



**HOLY GHOST
CATHOLIC
SCHOOL**

**“A Faith Filled Future”
Parent / Student Handbook
2011-2012**

WELCOME TO HOLY GHOST CATHOLIC SCHOOL

**5302 South 52nd Street
Omaha, NE 68117
(402) 731-5161
(402) 731-5174 - fax**

August 23, 2011

Dear Parents,

Welcome to Holy Ghost Catholic School. The Holy Ghost team is eager to work with you and your family to ensure academic and personal success in the 2011-2012 school year. As always, an effective school year is based on open communication among school, student, and home. We look forward to working with you and your family as your child grows spiritually, academically, and socially.

Blessings,

Dana M. Martin

Dana M. Martin, Principal

Pastor – Father Greg Benkowski
Principal – Mrs. Dana M. Martin
Office Manager – Mrs. Marita Grebl
Preschool – Mrs. Gina Childers
Preschool – Mrs. Carrie Kaczmarek
Pre-K – Mrs. Kim McDowall
Pre-Kindergarten Assistant- Mrs. Amy Gann
Kindergarten – Mrs. Melissa Smith
First Grade – Mrs. Mary Ann Dice
Second Grade – Mrs. Catherine Vermillion
Third Grade – Mrs. Stephanie McKenna
Fourth Grade – Miss Cheryl O'Donnell
Spanish and Religion – Miss Victoria Shelton
Language Arts and Social Studies – Miss Jodie Heimann
Math and Science- Mrs. Alison Jensen
Physical Education – Mrs. Joan Hug
Computers and Art - Mrs. Vicki Knott
Music – Mr. Jason St. Claire
Title One OPS – Mrs. Kinzy Bloomquist
Cafeteria Manager – Mrs. Donna Mahoney

MISSION STATEMENT

Holy Ghost Catholic School is rooted within a caring, nurturing, and family like community. We strive to help children become life-long learners who value the gifts of the Holy Spirit.

GOALS

1. To develop an appreciation and interest in our Catholic heritage that leads to actively living the Gospel Messages.
2. To make students aware of their dignity and potential.
3. To provide students with opportunities to worship God.
4. To provide students with adult role models of Christian living.
5. To create a community that is conducive to happy and successful learning.
6. To provide a curriculum which enables students to acquire the basic knowledge and skills in academic as well as non-academic areas.
7. To prepare students to live in a changing world.
8. To develop in students a global awareness that leads to understanding and acceptance of all people.

RELIGIOUS EDUCATION

Liturgy of the Mass: The Mass is the focus of our public worship of God and the focus of our parish worshipping community. Students are taught about Mass and are given the opportunities for participating at Masses appropriate to their age levels. Prayer Services are also planned each week by a homeroom class for the entire school.

Sacramental Preparation: Students receive special, intense preparation for Reconciliation, Holy Eucharist, and Confirmation. These sacraments are reviewed annually. Second graders receive First Reconciliation before First Holy Communion. Meetings are scheduled during the year so that parents may review the content of preparation, deepen their own understanding of the sacrament being received, and help prepare their children for receiving these Sacraments.

Preparation for Confirmation involves 7th and 8th graders, and requires candidates to participate in special retreats and service activities. Confirmation is usually in 8th grade. A mastery of basic religious doctrine is required. There are also parent meetings for this sacrament.

Prayer: Daily prayer is an integral part of our school day. Students use both formal and spontaneous forms of prayer several times daily. Prayer services are planned for special feasts and liturgical seasons such as, Advent, Lent, and All Saints Day.

Instruction: Each student receives formal religious instruction daily. The instruction follows the Archdiocesan Curriculum Guidelines. Content includes Basic Doctrine, Scripture, Tradition, and Church History. Topics are taught using methods appropriate to the various age levels. Integrated with instruction is attitude formation. It is important that children have pleasant, joyful religious experiences and positive attitudes about faith, practicing faith, Church personnel, and being Catholic.

