



# HOLY GHOST SCHOOL

319 Selkirk Avenue  
Winnipeg, Manitoba, R2W 2L8

Phone: 582-1053 Fax: 582-4870

Office Hours:  
7:45 A.M. – 4:00 P.M.

## SCHOOL HOURS

Kindergarten - Grade 8

Monday - Friday - 8:45 - 3:30

Website: [www.holyghostschool.ca](http://www.holyghostschool.ca)  
Email: [schooloffice@holyghostschool.ca](mailto: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.

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# **HOLY GHOST SCHOOL**

## **RULES AND REGULATIONS**

### **GENERAL INFORMATION**

The school opens at 7:00 a.m. and closes at 5:30 p.m. Teacher supervision is from 8:30 a.m. until 3:30 p.m. At 8:45 a.m. classes are called in (earlier in inclement weather). Students are dismissed at 3:30 p.m. Students who arrive prior to 8:30 a.m. and are remaining after 3:45 p.m. will be taken to the before and/or after school program and parents will be billed for the service.

Students playing on interscholastic teams must have a ride arranged for 5:00 p.m. after all practices and games (home and away).

### **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 required 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. Please try to schedule all medical appointments during in-service days. All students must be picked up and signed out at the administration office if they are leaving the school early. Under no circumstances will a child be permitted to leave the school grounds alone during the day for any reason.

When a student misses any school it is his/her responsibility to find out what work has been missed and must 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 midterm exams in January/February and final exams in June in any of the four major subject areas of English Language Arts, Mathematics, Science, Social Studies 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.

### **PUNCTUALITY**

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 PROGRAM**

Students who arrive prior to 8:30 a.m. and who remain after 3:45 p.m. must go to the Before and/or After School Program. Families are billed for this service. Before School Program starts at 7:00 a.m. and ends at 8:30 a.m. and After School Program starts at 3:45 p.m. and ends at 5:30 p.m.

Families using the Before/After school program will be charged a rate of \$5 for one child per hour, \$7 for two children, and \$10 for three and any additional per hour. Students who are picked up after 5:30 p.m. will be charged a late fee of \$5 for the first 15 minutes, \$10 for 30 minutes, and \$20 for 1 hour.

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.

Students who are not in a supervised program/activity or the After School Program after 3:30 p.m. should wait for their ride on the school grounds. If a student is not picked up by 3:40 pm they must attend the Before/After School Program. 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.

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.

### **ARRIVAL AND DEPARTURE PROCEDURES**

At pick up and drop off times, parents are asked not to loiter in the hallway or to accompany their child into the classroom. This will minimize classroom disruptions and help build your child's independence. Parents are welcome to wait in the gathering area for their children at the dismissal time, however, are asked to exit the school immediately to ease congestion in the waiting area and ensure the safety of our students and staff in case of emergency.

Transportation to and from school is the responsibility of the parents. To ensure your child's safety parents are to drop off and pick up their children at the back of the school only. Parents dropping their children off or picking them up using the loop in the back of the school are to enter the loop from the west side only and exit the loop to the east side turning right on Pritchard Avenue. Parents that need to re enter the loop are allowed to turn left. Our school patrols will assist helping your child enter and exit the vehicle.

### **LUNCH**

Students will eat their lunch from 11:45 a.m. to 12:15 p.m. in their classrooms. It is the parents/guardians responsibility to provide nutritious lunches and snacks. The food provided must be nut free, fish and shellfish free. A microwave is not accessible for student use.

### **UNIFORM - DRESS CODE**

Holy Ghost School has a school uniform for all students from grades K-8 and a physical education uniform for all student in grade 2-8 The school uniform consists of grey dress pants (no shorter in length then the top of the shoes), shorts (Maximum 6 cm above the knee in length), skorts or tunic for the girls (Maximum 6 cm above the knee in length), a white polo shirt with the school crest, and a maroon sweater with the crest. The physical

education uniform consists of a grey t-shirt with school logo and maroon basketball shorts. Students are required to wear grey, black, or white socks/tights. The uniform must be neat with the shirt tucked into the pants/shorts or skirt. The pants must be neatly hemmed and. **All school uniforms must be purchased from the school supplier to ensure that they are consistent in colour and style.** No spandex or jean material is allowed to be worn within the school, except on predetermined theme days.

Students are required to wear **black indoor** footwear **with a heel or sole no higher than 1 inch (for safety reasons)**. Shoes must have closed toe and heels. 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/unnatural 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. Detention/suspension may be enforced.

