property or the property of another. School property includes but is not limited to textbooks and assignment notebooks.

6 POINTS

THREATS OF VIOLENCE

Verbal or written threats made against the physical, emotional well-being of any student are taken seriously. Students making such threats (**seriously or in jest**) face serious consequences. **Students who make such threats shall be suspended. Readmission shall be dependent on written recommendation of a psychiatrist or counselor and an evaluation by the administration.** A parent/guardian who engages in such behavior shall be required to withdraw his or her child from the school.

6 POINTS

DISHONESTY (CHEATING, COPYING, LYING, PLAGARISM)

Students who choose to cheat, copy, plagiarize or lie shall face a failing grade, loss of six points, detention, suspension, and/or expulsion. **Students may also be ineligible to participate in extracurricular activities.**

6 POINTS

FLAMMABLES/TOBACCO

Possession and/or use of tobacco, firecrackers, lighters, matches, etc.

6 POINTS

THEFT

Theft of school and/or student's property

7 POINTS

PORNOGRAPHY

Possession of pornography in any form including internet/web sites

7 POINTS

GANG BEHAVIOR including throwing gang signs

7 POINTS

BITING

Biting another student is a serious health hazard and considered age inappropriate behavior. *A parent will be required to immediately remove the student from school following a biting incident.* **11 POINTS**

FIGHTING

Fighting, provoking fights between other individuals, verbal harassment, intimidation or participation in activities that may result in physical harm to any person. **11 POINTS**

LEAVING THE CAMPUS WITHOUT PERMISSION

No student shall leave the campus without written permission of a parent/guardian. **11 POINTS**

SCHOOL SAFETY – HARASSMENT, BULLYING or HAZING

11 POINTS

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest**) face loss of eleven Honor Level points, lunch time out, suspension, and/or expulsion.

Harassment or bullying of any type is not tolerated. Harassment or bullying includes, but is not limited to scapegoating, name-calling, excluding others, abusive language, imitations or comments, unwanted sexual advances, unwanted touching, sexual looks and gestures, inappropriate physical contact, innuendo, retaliation for having reported or threatened to report harassment, etc.

Any student who feels he or she has been a victim of harassment shall bring the problem to the immediate attention of the teacher or principal. All allegations of harassment will be investigated in as prompt and confidential a manner as possible. Harassment is unacceptable conduct and is prohibited by law.

Bullying and Cyberbullying

Holy Ghost Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Off-campus use of the internet or telephone to harass or bully students or staff will be dealt with in the same manner as on-site harassment if this behavior affects the well-being of the class or school, an individual student, staff member or is disruptive to the class or school.

BLOGS

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. whether at school or away from school shall result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, faculty, staff, coaches, other students or the parish.

CONTROLLED SUBSTANCE

Possession and/or use of alcohol or drugs, including paraphernalia, on campus or at any school event. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion **12 POINTS**

WEAPONS and EXPLOSIVES

Weapons are any implements that could be used to threaten, endanger, or injure oneself or another person. A student or parent shall not have any weapon in his/her possession on the school and/or parish property. **12 POINTS**

MANDATORY AFTERSCHOOL STUDY HALL (M.A.S.H.) for Missing Assignments

Students who do not hand in class assignments or homework assignments **on time** are required to attend **MASH from 3:30. to 4:30 p.m.** For example, if a student has not completed an assignment or does not turn in the assignment when it is collected in the classroom, **he/she is required to attend MASH on the same day to complete any missing assignment and then begin the day's homework.** Attendance at MASH **on the same day that the assignment was not turned into the teacher at the appropriate time is mandatory and TAKES PRECEDENCE OVER APPOINTMENTS, PRACTICES, LESSONS, BALL GAMES, ETC.** **1 POINT**

INFRACTIONS

Any member of the school staff may issue an infraction slip if deemed necessary. Infractions may be issued for such infractions as gum chewing, lack of attention, interruption of the learning, out of uniform, etc. Students who earn an infraction are required to report to the 7th grade homeroom or PreK room Monday through Friday during their lunch recess for lunch time out (LTO). Parents are provided with written notification of the infraction. Parents and students are required to sign the infraction slip and return the infraction slip to school the next day. Failure to return the signed infraction slip shall result in another infraction.

