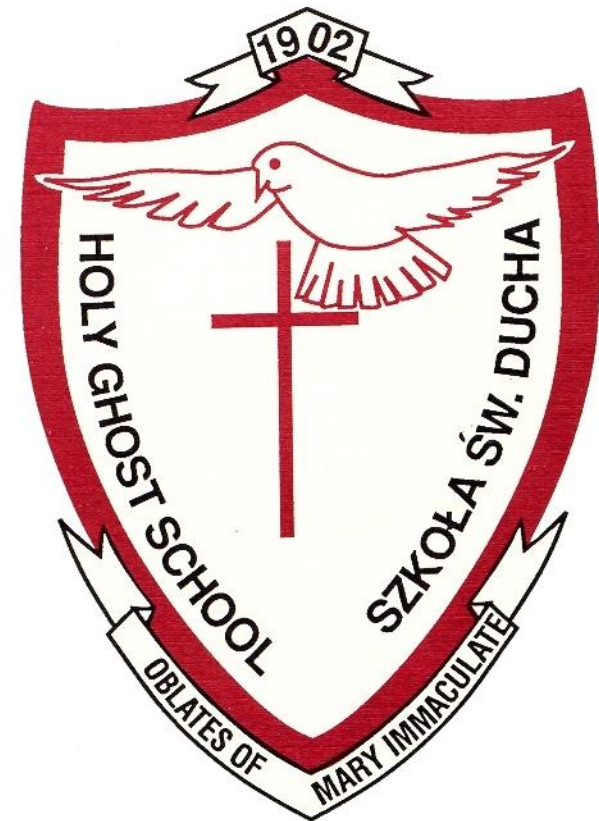


Holy Ghost School



Kindergarten – Grade 8

RETURN TO SCHOOL

I, _____ have read the
Parent/Guardian (Print Name)

“Holy Ghost School Students’ Computer Use Policy” (enclosed) along with my child(ren) and we have discussed its contents. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my child(ren)’s compliance and, hereby, give my permission for my child(ren) to use the internet at Holy Ghost School.

Parent’s/Guardian’s Signature

Student Declaration:

As a user of the Internet at Holy Ghost School, I understand and agree to comply with the enclosed rules, communicating over the network in a responsible fashion while honouring all relevant laws and restrictions.

I understand that if I purposely break any of these rules or laws, my Internet privilege will be suspended.

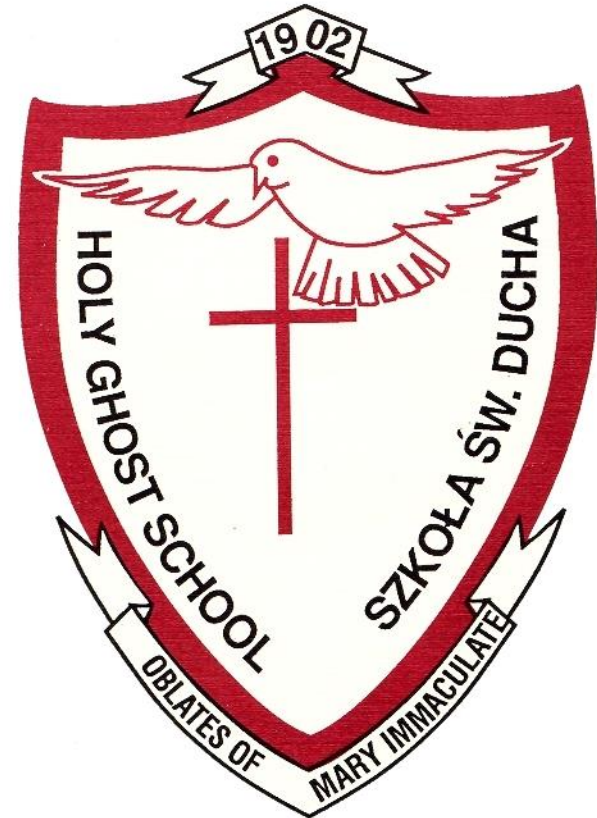
Student’s Signature

Student’s Signature

Student’s Signature

Revised: November 12, 2013

Holy Ghost School



Kindergarten – Grade 8

This booklet has been published for the information and reference of parents/guardians who have a child(ren) attending Holy Ghost School. We ask that you keep this booklet, as we will only publish another if changes should occur in future years.