Human Sexuality: Human Sexuality, as mandated by our Bishop will be taught in grades fourth through eighth. The program that will be used is from the William Sadlier, God's Own Making series. Parents will be informed when the program begins, and receive information on the program, so that all of you are well informed.

Service: Service to others is one-way, children learn the responsibilities of belonging to a caring community. Each classroom participates in service projects during the year.

Some service projects are coordinated with parish activities, some are directed toward the parish, and others are directed toward the larger communities of neighborhood, city, country, and world.

ABSENCES, ATTENDANCE, AND TARDINESS

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and may be reported to the Nebraska Department of Education.

If a child is going to be absent from school the parent must call the school to inform the school of the absence by 8:30 am. Parents are encouraged to leave absence messages on our answering machine. Please leave the child's name, grade and date of absence.

Please send a written note to the teacher upon the child's return to school. The note should tell why the child was absent from school. We recognize that physical activities might have to be limited for some students due to certain health conditions. The principal may exclude a student from short-term physical activity (two weeks or less) by a written note from the parents. Long-term restrictions (two or more weeks) will require a written note from a doctor.

Any student coming to school late will need to stop at the office to receive a pass to enter the classroom.

Due to a new law in the state of Nebraska all schools are now required to report students who have missed 20 or more days of school to the county attorney. Due to this new law you will receive a letter from Mrs. Martin once a student has missed 5 days, 10 days, 15 days, and 20 days. A copy of the 20 day letter will be forwarded to the County Attorney upon the student missing 20 days.

Also, for every 8 tardies a student receives it will count as one absence. Please see Mrs. Martin if you have any questions about our policy.

ACCEPTING TRANSFERS

Students transferring from other schools into Holy Ghost will be automatically placed on a three-week probation period.

At the end of the probationary period, the principal will review the student's records and a decision will be made regarding the permanent placement of the student.

ADMISSION GUIDELINES

Holy Ghost Catholic School complies with Nebraska State age requirements for kindergarten and first grade students. Every family with a child or children in Holy Ghost Catholic School must be registered in the Holy Ghost Parish to receive in-parish tuition. This must be done before school registration. The annual registration occurs at the end of the third quarter in March for the following year. Registration fees are payable at this time. There is a \$215.00 book fee per student this is non-refundable. Students registering during the summer will be given a temporary placement and may be moved during the first week of school.

AFTER SCHOOL HOURS

Children may remain to do school work or participate in school activities under the supervision of a teacher. However, these arrangements have to be made with the teacher prior to them doing so. Elementary students generally are instructed to go directly home after school. In the event that a child would remain after normal dismissal time parents/guardians will be notified the preceding day.

ALTAR SERVERS

All 5th grade students will be required to attend training sessions during their 5th grade school year to become Altar Servers for Holy Ghost Catholic Church. After they are trained they will enter the scheduling rotation of Altar Servers for both School Masses during the week and Saturday and Sunday Weekend Masses. A ministry schedule is provided at Church by the East side door monthly. It is imperative that children make their scheduled times and they must find a replacement if they cannot make it.

ASBESTOS

The Environmental Protection Agency (EPA) has developed this guidance to help Local Education Agencies (LEAs) achieve compliance with the Asbestos Containing Materials in Schools regulation (40 CFR Part 763). These regulations in effect since 1986, require that public and not-for-profit non-public, elementary and secondary schools be inspected to determine the presence of asbestos containing building materials and that asbestos managements plans be developed as a result of those inspections. Our plan is located in Mrs. Martin's office.

BAND

Holy Ghost Catholic School participates in the Music in Catholic Schools program. Parents may pay for instrumental music instruction by a qualified instructor provided by the program. Arrangements for instruments are the responsibility of the parents.

BIRTH CERTIFICATE AND SOCIAL SECURITY NUMBER

Holy Ghost School complies with the State Law that a state birth certificate and a child's social security number are on file for every student entering on or after September 1, 1987. The original should be brought to the school office so a copy can be taken.