DISCIPLINARY PROBATION

A student on disciplinary probation shall meet with the administration and his/her parents. During the assigned probation period, if a student commits a serious offense either on or off school grounds, the student shall be expelled. A student's pattern of continuous disregard for the school rules may also result in dismissal.

SUSPENSION

Depending on the severity of the misconduct, students may be assigned to in-school or out-of-school suspension for a stated period of time.

Students who are given an in-school suspension are required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension shall not be allowed on campus during the time of their suspension. **Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.**

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Holy Ghost Catholic School. Students who seriously violate the school's code of conduct may be subject to dismissal. Students who have been expelled will not be allowed to return to the school without prior permission of the principal.

The principal and/or pastor have the right to suspend or expel a student. The principal and/or pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Holy Ghost Catholic School.

HEALTH AND SAFETY POLICIES

IMMUNIZATIONS

The New Mexico State Health Department requires student's immunization records to be filed in the office on the first day of school. "It is unlawful for any student to enroll in school unless he/she has been immunized, as required under the rules and regulations of the Health and Social Services Board, and can provide satisfactory evidence of such immunization." (12-3-4.2 NMSA) The Archdiocese of Santa Fe and the Archdiocesan Catholic School System recognizes the State's right to allow for three types of exemptions from the immunization process.

The following immunization records are currently required for each child:

Diphtheria, Pertussis, Tetanus (DPT) Vaccination and Booster, Polio Series and Booster, Measles and Rubella (MMR) Vaccination, Hepatitis

EMERGENCY RECORDS

Each student shall have an emergency card on file in the school office stating how to locate parents/guardians in the event of an emergency. The name and telephone number of the student's doctor and dentist are to be listed.

The school aims to enforce rules that shall protect student's safety and health. If an accident/illness occurs in which school personnel deems that the student needs medical attention, an effort shall be made to notify the parent/guardian before the student leaves school. Emergency information shall also be provided to the Woody/Young Program.

It is important to keep information updated in the event the school needs to get in touch with a parent/guardian.

Please send corrected addresses and phone numbers to school immediately.

It is the parent/guardian's responsibility to notify the office in writing of any changes in home, cell, work or emergency phone numbers and addresses.

ILLNESS

Children with severe colds, coughs, fever or other signs of illness should not be sent to school. Parents shall be required to pick up sick children from school. Sick children often need to rest in order to recover fully and quickly.

PRESCRIPTION MEDICATION

Ideally, all medications should be given at home. If it is necessary for a child to take medication during school hours, **the parents must bring all prescription medications to the office. The medication must be in the container received from the pharmacy and must be labeled with**

- the name of the drug,
- the correct dosage scheduled for administration,
- the name of the student,
- the name of the physician,
- the date.

An authorization form from the student's physician must be on file in the office before prescription medication shall be made available to the student. The school will not hold any prescription medication without a completed, signed physician's form. The school shall make the prescription medication available to the student but no school personnel may dispense the medication to the student.

OVER THE COUNTER MEDICATION

No over-the-counter medication is allowed unless a written authorization is submitted to the school office. All over-the-counter medication should be taken to the office with the following information:

- Student's name
- Frequency
- Dose
- Date

COMMUNICABLE DISEASE

A student suspected of having a communicable disease shall be excluded from the classroom and parents will be notified to pick up their child and take the child for the necessary doctor's examination.

FOOD ALLERGIES

Holy Ghost Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes children with allergic conditions.

- Parents are required to notify the school **in writing** that a student has a **potentially life threatening allergy**.
- **In order to minimize the incidence of life threatening allergic reactions, NO PEANUTS or peanut butter SHOULD BE BROUGHT TO SCHOOL TO SERVE AS SNACKS FOR THE CLASS, in student lunches, OR FOR BAKE SALES.**
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks shall be kept in a separate snack box or lunch box provided by the parent or guardian.
- **SHARING OR TRADING OF FOOD IN CLASS, AT SNACK TIME OR IN THE CAFETERIA IS PROHIBITED.**