The cost to replace a lost booklet will be \$5.00 and these can be obtained through the school office.

Revised: November 12, 2013

RETURN TO SCHOOL

I, _____ have read the
Parent/Guardian (Print Name)

Holy Ghost School Student Handbook and enclosures with my child(ren) and we have discussed their contents.

Both my child(ren) and I understand and agree with the school handbook's policies, procedures, rules and regulations. We acknowledge that these policies, procedures, rules and regulations are necessary for the proper management and good of the overall operation of the school.

We agree to follow and adhere to the directives within this handbook during the duration of our child(ren)'s years at Holy Ghost School.

Student's Signature

Student's Signature

Student's Signature

Parent's/Guardian's Signature

Revised: November 12, 2013

KEEP FOR YOUR REFERENCE

I, _____ have read the
Parent/Guardian (Print Name)

“Holy Ghost School Students’ Computer Use Policy” (enclosed) along with my child(ren) and we have discussed its contents. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my child(ren)’s compliance and, hereby, give my permission for my child(ren) to use the internet at Holy Ghost School.

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Student’s Signature

Student’s Signature

Student’s Signature

Revised: November 12, 2013

HOLY GHOST SCHOOL

**333 Selkirk Avenue
Winnipeg, Manitoba, R2W 2L8**

Phone: 582-1053 Fax: 582-4870

SCHOOL OFFICE

**319 Selkirk Avenue
Winnipeg, Manitoba R2W 2L8**

Phone: 582-1053 Fax: 582-4870

**Office Hours:
7:30 A.M. – 4:00 P.M.**

SCHOOL HOURS

Kindergarten - Grade 8

Monday - Friday - 8:45 - 3:30

**Website: www.holyghostschool.ca
Email: schooloffice@holyghostschool.ca**

MISSION STATEMENT
HOLY GHOST SCHOOL

We strive to educate the child in areas of spiritual, academic, and social growth, with the belief that each child is unique and gifted by God.

Recognizing that the primary educators of the child are the parents, our goal is to work closely and co-operatively with the family, to provide an environment in which each student can develop to his or her full potential.

Spiritually Our School Community Believes That We Should:

- Uphold Jesus as a role model to guide us in our daily lives.
- Strive to build a loving, caring, and supportive faith community.
- Develop our sacramental life to the fullest.

Academically Our School Goals Are To:

- Promote a lifelong love of learning.
- Challenge students to achieve academic excellence, encouraging students to work to their full potential, while recognizing individual abilities.
- Promote teacher development and professional growth.
- Educate our students through programs which follow the Manitoba Education curriculum guidelines.

Socially We Promote:

- Christian morals and values to educate students to be responsible citizens.
- Respect towards all people regardless of individual differences.
- Development of self-discipline and a sense of responsibility among students.

KEEP FOR YOUR REFERENCE

I, _____ have
Parent/Guardian (Print Name)

read the **Holy Ghost School Student Handbook** and enclosures with my child(ren) and we have discussed their contents.

Both my child(ren) and I understand and agree with the school handbook's policies, procedures, rules and regulations. We acknowledge that these policies, procedures, rules and regulations are necessary for the proper management and good of the overall operation of the school.

We agree to follow and adhere to the directives within this handbook during the duration of our child(ren)'s years at Holy Ghost School.