BOOK SUPPLIES AND FEES

There is a \$215.00 per student book fee that is non-refundable. Parents may need to furnish other items as needed. A supply list will be sent home during the last week of classes for the next school year. Please mark all items with the student's name. Students are responsible for all books, supplies and furniture provided for their use, and will be expected to pay for lost or damaged items. The book fee is the rental of textbooks used by each student in Holy Ghost Catholic School during the current school year. Book fees are due in March for the upcoming school year. These fees become delinquent after May 30th of the previous school year. If parents are unable to pay this fee they must notify the principal.

CELL PHONE USAGE

We as a school, understand the advantages of having a cell phone for personal and emergency use. Also, we understand that some parents want their children to have a cell phone with them at all times for emergencies or arranging ride situations, etc. However, our policy is that students do not use them in the school building during school hours. Furthermore, the student should leave the cell phone off at all times and in their backpack while school is in session. If the student is found playing with their cell phone during school hours or in class the school reserves the right to confiscate the cell phone until the end of the day. Essentially, we do not want them to be a distraction for the student or their classmates.

CHILD ABUSE AND NEGLECT

All adults are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

Nebraska State Law LB-28-710 says, “Abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- a. Placed in a situation that endangers his or her life or physical or mental health.
- b. Cruelly confined.
- c. Deprived of necessary food, clothing, shelter or care.
- d. Left unattended in a motor vehicle, if such minor is six years or younger.
- e. Sexually abused.

COMMUNICATION

Communication is the most effective way to successfully address the needs of children, parents, and teachers. It is also the most effective way to deal with concerns that are a part of any school year. When a parent/guardian has a concern, the parent/guardian should contact the teacher involved. If this does not bring a satisfactory solution, the parent/guardian may direct the concern to the principal. The school phone number is 731-5161. Please inform the school office if your home phone number or work number has changed.

CURRICULUM and TESTING

Holy Ghost Catholic School complies with the Omaha Archdiocesan Curriculum and Nebraska State Law regarding our instructional program. In addition to Religion, Holy Ghost Catholic School offers Reading, English, Spelling, Vocabulary, Phonics, Penmanship, Library Media Skills, Mathematics, Social Studies, American History, Science, Health, Physical Education, Art, Music, Spanish, and Computer Education. School professionals are committed to a quality academic program with continuing evaluation so as to ensure the best means of instruction for all students.

The Terra Nova program is administered each year in grades 3, 5 and 7 to measure student achievement. Explore is an aptitude test which will be administered to all 8th grade students.

DAILY HOURS OF OPERATION

The following schedules will be observed with regard to the school day:

Kindergarten – 8th grade 8:00 am to 3:00 pm

Preschool – 4 yr olds 8:00 am to 11:00 am (MWF)

Preschool – 3 yr olds 8:00 am to 11:00 am (TTH)

All Day Pre-Kindergarten 8:00am to 2:45pm

Students should plan to arrive at school no earlier than 7:45 am and should not be in the building or on the playground before this time. The school cannot assume responsibility for students who arrive earlier. For students who need to be dropped off earlier the parent must utilize our Child Care Center.

DISCIPLINE

Discipline is an ongoing teaching process that fosters respect and dignity for all.

Outlined below you will find the schoolwide management plan for Holy Ghost Catholic school.

1. Keep hands, feet, objects, and comments to self.
2. Listen to and follow directions from all adults.
3. Ask permission before leaving supervised area.
4. Be friendly, respectful, and caring to all.
5. Keep all non-essential items at home.

DRESS CODE

Uniforms are purchased from the Dennis Uniform Company, Gap, Target, Wal-Mart, or any store carrying a comparable product. A uniform is required for boys and girls throughout the school year. If a child comes to school out of uniform the following procedure will be followed: The parents will be called and the child will be kept in the school office until the parents bring the proper uniform. Brownie, Cub, Girl and Boy Scout uniforms are acceptable on meeting days.