STUDENT DROP-OFF AND PICK-UP POLICY

For the protection of students, **students must not be dropped off or picked up on Ross or Arizona (except in the Loading Zone) OR ON THE STREETS in proximity of the school.**

- Students may only be dropped off in the school parking lot or in the designated Loading Zone on Arizona.
- Parents shall not double park, block in another car, or drive recklessly endangering the safety of students and parents in the vicinity of the school.
- Parents should refrain from using cell phones while picking up or dropping off their child.
- **Parents shall not park behind the middle school or on the east side of the middle school at any time.**
- **Parent's failure to follow the Drop-Off/Pick-up Policy will result in an infraction for the student.**

Consistent failure to follow the Drop-Off/Pick-up Policy may result in withdrawal of your child from the school.

STUDENTS WHO WALK HOME

All students who must cross San Pedro to walk home must do so with the assistance of the crossing guard or traffic light. **At the beginning of the school year, parents must submit a note to the office and the teacher if your student walks home.** Parents are responsible for seeing to the safety of the student on the day an infraction is to be served.

BAD WEATHER SCHOOL DAY POLICY

Holy Ghost Catholic School follows the Albuquerque Public School cancellation/abbreviation schedule.

Students, parents, and employees should listen to the radio (107.9 FM) or watch television for any changes of school schedule or cancellation of school.

If APS calls for an abbreviated schedule, Holy Ghost Catholic School shall begin classes at 9:50 a.m. School buildings shall not be open before 9:45 a.m.

There will be no Woody/Young Before School Program on bad weather abbreviated days.

UNEXPECTED EARLY DISMISSAL

Only under extremely serious conditions will school be canceled after the school day has begun. In the event that the school has to be dismissed because of weather conditions, or any other reason, please listen to the local radio stations. No student will be released unless his or her parent/guardian has been contacted. It is the parent's responsibility to pick up the student in the event of an unexpected early dismissal.

BEFORE SCHOOL AND AFTER SCHOOL SUPERVISION

Outside supervision is provided from 7:40 a.m. to 7:50 a.m. at which time the first bell is rung. **Students arriving before 7:40 a.m. shall report to Woody/Young.** This is a safety issue for students.

Parents shall be notified if a student arrives before 7:40 a.m. and fails to report to Woody/Young. Students will receive an infraction for arriving at school and failing to report to Woody-Young before 7:40 a.m.

After school supervision is provided by classroom teachers from 3:20-3:30 p.m. **Students remaining at school after 3:30 p.m. must report to Woody/Young.**

It is the responsibility of the parent to instruct the student regarding after-school care before dropping off the student in the morning. **To avoid interrupting the school-wide reading program, parents shall make every effort to avoid calling the school to deliver after-school instructions to your child.**

Only in case of an emergency shall a student be permitted to use the telephone regarding his/her after school care. *To avoid interruptions of parents at work, arrangements for all after-school activities with friends must be made prior to the start of the school day.*

Permission to attend athletic events or accompany another student off school grounds shall be given by parents in writing before the start of the school day.

Students in Woody/Young shall provide written permission from a parent/guardian to attend any athletic or extracurricular event.

Students attending athletic or extracurricular events must stay in Father Bulman Hall until picked up by parent/guardian or authorized adult. No student shall be in the courtyard or parking lot unsupervised during athletic or school sponsored events or after 3:30 p.m.

STUDY HALL

Study Hall is only for the use of students waiting for athletic practice to begin. No siblings of athletes are allowed in Study Hall. All other students on the campus after 3:30 are required to report to Woody-Young.

CRISIS MANAGEMENT PLAN

The school has developed and implemented a "Crisis Plan" in accordance with Archdiocesan policy.

All staff members are trained in the procedures necessary to ensure your child's safety.

In the event of an emergency evacuation and circumstances permitting, students will be moved to one of two secure designated locations: Holy Ghost Church or Wilson Middle School, across from Holy Ghost on San Pedro.

During a crisis, parents are asked to call the parish office at 265-5957, not the school office for information. The parish office will serve as the information center for parents. Parent may also dial 311 to receive information about the situation.