Student's Signature

Student's Signature

Student's Signature

Parent's/Guardian's Signature

Revised: November 12, 2013

(see over)
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PARENT COUNCIL/ASSOCIATION

The Parent Council/Association or Parents' Guild is meant to help with school activities for the students. This is a volunteer group which relies on personal commitment not appointment or election of officers by the general school community.

This group could help with organizing, planning and/or just being a helper with activities that will help make our students' school experience more rewarding.

The 2003/2004 school year was the first year for our Parent Council/Association. We hope many of you will get involved so that the time commitment can be spread out among more individuals.

BOARD OF DIRECTORS/SCHOOL BOARD

The Board of Directors (School Board) consists of volunteers who are either elected, or appointed, (by the Pastor). Each member serves a 3-year term and can run for re-election for a second 3-year term.

The board meets on the third Thursday of each month.

The board's responsibility is to set policies, provide direction and to deal with the business aspects of running the school; (budgets, staffing, physical plant). They also deal with directives from the Provincial Department of Education (Manitoba Education Training and Youth).

Anyone interested in becoming a school board member can call the school for information.

The annual general meeting and elections take place in November.

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HOLY GHOST SCHOOL

RULES AND REGULATIONS

ATTENDANCE

Attendance to all classes is compulsory, unless there is a valid reason for absence such as an illness, a doctor's appointment or an urgent family matter. In such cases **the parent or guardian is required to phone the school secretary prior to 9:15 a.m.**

Absence from school without permission or a legitimate reason is truancy. A student who is truant will be requested to have a conference with the parents/guardians and the principal.

If a child must leave the school early for a valid reason a letter of permission must be received by the teacher from the parent/guardian. All students must be picked up at the administration building if they are leaving the school early.

When a student misses any school it is his/her responsibility to find out what work has been missed and complete it for the scheduled class.

Extended vacations during school time are strongly discouraged, as they have proven to have a negative effect on the academic progress of most students. Long periods of school absence could result in the retention of the student in their current grade. It is the parent's/guardian's responsibility to ensure their child completes all work if they will be absent, (preferably before they leave). Teachers cannot provide personal tutoring.

Students in grades 7 & 8 are required to write final exams in June in any of the five major subject areas of English Language Arts, Mathematics, Science, Social Studies and French if they do not maintain an average of 80% or higher in that particular subject. Students missing an exam without a valid reason will receive a score of zero on the exam, which may result in possible failure.

CONTRIBUTION/REGISTRATION FEES

Contribution/registration fees are reviewed annually and are adjusted as required to meet budgetary projections. Any changes are announced by The Board of Directors as soon as is possible.

Fees can be paid in a single instalment on or before September 30th or they can be paid in two instalments: September 30th and November 30th.

If you choose to pay in two instalments, there is an additional service fee of \$25.00, which is non-refundable.

Any fees not paid in full by November 30th will be assessed a \$100.00 late payment charge. Any NSF cheques will carry a service fee of \$25.00.

VOLUNTEERS

Parents/guardians are the first and most important educators of their children and play a major role in the success of their child at school. Besides being involved in their child's education at home, parents/guardians may also choose to assist at the school with any special skills they may have. Some ways parents/guardians can help at school are:

1. Assisting teachers
2. Help supervise field trips
3. Work in the library
4. Volunteer to read with children
5. Coach school sports teams
6. Participate in fund raising
7. Become a school board or parent council/association member
8. Help with building/maintenance issues
9. Bingo
10. Phone Committee

If you would like to volunteer in any of these areas or you have other special skills, speak to your child's teacher, or call the school office at 582-1053.

CHILD ABUSE

Provincial Law requires all/any adults to report physical abuse, sexual abuse, or neglect of children to authorities. Any staff member or parent/guardian who knows or has reason to believe that a child is being neglected or abused is under legal obligation to report this to Child and Family Services of Manitoba. The Law assigns the responsibility for determining the existence of maltreatment to Child and Family Services of Manitoba.

SCHOOL/CHURCH PARKING LOT

The school/church parking lot is for the use of the staff of the church and the school.