Hair must be school appropriate. This means there should be no hair that may cause a distraction in the classroom this includes but is not limited to Mohawks, hair colored and “unnatural” color.

BOYS

Navy Blue or Khaki (Stone or Khaki color) trousers (NO: jeans, jogging pants, cord pants, cargo pants, or pants with rivets)

Navy Blue or Khaki (Stone or Khaki color) shorts, fingertip length (NO: boxer, gym, or cargo shorts) may be worn.

Plain White, Navy, or Blue (Carolina or Sky Blue color) knit pull over shirt with a collar or dress shirt. White turtleneck or mock turtleneck may be worn.

White or Navy Blue socks.

Hair should not be distracting for the educational environment. If you have questions please discuss with Mrs. Martin.

GIRLS

Uniform Blue plaid or Khaki (Stone or Khaki color) jumpers (grades K-5)

Uniform Blue plaid or Khaki (Stone or Khaki color) skirts (grades 6-8)

Navy Blue or Khaki (Stone or Khaki color) shorts, fingertip length (NO: boxer, gym, or cargo shorts) may be worn.

Navy Blue or Khaki (Stone or Khaki color) skort, fingertip length may be worn all year.

Navy Blue or Khaki (Stone or Khaki color) slacks may be worn all year.

Plain White, Navy, or Blue (Carolina or Sky Blue color) knit pull over shirt with a collar or dress shirt. White turtleneck or mock turtleneck may be worn.

White or Navy Blue socks.

Hair should not be distracting for the educational environment. If you have questions please discuss with Mrs. Martin.

A **Holy Ghost** designed sweatshirt or hooded-sweatshirt may be worn as part of the uniform providing a shirt with a collar is worn underneath. The Holy Ghost sweatshirts may be purchased at the uniform store or through the PTO. Also, students may wear the sweatshirts or hooded-sweatshirt that they received from the MENS CLUB for their team at **Holy Ghost** only. Plain solid colored sweaters may be worn: White, Carolina or Sky Blue, or Navy cardigan.

Solid colored tennis shoes or dress shoes may be worn. If shoes have laces or a place for shoelaces they must be worn all the time. **No clogs, crocs, or sandals are permitted.**

This is for the safety of our students. SHORTS may be worn from the beginning of school until October 1st, and may also be worn from April 1st until the end of the school year. NO: jeans, cargo pants or shorts, jogging pants, cord pants, pants w/ rivets, boxer or gym shorts may be worn at any time.

JEANS DAYS and DRESS DOWN DAYS:

If students are awarded a Jeans Day students must be in jeans and their favorite t-shirt or

sweatshirt. They may not wear sweatpants, athletic pants, or pajama pants. If students are awarded a Dress Down Day for a given reason by the principal, (these are typically given in the warmer months of the school year) student's may wear appropriate length shorts and their favorite t-shirt. They may not wear tank-tops or flip-flops.

FIELD TRIPS

Classes may take educational field trips during the school year under the teacher's direction. Parents may be asked to assist with these field trips. School buses will be used for transportation and parents/guardians will be asked to sign permission slips that will be sent home with the students several days before the field trip.

Walking field trips within the area of the school may be taken without parental consent; however, parents/guardians will be given prior notification of such walks.

We must remember that field trips are a privilege and it is possible that a student may not be permitted to go if he/she has displayed behavior that might be detrimental to the safety or education of the other students.

FINANCE POLICY

Tuition is on an automatic withdrawal system. If you have any questions about this process please check with the office.

The Parish Council has adopted the following policy: Registration and book fees must be paid in March at the end of the third quarter for the following year. All payments for tuition need to be made monthly by the 15th starting in June. If for some reason parents are unable to meet this obligation, they must contact the school office. This information will be kept strictly confidential. In serious cases of tuition non-payment, a students' enrollment at Holy Ghost may be terminated.