CHILD NEGLECT/CHILD ABUSE LAWS

According to the Archdiocese of Santa Fe and New Mexico State legal guidelines, cases of **suspected** child neglect/abuse must and shall be reported to the proper authorities. The school is not required to contact the parents of the student who is reported as a possible victim of child abuse or neglect.

VISITORS

All persons other than students and employees are considered visitors and shall report to the office before proceeding to any other area of the school. Visitors must sign in at the office and wear a visitor's badge at all times. **Parents having lunch with their child must sign in and obtain a visitor's badge from the office.**

PLAYGROUND AND GENERAL SAFETY

Parents are requested to support faculty in teaching playground and gym safety rules to students. Parents are encouraged to discuss the following playground safety requirements with students:

1. Students are prohibited from retrieving balls and other items that go into the street. Only adults may retrieve equipment.
2. Students are prohibited from entering Father Bulman Hall (gym) without adult supervision.
3. Students are prohibited from engaging in activities which endanger the well being of another, for example, pushing, tackling, etc.
4. Hands, feet and objects shall be kept to oneself.
5. Students must keep away from the Russian Olive trees as they have thorns.
6. Students are not permitted to play behind the storage area. Students shall play only in areas visible to staff.

7. No student may be excluded from any activity.

8. Only Frisbees or balls may be thrown by students.

PICK UP FROM AFTER SCHOOL EVENTS

Parents are expected to pick up their student **promptly** from all school events and at the end of each school day. Please note the following:

1. Students attending athletic or school events shall not leave Father Bulman Hall or the area of the event once they have entered.
2. Students attending athletic events, practices and extracurricular events shall be picked up from the designated area within 10 minutes of the end of the event.
3. No student shall wait unsupervised in the parking lot or on the campus.
4. Students, who have not been picked up within 10 minutes after an event ends, are required to sign into Woody/Young. If Woody/Young is not open, parents shall be charged \$10 per minute for student supervision.

STUDENT DIRECTORY

Within the first month of the school year, each family receives a Student Directory listing students' and one parent's name, address, home, work and cell phone numbers. The Student Directory should be used to acquaint parents with the names of their child's classmates and their parents and **should not be used or sold** for other purposes. Parents shall submit a written request to have information other than their child's name excluded from the Student Directory by September 1st.

LUNCH PROGRAM

The school offers a hot lunch daily through the US Federal Lunch Program administered by Albuquerque Public School Food Services. Free and reduced cost lunches are available to qualified students. Lunch tickets may be paid by the month, week or on a daily basis. Lunch charges are permitted for emergencies only and cannot exceed 3 unpaid charges.

- Students should not bring soft drinks or candy for lunch in accordance with the Federal Nutrition Guidelines. **Parents/Grandparents/Guardians shall not bring lunches or drinks from carry-out restaurants in original bags from the restaurant or in different bags unless providing the same food for the entire class.**

TELEPHONE CALLS

Permission to use the telephone must be obtained from a teacher.

- Student use of the phone shall be limited to extreme or unusual emergencies only.
- Forgotten homework, athletic equipment, PE uniforms etc. do not constitute emergencies.
- Arrangements for after-school visits with friends should be made at home and not at school.
- An attempt will be made to deliver messages to students. Messages should be called in early so the school will have time to deliver the message.

FORGOTTEN ARTICLES

Lunches and other forgotten articles may be brought to the main office in order to avoid interrupting classes. Marked articles will be delivered to the owner.

PERSONAL BELONGINGS

Uniforms, coats, sweaters, lunch bags, lunch boxes, shirts, skirts, etc. and all other personal articles **shall be labeled with the student's name**. Unmarked clothing, etc. shall be kept for a short period of time, after which they shall be given to the St. Vincent de Paul Society.

PARTY INVITATIONS

Invitations (including slumber parties and birthday parties) that exclude any part of the entire class, or all boys or all girls, shall not be handed out or talked about at school.

Invitations shall be sent via the U.S. mail unless an invitation is given to every student in the class.

To avoid hurt feelings among other students, students shall not discuss a party at school unless all students have been invited to attend.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. The exception is any whole class gift-exchange like Secret Angels or Advent Angels. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student or all boys or girls in the entire grade. Valentines distributed at classroom parties should include a Valentine for each student in the class.