Parking or stopping by parents/guardians is not allowed in the school/church parking lot during regular school days between 7:00 a.m. and 6:00 p.m.

This policy was set by the school board in order to minimize traffic in this area for the safety of the students.

Parents/guardians must park on the adjoining streets and walk their child to or pick their child(ren) up from the schoolyard. Parents/guardians should then drive off to make room for more vehicles. In order to facilitate smoother traffic flow, it would be beneficial for parents to drive **from East to West** on Pritchard.

Parents/guardians who enter the parking lot during school hours will receive a written notice to stop this practice immediately because they are breaking a school policy and jeopardizing the safety of students.

If this request is ignored the school board committee in charge of parking will meet with the parents to discuss the need to follow the policy.

LATES

The school day begins at 8:45 a.m. It is important for students to learn the value of being punctual so they must endeavour to arrive at school on time.

Any students arriving after 9:00 a.m. must report to the office.

The first **two** times a student is late he/she will be given a verbal warning. The **third** time the student is late, he/she will be given a note to be signed by the parents/guardians. If the student is late on a recurring basis, parents/guardians will be contacted in order to rectify the problem. Between 9:00 a.m. and 3:30 p.m. the school doors should not be opened by parents/guardians or students. For safety reasons, the doors should only be opened by school staff.

Anyone needing entry to the school should report to the office.

BEFORE AND AFTER SCHOOL

For safety reasons, parents/guardians should not drop their children off at the school before 8:30 a.m. and should pick them up at 3:30 p.m. or shortly after, as there is no outdoor supervision available before or after school. Students should not be in the school or office unless they are with a teacher. Students may report to the office or to any teacher for necessary assistance if a problem arises before 8:45 a.m. or after 3:30 p.m.

Families requiring BEFORE/AFTER SCHOOL care should call the office.

Students who are not in a supervised program/activity or the After School Program after 3:30 p.m. should wait for their ride in the school grounds behind the school. Any students not adhering to the school rules will receive a verbal warning followed by a note to parents/guardians. If the behaviour problem continues parents/guardians will have to make arrangements to pick their child(ren) up at 3:30 sharp.

Holy Ghost School is closed at 4:00 p.m. and all students must be picked up by this time or go to the After School Program.

Teachers will sometimes keep students past 3:30 to help them with their schoolwork. If it is an inconvenience, parents/guardians should advise the teacher and arrange a mutually convenient time.

DRESS CODE

Holy Ghost School has a school uniform for all students from grades 1-8. The uniform consists of grey dress pants, (or culottes, and skirts for the girls), a white polo shirt with the school crest, and a maroon sweater with the crest. The uniform must be neat with the shirt tucked into the pants or skirt. The pants must be neatly hemmed. **All school uniforms must be purchased from the school supplier to ensure that they are consistent in colour and style.**

Students are required to wear non-skid, non-marking, black sole shoes or runners **with a heel or sole no higher than 1 inch (for safety reasons)**. Students are required to have indoor and outdoor footwear.

Girls are allowed to wear studs or small looped earrings, in the earlobes only. Boys are not allowed to wear earrings anytime during the school day or during school events/activities.

Large distracting jewellery is not allowed. Students may wear a small religious chain, a simple ring, and a watch. All jewellery must be removed before gym class.

Hairstyles must be reasonable. Extreme hairstyles and extreme colours will not be tolerated. Hair must be clean and tidy and boys' hair must not be longer than their collar or shorter than 1/4 inch in length.

Students are not allowed to wear make up in school. Girls may wear clear nail polish or neutral colours and lip-gloss in school but cannot bring any nail polish to the school. Students may be asked to remove extreme colours of nail polish based on the teacher's discretion.

Any violation of this policy will result in a notice of the infraction from the teacher to the student and parents. Infractions must be corrected by the next school day.