FIRE AND TORNADO DRILLS

The school provides for emergency drills per the law of the State of Nebraska. All procedures are approved annually by the Fire Marshall or designated law official. Students shall follow these procedures in all drills. Failure to do so will result in disciplinary action.

FOOD SERVICE, LUNCH PROGRAM, and SCHEDULES

The Federal Hot Lunch Program is available to all students. Information concerning free and reduced price lunches can be obtained from the cafeteria or in the school office. All families should apply for Free and/or Reduced lunch and allow the staff to determine whether or not you qualify. Students may pay for their lunches in advance daily, weekly, or monthly. The cost of school lunches this year will be \$1.90 and \$2.50 for adults. Milk can be purchased for thirty-cents. Extras may also be purchased. Please make sure to send payments in a marked envelope with your child's name on it and what exactly the payment is for. We ask that all lunch payments are made by check or money order and in advance. Statements will be sent out the 1st of the month. Applications for Federal Free or Reduced Lunch will be sent home the first day of school. Anyone can apply at any time of the year, so if your finances change, please contact the office. We strongly encourage all to apply.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights,

1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

GRADING

The following is the grading system used at Holy Ghost Catholic School

A-----100-93

B-----92-86

C-----85-78

D-----77-70

F-----69-0

INC-----INCOMPLETE

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework should provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and also by checking that assignments are completed. Some homework will be assigned. **If, at any time the child is spending too much time on homework, the parent should contact the teacher immediately.** The approximate length of time that should be devoted to homework is as follows:

Grades 1-2-----20 minutes

Grades 3-5-----40 minutes

Grades 6-8-----60 minutes

Concerns should first be directed to the teacher, then, if necessary to the principal.

**** If a student does not complete their homework for a given assignment the student, teacher, secretary, or principal will call home and the student will complete the assignment during their recess time ****

HONOR ROLL AND CITIZENSHIP HONOR ROLL

Students will receive Academic Honor Roll for attaining a cumulative average of 86% or higher. Students will receive Citizenship Honor Roll for no office referrals and having less than 3 signatures in the behavior log.

IMMUNIZATIONS

Nebraska Law LB 59, Rule 55 requires that each student be protected against measles, chicken pox, mumps, rubella, poliomyelitis, diphtheria, pertussis (whooping cough) and tetanus by immunizations prior to the first day of school. There is no grace period as of 1-1-94.

INTERNET

All parents and students of Holy Ghost School shall sign a "Telecommunications Policy" form. Students are expected to uphold the stated conditions while using any school internet-access computer and from home.

TECHNOLOGY AND INTERNET USE AGREEMENT

Computer access is available to students and teachers at Holy Ghost.

For those not familiar with the term, the Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. The following is the Internet use agreement and should be signed by parents, students, and teachers.

1. Network users are responsible for good behavior on the school computer network, just as they are in a classroom or a school hallway. General school rules for behavior and appropriate communication apply at school and at home.
2. The network is provided for users to conduct research and communicate (limitations apply) with others. Access to network services is a privilege given to students who agree to act in a considerate and responsible manner. That access entails responsibility. Inappropriate use may result in a suspension or cancellation of computer privileges. School administrators will deem what is inappropriate use.
3. Network users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while on-line.
4. Network users are not permitted to use computing resources for commercial purposes or product advertising.
5. Network users are not permitted to transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, or illegal material. No student user will download or load any file without the permission of his/her teacher. Students, upon accidentally arriving at an inappropriate site, must follow the procedure they have been taught by their teacher. (*"Stop, Back, Tell" - Click the stop button, click the back button, tell the teacher*)
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, or compromising security on computer systems, or computer networks may result in cancellation of the user's privileges.
7. Network users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form is not permitted.
8. Security on any computer system is essential. Students aware of any problem in the school's computers, network, or Internet connection, should notify the system administrator and/or teacher. Students must not demonstrate any potential security lapse. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
9. Network users should be aware that their use of resources can be monitored.