BIRTHDAY OBSERVANCES

Birthday treats may be brought to school for students to share with all of their classmates. It is requested that birthday treats are nutritious in accordance with the Federal Nutritional Guidelines.

GUESTS

Under most circumstances, student guests are not allowed in the classroom. Special exceptions shall be requested in writing a minimum of five school days in advance by parents to the administration.

CELL PHONES

Telephones are very accessible on Holy Ghost campus. Therefore, it is not necessary for a student to have a cell phone with him/her while on campus. Students are not permitted to have cell phones on the Holy Ghost Catholic School campus. Cell phones that are visible or ring or are in use by students will be confiscated and returned at the end of the year when a parent may retrieve the cell phone from the administration. Cell phones may not be used during extracurricular activities including sports practices and games or at Woody/Young.

Text messaging is prohibited during school hours or at any school activity including sports practices and games and shall be considered the same as passing personal notes and will result in an infraction and loss of the cell phone that a student was using.

ATHLETIC and EXTRACURRICULAR ACTIVITIES POLICIES

Holy Ghost Catholic School is a member of the Albuquerque Parochial and Independent Athletic League (APIAL) and shall abide by its rules and regulations.

CONDUCT AND SPORTSMANSHIP

Athletes, participants, parents, and student spectators shall conduct themselves in a respectful manner at all times. They shall follow the directions/instructions of the school policies and the adults in charge or be subject to disciplinary action.

Parents should expect that all students shall behave in a respectful manner at all times. Parents are responsible for reporting any incident of student disobedience or disrespect to the athletic director or principal as soon as possible. Misconduct or abusive language is not to be tolerated by anyone, including staff, participant, parent, coach, or observer during, before and/or after the games and extracurricular events. Such misconduct shall result in requiring the person to leave the building and/or parish grounds. An athlete or participant's misconduct shall result in the student being removed from the team for the season. Parent misconduct at an athletic or extracurricular event shall result in their child being removed from the team for the season.

ATHLETIC PROGRAMS

Holy Ghost Catholic School students in grades 5-8 may be eligible to participate in the following sports program sponsored by the Albuquerque Parochial and Independent Athletic League:

Sports for Girls	Sports for Boys
Volleyball	Flag Football
Basketball	Basketball
Softball	Track
Cross Country	Cross Country
Track	Volleyball

Athletic Rosters are turned in to the League one week after practice begins. Therefore, students are not eligible to join a team after this time. **Athletic fees must be paid before the first game or meet.**

INSURANCE

Proof of insurance must be provided before a student is allowed to participate in athletic activities.

PHYSICALS

Students must have a current physical on file in the office before a student is allowed to participate in athletic activities.

PRACTICE UNIFORMS

Students are to wear Holy Ghost PE uniforms during all scheduled practices with the exception of Cross Country and Track who may wear running shorts.

TRANSPORTATION

Transportation to and from games and extracurricular events is the responsibility of parents. If parents are unable to provide transportation to games for their student, other arrangements must be made in advance to avoid last minute phone calling.

ATHLETIC and EXTRACURRICULAR EVENT ELIGIBILITY

If a student receives 2 D's or one F on their report card or progress report, he/she shall be placed on a probationary period to improve the grade(s). During this time, the student shall not **practice with the team or group, play in games or participate in extracurricular competition.**

1. Students who are ineligible shall remain so until the next progress report or report card.
2. If the student remains ineligible, the student shall no longer be a member of the team or extracurricular group and shall be removed from the team or extracurricular activity for the remainder of the season.
3. Students suspended from school are not eligible to play or practice.
4. Students who do not attend school the day of the game are not eligible to play. The administration or athletic director shall approve all exceptions.
5. If a student is ineligible to play or practice due to earning Honor Level 3 or Honor Level 4, **it is the student's responsibility to inform the coach.**
6. **The Independent Reading grade on the mid-term progress report will not determine a student's eligibility. This criterion encourages students to read longer or more difficult books of interest to students.**

UNIFORMS

All athletic uniforms are the property of Holy Ghost Catholic School. Uniforms are checked out to students who assume responsibility for the care of the uniform. They should be washed by hand after each use. Uniforms shall be returned in

clean condition within two days of the end of the season. **Failure to return a uniform shall result in loss of one Honor Level point each day the uniform is late.** A fee to replace the uniform shall be charged after five days.