Students who do not follow the Dress Code policy will receive a verbal warning from the teacher. Students who have a second infraction of the same policy will be given a note to be signed by their parents/guardians. If the problem persists, the parents/guardians will be contacted to discuss the matter. No spandex or jean material is allowed to be worn within the school, except on predetermined theme days.

The school is not responsible for any forgotten or lost jewellery or clothing.

LIBRARY

Students are encouraged to borrow books frequently, but must return these books by the due date and in the same condition as when they were borrowed. If these conditions are not met, a student's library privileges may be suspended until the problem is resolved. Students are responsible to pay for lost or damaged library books.

Textbooks which are lost or damaged must be paid for by parents/guardians.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the school day without prior **written permission** from their parents/guardians. This includes after school if they are waiting to be picked up by their parents/guardians. Once students leave the school grounds, they should be on their way home.

CODE OF CONDUCT/ADDRESSING CONCERNS

All members of the Holy Ghost School Community will strive to act in a manner that is consistent with the values of our Catholic Faith. Parents, guardians, family members, all staff and board members are expected to treat others with respect and courtesy. If disagreements should occur, it is expected that they be managed in a fair and consistent manner.

Procedures for settling disagreements:

1. In all matters, issues should be discussed with the parties concerned at a meeting held as soon as possible, at a mutually agreed upon time, in an effort to resolve the concerns.
2. If this meeting fails to resolve the issue at hand, the parties should arrange a meeting with the school administrator.
3. The School Board will only consider the review of any outstanding issue after the completion of steps 1 and 2.

The School Board will deal with infringements of this code on an individual basis. Inappropriate behaviour will not be tolerated and will be dealt with accordingly.

ATHLETICS

Holy Ghost School participates in the Manitoba Catholic School Sports Association in various sports such as volleyball, basketball, badminton, and track and field.

It is the parents'/guardians' right to determine if they would like their son or daughter to try out for a school team and permission slips must be signed by the parent/guardian to allow their child to participate. Depending on the number of students trying out for a team, cuts may be required. Once a student has been selected to play on a team they are expected to complete their commitment for the full length of the season.

Team members will be dismissed early from school when they are required to travel to games at other schools. The team will travel by public transit to the games if we are unable to get volunteer drivers. It is the parents'/guardians' responsibility to arrange transportation to and from activities for their child. Parents/guardians are expected to have their child picked up from games and/or practices by 5:00 p.m. (unless advised otherwise).

Students who don't make the school team may choose to play intramurals. Suspension or dismissal from the team may occur if the student does not represent the school team properly, if he/she does not keep up his/her marks, or if they miss too many practices.

FIELD TRIPS

At times students will be leaving the school to go on a field trip. A letter of permission will be sent home at least two days prior to the field trip explaining where and when students will be going. Students must return this letter signed by the parent/guardian allowing the student to go.

If a student does not return a letter with prior written permission, he/she will not be able to go and will have to remain at school. **Written permission**, not oral, is needed by the school for field trips.

STAFF MEETINGS

Staff meetings will be held every second Thursday of the month (unless notified otherwise). Students will be dismissed at 2:00 p.m.

HOMEWORK

A student's level of success in school depends upon the manner in which studies are approached. A successful student attends classes prepared, studies daily, and completes homework by the due date.

Homework includes completing specific work assigned by a teacher, reviewing daily work, studying for future tests and doing additional reading. Students needing help with homework, or with a specific assignment should make arrangements with the teacher.

Students should devote a minimum of 30 minutes each day in grade 3, 60 minutes each day in grades 4 - 6 and 90 minutes each day in grades 7 & 8 in order to experience success in school.

If a student does not complete 3 assignments in the term the teacher will send a note home to be signed by the parents/guardians. If a student fails to complete a further 3 assignments in a term the teacher will call the parents/guardians to discuss the problem. If the problem continues with 3 more incomplete assignments the teacher will set up a meeting with the parents/guardians, student, teacher and principal in an effort to rectify the problem.