Violations of the terms and conditions stated above may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

MAKE-UP

Girls in grades 6-8 may wear make-up, if it is applied conservatively and in good taste. The classroom teacher and/or principal will determine if the student is within the appropriate limits. Girls that are not within the limits will be asked to remove the make-up. No make-up will be allowed in grades five and below. Jewelry may be worn, but gaudy jewelry will be removed, kept at the school office and returned to the student at the end of the day. Boys may not wear earrings.

MEDICATION POLICY

No medication shall be administered to any student during the school day without written permission from the parent, giving the school personnel authorization to administer the medicine. The medication must be brought in a container, properly labeled, including the child's name, physician's name (when necessary), and directions for administering the medication.

ORGANIZATIONS FOR THE BENEFIT OF HOLY GHOST CATHOLIC SCHOOL

SCHOOL BOARD

The basic function of the School Board is to provide an advisory role to the principal and to aid and support the education of our parish children. The members are dedicated to

providing the students with a quality education.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an organization for all parents of Holy Ghost children. All parents are encouraged to join.

HOLY GHOST WOMEN'S CLUB

The Women's Club generally finances activities and different things for the church, but also helps the school. All women are encouraged to join this club.

HOLY GHOST MEN'S CLUB

The Men's Club finances all school sports activities. They also donate to the school as needed. All parents who want their children in sports are encouraged to join this club.

NATIONAL FEDERATION OF CATHOLIC SCHOOL PARENTS

All parents from Holy Ghost Catholic School become members. The \$3.00 fee is collected with the book and registration fee. This organization will send out notices of interest to our parents concerning vital legislative matters. We are all encouraged to respond as needed to ensure the success of all our students in Catholic Schools.

PARENT / TEACHER CONFERENCES

Individual parent conferences will be held Thursday, November 3, 2011, and Thursday, March 29, 2011 from 1:30pm through 8:00pm. The dates and times could possibly change. At this time teachers will distribute report cards along with a portfolio containing your child's work. The principal may sit in on a conference at the request of the parent or teacher.

PARTIES

The Holy Ghost Catholic School Board approves three parties. They are: Halloween, Christmas, and Valentine's Day. On a student's birthday or half-birthdays children are allowed to bring treats so long as there is enough for all classmates. Party invitations can only be given during class time if everyone in the class is invited.

REPORT CARDS AND PROGRESS REPORTS

Report cards are sent home quarterly each school year. Progress is indicated in skills all related academic areas. Other areas of the child's experience such as work habits, social growth, conduct, and effort are also important parts of this report. Parent / Teacher conferences are formally scheduled at two of these reporting times. Parents should feel free to call their child's teacher for additional conferences any time they wish.

Progress reports are sent home quarterly each year. Progress reports are not a part of a student's cumulative file. They are simply an update of how a student is progressing in a given quarter.

RIGHTS OF NON-CUSTODIAL PARENTS TO SCHOOL INFORMATION

This is the policy at Holy Ghost Catholic School on the rights to school information of non-custodial parents.

Court Orders: At the time of registration and/or as the parents become aware, court orders must be presented to the principal by either or both parents.

Records:

Non-custodial parents may submit written requests for their children's records, unless a court order prohibits them from doing so.

School personnel may assume the non-custodial parent has a right to the student's records unless a court order to the contrary has been provided. School personnel does not need permission from the custodial parent to provide records to the non-custodial parent, but

they will notify the custodial parent that they intend to comply with a request from the non-custodial parents.

Conferences and Information: Non-custodial parents may attend regular parent/teacher conferences or arrange a special parent/teacher conference unless they have been restricted from doing so by a court order. General school information, such as lunch menus or announcements of school events, is not considered part of a student's records. The school is not required to provide such information to non-custodial parents, but may comply with requests if it is feasible to do so.