PICKING UP STUDENTS

Students must be picked up from Father Bulman Hall within 10 minutes of the end of a practice, event, or game, or they must sign into Woody/Young. **No student is allowed to wait to be picked up outside of any building,**

STUDY HALL

Students participating in athletic events or extracurricular activities shall report to Study Hall by 3:25. Parents may not direct students to Study Hall in place of Woody/Young. Study Hall is designated only for those students who are waiting for coaches to begin practice. No siblings may attend Study Hall or wait unsupervised for his/her parent in Father Bulman Hall.

MANDATORY PARENT MEETING

A **mandatory** parent meeting shall be held before the start of the season for each sport. Parents of a student planning to participate in the sports program must attend the meeting to register their child and sign up for home game duties. This is also an excellent opportunity for parents to arrange car pools to other game sites. **Failure of the parent to attend the meeting results in no practice or play until the parent/guardian meets with the athletic director.**

OPPORTUNITY TO SERVE

Parents of students who participate in extracurricular activities and sports are required to assist at school tournaments, games and events. The following activities support the programs: working the concession stand or gate, running the scoreboard (parents need training), or putting chairs and equipment away after the competitions. Sign up for these activities takes place during the mandatory Parent Meeting at the start of the season. Parents/guardians are expected to help a minimum of twice during each season. **Failure to fulfill the minimum requirements results in a \$50 charge to the student's account.**

Woody-Young BEFORE AND AFTER SCHOOL PROGRAM

The Woody Young Program provides professional care, supervision, recreation and appropriate activities. It serves families who desire both parochial school education and supplementary day care in a Christian environment. Within a large family atmosphere, the program strives to provide individual attention, security, consistency and fair treatment for children.

The Woody/Young program is open from 6:45 - 7:40 a.m. and after school until 5:45 p.m. each school day. Students who arrive at school before 7:40 a.m. are required to report to Woody/Young. If a student arrives before 7:40 a.m. and does not report to Woody/Young, parents will be notified and charged a fee of \$2 per minute. This charge must be paid before the start of the following school day.

By 3:30 p.m. all students in Grades PreK-8 who remain on school grounds must sign-in to Woody/Young. **NO EXCEPTIONS!** Students who fail to report to a supervised area by 3:30 shall lose honor points.

Parents whose failure to pick up his/her child before 5:45 p.m. may result in a loss of the use of the Woody-Young program.

FEES

Parent fees are the sole support of the Woody/Young program. The school or parish does not subsidize the program. **Payment of fees is required through the F.A.C.T.S.** The Woody/Young staff may collect only Drop-in Fees.

Students whose fees are not current shall lose the privilege of attending Woody/Young and parents will be required to immediately pick up their child.

EXPECTATIONS FOR CHILDREN'S BEHAVIOR

As members of the Holy Ghost Catholic School community, the students are expected to respect the staff, each other and the materials and environment. All Holy Ghost Conduct and Discipline Policies are in effect during attendance at Woody/Young. In other words, students enrolled in Woody/Young shall follow all in-school rules, procedures, and policies. Students must **NEVER** leave the building or grounds without written parental permission or staff supervision.

PERMISSION TO ATTEND ATHLETIC EVENTS

Permission to attend athletic events in Father Bulman Hall shall be provided in writing by parents before the start of the school day. Students attending athletic events must stay in Father Bulman Hall until picked up by a parent/guardian. **Parents must still sign out their child from Woody/Young at the time of pickup.** No student shall be in the courtyard or parking lot during an athletic or school sponsored event unless under the supervision of a staff member.

EMERGENCIES/SAFETY

With the children's safety and well being in mind, parents must fill out an emergency card. It is the responsibility of parents to keep all emergency card information current.