SCHOOL DETENTIONS

School detentions are given for an infraction of a school rule, incomplete homework assignments, or for recurring lateness. When students are given a detention, they must serve it at the teacher's discretion. **If the student will be detained later than 4:00 p.m., the teacher will phone a parent/guardian to advise them.**

BEHAVIOUR

- A. Each and every student has the right to:
1. The environment of a Catholic Community within the school.
 2. Professional, conscientious teachers.
 3. Fair and consistent discipline.
 4. An orderly environment in which to work and study.
 5. Reasonable and challenging work expectations.
 6. A complete and well-planned curriculum as outlined by the Provincial curriculum.

B. Each and every student has the obligation to:

1. Contribute to the development of a Catholic Christian Community.
2. Respect the rights of fellow students and teachers.
3. Work to fulfill his/her potential.
4. Follow the school rules.
5. Share his/her talents with others to promote mutual educational development.
6. Foster the good name of the school.

C. Students may be suspended or expelled for serious breaches of school discipline, including:

1. Theft within the school environment.
2. Serious wilful damage to the school.
3. Gross insubordination.
4. Disruptive behaviour.
5. Truancy.
6. Physical violence/intimidation.
7. Severe verbal abuse/intimidation.
8. Racism/discrimination.
9. Pornography.

For minor breaches of discipline, a student will be warned and given the opportunity to modify his/her behaviour. If the situation is warranted, the parents will be notified.

Where the breach of discipline is serious enough to warrant suspension, the parents shall be advised that their child is being suspended. The maximum period of suspension shall not exceed one week. In-school or out-of-school suspension is up to the discretion of the administration. Students who are suspended are not allowed to participate in extra-curricular activities during the time of the suspension.

In serious cases, the principal may expel a student, in consultation with the school board and/or Pastor.

EXAMS

Students in grades 7 & 8 write exams in the 5 major subject areas of English Language Arts, Math, Science, Social Studies, and French, in January and June. These exams are cumulative in nature. Students averaging 80% or higher in any of these 5 major subject areas, (90% in spelling), will be exempt from writing the final June exam in that subject and will not have to attend school the day of the exam.

TRANSFERS

Parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. A transfer card from Manitoba Education Training and Youth, (Dept. of Ed.), will be filled out and forwarded to the receiving school.

SHOPS/INDUSTRIAL ARTS

The grade 7 & 8 students attend Shops at a public school once a cycle. The schools and times available are determined by the public school division involved and can change from year to year. At this time Holy Ghost School covers all costs and fees, (approximately \$350.00/student), pertaining to the shops program, however, this is subject to annual review.

CALENDAR

Each family will receive a school calendar, listing the monthly activities for the following month. Students will receive this calendar the last week of each current month. If your child forgets to give you this calendar of events, please ask him/her for it.

If an event on the calendar should change due to unforeseen circumstances, a letter will be sent home notifying parents/guardians of the change.

REPORTING TO PARENTS/GUARDIANS

Report Cards are provided to parents/guardians three times a year: in November, March, and June. This provides a record of student achievement, work habits and attendance.

The report cards in November are followed by compulsory student conferences. The March reports will be followed by optional parent-teacher interviews. This provides an opportunity for discussion of student progress and ideas for parental involvement at home.

In addition, teachers may send notes home or contact parents/guardians by phone to discuss areas of concern. **Parents/guardians are encouraged to initiate communication with teachers if they have any concerns.**

PROMOTION/RETENTION

Promotion or retention of students in grades K-3 will be determined by the teacher's judgement in consultation with the parents/guardians. Promotion will be based mainly on academic performance, but other factors such as emotional, physical, and psychological maturity will be considered. Parents/guardians will be notified of any concerns of retention by the second reporting period in March so that they can work on difficulties the child is experiencing before the final report.