Other Contracts: The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classroom unless restricted by a court order or if it is determined by the principal that the visit would be detrimental to the classroom-learning environment.

Joint Custody Information: If parents have joint custody, each parent will have the same rights unless restricted by a court order. The school will require a copy of the legal document indicating who is the custodial parent and may also require identification from the non-custodial parent.

SAFE ENVIRONMENT TRAINING

Respecting All God's People Safe Environment Training

Both salaried employees and volunteers who have one-on-one contact with children in the Catholic schools in the Archdiocese of Omaha must receive the Archdiocesan Safe Environment Training and be approved by the Archdiocese of Omaha prior to having contact with the children in the schools. A complete Child Protection Policy manual is available in the school office.

SAFETY PATROL

Students in 6th, 7th, and 8th grades from the junior high will serve on the safety patrol. We hope to develop in the members a sense of sharing the responsibility for the well being of fellow students and in each student we hope to build a degree of pride and respect for all law enforcement. Safety Patrol will not be on duty if weather or extenuating circumstances might cause an unsafe situation for them.

SCHOOL PHYSICALS

Nebraska Law also requires that all students in Kindergarten and Seventh Grade must have a physical by a qualified physician before they start the school year. This also applies for students who are transferring to our school from an out of state school district. The date of the physical examination must have been within the six months prior to enrollment in Holy Ghost School. Parents shall have up to thirty days following the date of enrollment in Holy Ghost School to present evidence of the physical examination or a written objection to the physical examination.

SCHOOL PICTURES

Holy Ghost Catholic School contracts annually to have pictures taken of the school children early in the school year. Information regarding prices and days is distributed via a bulletin from the photographer through the school.

SNOW and SEVERE WEATHER SCHEDULE CANCELLATION

It is the general policy at Holy Ghost Catholic School to be open every day for the daily school hours. KFAB will announce if Omaha Parochial Schools are closed, or if there is

an early dismissal. We will always follow OPS on cancellations. If severe weather develops during the school day, students will be released according to directions provided on the child's emergency card. Parents are always allowed to pick up children in inclement weather even if school is not closed early.

STUDENT CODE OF CONDUCT

The following violations will result in disciplinary actions. Other misconduct may also result in disciplinary actions. Disciplinary actions include suspension and expulsion.

1. Violations Against Persons

- a. Assault-Staff and Any Person Other Than a Student
- b. Assault-Student (Involving Injury)
- c. Assault-Student (No injury)
- d. Fighting
- e. Verbal Abuse to Staff
- f. Weapon (Knowing Possession or Use)
- g. Any student who knowingly and intentionally possesses a firearm at school or at a school function or event off school grounds will be expelled for one calendar year from the date of the offense

2. Violations Against Property

- a. Theft
- b. Willful Damage to School Property
- c. Willful Damage to Staff Property
- d. Willful Damage to Student or Other Private Property
- e. Extortion
- f. False Alarm or Bomb Threat
- g. Arson

3. Violations Against Public Decency and Good Morals

- a. Vulgarity/Profanity
- b. Language of any kind that is Disparaging or Demeaning
- c. Bullying
- d. Sexual Harassment

4. Violations Against School Administration

- a. Truancy
- b. Unauthorized Visit to Other Campuses
- c. Repeated Violations
- d. Other Offenses

STUDENT COUNCIL

Holy Ghost Catholic School has a very active and effective student council. The purpose of the council is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in areas of academic, sports, etc.

Student Council elections are held once a year. From each class beginning with fourth grade a representative is elected to serve on the General Council. All members of the student council are encouraged to participate in the activities of the Student Council.

STUDENT HEALTH

Creighton Nursing Students will assist, support, and supplement in routine screenings. Each child will be weighed and measured and given vision and hearing screenings each

year. Parents will be notified in writing if the results are not within the normal range. However, these routine school inspections are not intended to replace medical and dental check-ups. Parents are asked to inform the school of any change in their child's general health or physical limitations. If a student is going to leave for a doctor or dentist appointment or for any other reason with a parent/guardian, you must come into school and sign them out at the front desk. Please send a note with your child.