DROP-OFF AND PICKUP OF STUDENTS

Parents/guardians are required to comply with the following regulations concerning students entering and leaving the premises:

1. A Parent/guardian of students in grades PreK through 4 is required to accompany his/her child to the Woody/Young program in the morning and **SIGN THE CHILD IN.**
2. Parents or guardians should not take the children from the schoolyard or other areas without notifying the Woody/Young staff and **SIGNING THE CHILD OUT.**
3. At the beginning of the school year, every parent must list the names of the people who have permission to pick up their child (e.g. grandparents, aunts, uncles, friends, etc.) on the Emergency Cards. Changes to authorized persons shall be the responsibility of the family.

4. A written note must be submitted to Woody/Young personnel from the parent or guardian if they want their child released to someone other than himself or herself.
5. **Parents or guardians should not send persons whose names are not on the list to ask release of children. For your child's safety, the release shall not be granted.**
6. A picture ID shall be required from the person who is picking up your child, unless Woody/Young staff is familiar with the person. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Please inform the authorized person of the picture ID procedure.

LATE FEE:

Staff members are employed until 5:45 p.m. It is common courtesy to respect the time of closure. **A fee of \$2.00 per minute per child shall be assessed for late pick-ups.** This fee shall be charged within five minutes after the time of closure and is due immediately, the same day as the late pickup.

ILLNESS OR ACCIDENT

In minor cases, students shall administer First Aid to themselves. In cases that appear serious, personnel shall make an effort to carry out the instructions as given on the Emergency Card. Parents who do not wish their child treated in any way should indicate such on the Emergency Card. Staff may only issue ice and Band-Aids to students.

Parents shall be expected to make provisions for taking sick children home. The Woody/Young Program does not have facilities for transportation of children.

If the parent/guardian does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, personnel staff shall act according to their best judgment for the welfare of the child.

TOYS FROM HOME

Children shall not bring toys, video games, CD players, CDs, etc., from home. Often these items are very personal and important so the child feels they must be defended and protected. This is not consistent with the "sharing" atmosphere encouraged. Personal toys shall be confiscated and returned to the parent/guardian or given to the student **at the end of the year.**

**2008-09
WOODY YOUNG FEES**

WEEKLY RATES

a.m. only	\$ 9.00
p.m. only	\$22.00
a.m. and p.m.	\$27.00

DROP-IN RATES

a.m. only	\$7.00 per day
p.m. only	\$10.00 per day
Early Dismissal	\$15.00 per day

LATE PICK-UP FINE: \$2 per minute per child, due at the time of pick-up

MONTHLY PAYMENTS

All payments shall be paid through FACTS. This is a **mandatory** policy with no exceptions. A \$19.00 FACTS fee is charged for those families who use FACTS for tuition payment. If a family does not use FACTS for tuition payment, the FACTS fee is \$38.00.

REGISTRATION FEE

A \$30.00 registration fee per family is due at Orientation

RETURNED CHECKS

A \$25 charge shall be assessed for all returned checks

If your child arrives before 7:40 a.m. or is not picked up from school by 3:30 p.m., they are required to check into the Woody-Young Before and After School Care Program. This is for the safety of your child. Your cooperation is greatly appreciated in ensuring the safety of your child.

Students who arrive before 7:40 a.m. and fail to report to Woody-Young will receive an infraction.

RIGHT TO AMEND

Holy Ghost Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent via the Monday Parent/Teacher Communication Folder.

PHOTO-VIDEO RELEASE

To Whom It May Concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Holy Ghost Catholic School and the school's activities. I realize that the photo/video may be published in the newspaper, a magazine, the school website, or other publications. The photo/video may be used for informational, educational, or promotional purposes regarding the programs or curriculum at Holy Ghost Catholic School.

Signed: _____

Date: _____

PLEASE RETURN BY AUGUST 24, 2009

PARENT STUDENT SIGNATURE PAGE

We have read the 2009-10 Parent-Student Handbook and agree to enter into a partnership with Holy Ghost Catholic School based on mutual respect and support as followers of Jesus and to follow the school policies and procedures as stated in this Parent-Student Handbook.

PLEASE RETURN BY AUGUST 24, 2009.

Parent Signature

Date

Parent Signature

Date

Parent Signature

Date

Parent Signature

Date

Student Signature

Grade

Date

Student Signature

Grade

Date

Student Signature

Grade

Date

Student Signature

Grade

Date