In grades 4 - 8 the standards for retention are more objective but the teacher's judgement is still an important factor. If a student fails more than 2 major subjects and does not upgrade his or her marks in summer school, promotion would be very unlikely.

Parents/guardians will be informed of a child's difficulty and the steps required to rectify the problem by the second term report card in March. If an improvement does not occur, the possibility of retention or summer school is highly probable.

D. Classroom Behaviours and Expectations:

1. Students must come to school prepared with the proper books, materials, and completed homework; and with the proper attitude to learn.
2. Students must behave properly and politely in class and not be disruptive to their classmates.
3. Students are responsible for completing their homework assignments on time and up to their best capability.
4. Students must co-operate with every teacher or helper in the classroom.
5. Students must always demonstrate their best manners to all teachers, classmates, and visitors to the school.
6. Students must respect the rights, feelings, and property of others.
7. Violence will not be tolerated in the school and could result in suspension or expulsion.

E. Student Behaviour During Lunch

1. Students are expected to stay at school for lunch unless they have written permission from parents/guardians to go home.
2. Students will eat their lunch from 11:45 noon to 12:15 p.m. in their classrooms. Students must follow classroom lunch rules or they will be required to eat lunch alone in the administration building. If problems continue parents/guardians may be asked to pick the child up for lunch and return the student to school at 12:40.
3. Students should be ready to go outside for lunchtime recess at 12:15 p.m. until 12:40 p.m. Students are not allowed back into the school without a teacher's permission.

ALSO: Please refer to the enclosed:

1. **Students' "Code of Conduct".**
2. **Computer Acceptable Use Policy.**

ACCIDENTS OR ILLNESS

Any accident occurring on school property should be immediately reported to the office where first aid treatment and emergency services will be provided as needed.

In case of a serious injury, every effort will be made to contact the parents/guardians of the student. If necessary, a ride will be provided to the hospital or an ambulance will be called.

Children will not be allowed to remain indoors for recess without a medical certificate from the doctor. Parents are requested to keep sick children at home for the well being of their child and all students concerned.

Students who miss the majority of the school day due to illness will not be permitted to take part in any extra-curricular activities on that day.

If a child becomes ill while at school, he/she will be taken to the nurse's room to rest while parents are contacted to pick him/her up.

Due to health and safety concerns, pets are not allowed in the school, - (unless pre-arranged with the classroom teacher).

MEDICATION

Medication should not be sent to school unless absolutely necessary. Parents who need to have medication administered to their child must complete the "Administration of Prescribed Medications" form and the "Acute Health Care Form". If medication is required, or requires a specific method of administration (injection, inhalation, etc.) it is the responsibility of the parent/guardian to inform the teacher beforehand.

No medication should be brought to school without the "Administration of Prescribed Medications" form. All medication must be in the original container.

It is recommended that all medication be timed so that it is administered at home.

PERSONAL BELONGINGS

Students should not bring toys, games or electronic equipment/devices to school. The school is not responsible for damaged, lost, or missing items.

USE OF THE TELEPHONE

Students will not be allowed to use the telephone unless they need to make an urgent call.

Cell phones should not be brought to school.

Transportation home or to activities/games should be prearranged at home before students come to school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents/guardians must immediately notify the office and their child(ren)'s teacher(s) of any change in their address or telephone number so teachers can update their files.

WEATHER POLICY

Students will be allowed to stay indoors if the combined temperature and wind-chill is colder than -27 degrees Celsius.

It is the parents'/guardians' responsibility to ensure that children are dressed appropriately for weather conditions.

SCHOOL CLOSURE

In case of an emergency school closure, an announcement will be made in the morning on CJOB, CKJS(810), CKY 58 & 92 CITI FM, Q94 FM, BOB 99.9, HOT 103, QX 104 FM, CBC.

Please note that if Winnipeg School Division Number 1 closes their schools due to a storm, Holy Ghost School will also be closed. However, re-opening may vary, so you must check the above noted radio stations daily after a closure.