STUDENT RECORDS

In compliance with the Federal Family Rights and Privacy Act, Holy Ghost Catholic School maintains a policy which requires that parents/guardians be given access to their child's educational records.

SUSPENSION AND EXPULSION

Children should be well behaved in school and comply with all school policies and regulations. They should respect and obey all persons in authority and be ready to accept the consequences of their own actions. The principal (or Designee) may determine that it is necessary to exclude a student from classes. The decision to exclude would be made after the principal has investigated the facts, given oral and written notice of the charges against the student and provided an opportunity for the student to present his or her version. The two possible exclusions are suspension or expulsion. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, require that a student receive counseling or restriction of extracurricular activity. It is the principal's responsibility to determine the type of exclusion and/or action recommended. Students will be given an opportunity and must assume responsibility for making up work, including tests, missed during suspension. In case of expulsion, an appeal may be made to the Pastor of the Church. All make up work is expected when the student returns from suspension. Credit will be awarded for acceptable make up work.

TELEPHONES

Telephones in the school office are for business purposes and may be used by students only by permission. A message from parents/guardians will be relayed, unless it is an emergency in which case the student will be called to the telephone.

TUITION

All tuition at Holy Ghost Catholic School will be collected via Automatic Tuition Withdrawal through the bank. It is possible tuition will be collected through garnishing wages if families fall behind.

Tuition rates for 2011- 2012:

Tuition Per Family in Parish:

One child \$2390/year \$199.17/month

Two children \$3230/year \$269.17/month

Three or more children \$3870/year \$322.50/month

Tuition Per Family Out of Parish:

1, 2, or, 3 or more children:

per student: \$3,500/year \$291.67month

(Monthly cost is based on 12 months of payments)

Tithing at Church on weekends is very important to maintaining the budget. It is suggested that "in-parish" families tithe a minimum of \$600 during the calendar year.

TUITION ASSISTANCE

HG School is committed to working with families through tough times and understands making payments on tuition is not always easy. Some assistance may be available to certain families that qualify. HG has had the Fr. Elmer Fund it is an irrevocable trust that the school cannot touch, but does get a small amount of interest on each year. This interest money and the newly formed John Riskowski Scholarship Fund (JRSF) will potentially be a means of tuition assistance for families who qualify in the immediate. The Fr. Elmer Fund & JRSF are HG sponsored. Also, the Omaha Archdiocese sponsors the Children's Scholarship Fund (CSF), which our families are able to apply for. If you think you are interested in possible assistance, please contact the office 731-5161.

VISITATIONS

Holy Ghost Parents are welcomed and encouraged to visit their child's school during the school hours but will need to sign in at the school office before going to the classroom. **IT IS ALWAYS OPEN HOUSE AT HOLY GHOST SCHOOL!!!** Please sign-in at the front office when you come to visit. Children may not visit school unless supervised by an adult.

VOLUNTEERS

Our reliance and dependence on volunteer workers is so great we could not operate our school without them. All Holy Ghost families need to complete 20 service hours per school year. All adults who interact with children in our school need to complete the SAFE Environment training required by the Archdiocese. We need volunteers to assist as reading aides, room mothers, office volunteers, playground help, field trip chaperons, carpenters, library aides, welders, electricians, classroom aides, musicians, seamstresses, at fundraisers, etc. Each family will receive a volunteer form to complete and return to the office.

***** THE INFORMATION CONTAINED IN THIS HANDBOOK PROVIDES A GENERAL DESCRIPTION OF RULES AND REGULATIONS. THE PRINCIPAL RESERVES THE RIGHT TO ADD TO, MODIFY, OR ABOLISH ANY OF THE HANDBOOK PROVISIONS WITHOUT NOTICE. *****