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

### **CASUAL/COLOUR DAYS**

Casual/Colour days are held throughout the school year in support of missions or during spirit days. The following clothing items are **not permitted**: short shorts, miniskirts, transparent clothing, tank, halter or tube tops, tops that expose the midriff, shirts with inappropriate sayings or logo/designs, no flip flop shoes.

### **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. Detention/suspension may be enforced.

### **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/school administration discretion. Students may be required to serve before or after regular school hours. **If the student will be detained the teacher/school administration will advise the parent/guardian.**

### **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 5 days. In-school or out-of-school suspension is up to the discretion of the school 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.**

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 am 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 office. 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.

## **BULLYING**

Bullying is the deliberate and generally repeated attempt by an individual or group to hurt through words and/or actions against another person or persons. Bullying will NOT be tolerated. When a student displays unacceptable behavior, school administration and/or teachers will enforce consequences. Bullying includes, but is not limited to, the following forms:

*Physical:* gesture, slapping, hitting, choking, poking, punching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friend, threatening with a weapon, or inflicting bodily harm.

*Verbal:* name calling, gossiping or embarrassing another, spreading rumors, ethnic slurs, taunting, teasing, threatening phone calls, threats of violence against family or friends.

*Social:* rejecting, excluding, manipulating, and ignoring.

*Electronic:* threatening emails, phone messages and/or text messages, rumor spreading through electronic means, invasive pictures on web-sites designed to criticize, threaten and/or harass.

## **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.

**Parents are requested to keep sick children at home for the well-being of their child, all students and school personnel concerned. When the child comes back to school they should be able to handle all school activities including outdoor recess. Children will not be allowed to remain indoors for recess without a medical certificate from the doctor or only under special circumstances with the discretion of the school administration.**

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 office 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, clearly labeled with the student's name, frequency of administration, name of prescribing physician, name of pharmacy, name of medication, and dose.

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

### **PERSONAL BELONGINGS**

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

### **USE OF THE TELEPHONE**

Students have access to a courtesy phone for important/emergency issues. Transportation home or to activities/games should be prearranged at home before students come to school. Parents are asked NOT to text or phone their child during the school day, should there be an urgent need to contact your child please call the school office and leave a message.

### **ELECTRONICS**

Students are **not** permitted to have in their possession any electronic devices. Electronic devices may include but not limited to smart phones, mp3 players, digital cameras, electronic gaming toys, etc. The usage of such devices is **NOT** allowed on Holy Ghost School property during school hours or in the Before and After School Programs. The potential distractions/disruptions and privacy violations caused by texting or camera phone use during these times warrants this policy.

Students who violate this policy will have their electronics confiscated and face disciplinary actions. Please note that every adult within the school (regardless of the role he or she has within the school) has the responsibility to protect the learning environment and privacy of all students/staff and have the ability to confiscate any student's electronic device.

### **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, Facebook.

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.

## **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 and March are followed by mandatory parent/teacher conferences. 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/email 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.

## **EXAMS**

Students in grades 7 & 8 write exams in the 4 major subject areas of English Language Arts, Math, Science, Social Studies, in January and June. These exams are cumulative in nature. Students averaging 80% or higher in any of these 4 major subject areas, will be exempt from writing the final June exam in that subject and will not have to attend school the day of the exam.

## **DIVINE LITURGY**

Prayer and liturgy are an integral part of our school life. Parents and Guardians are invited to join us for our prayerful celebration each month at Holy Ghost Church. Please check our school calendar for scheduled mass dates/times.

## **SACRAMENTAL PREPARATION**

Through Catholic Education, students are readied to take their place in society in view of the gospel message of Jesus Christ. Prayer, sacraments, liturgy instruction and service are all ways in which Holy Ghost instills Catholic Christian values to help our students grow in their faith. Prayer, Worship, and Service remains as an integral part of the school community. Our teachers begin each class with prayer. Our students attend monthly mass to celebrate the Eucharist, receive the sacraments at our parish church, Holy Ghost, and offer service to our school and parish community.

Students at Holy Ghost receive the following sacraments:

- Reconciliation
- First Communion
- Confirmation

## **APPOINTMENTS WITH STAFF MEMBERS**

Parents who wish to make an appointment to see a teacher or the principal, must call the school to arrange for a convenient time. Parents are asked to express their concerns regarding their child to the teacher before going to the principal.

## **TRANSFERS**

Parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school.

## **RE-REGISTRATION**

All returning students must complete the re-registration form **annually**. Families with multiple children returning to the school are required to submit re-registration forms for **each** child. This form will be distributed to current students in early February. The deadline to submit re-registration forms by March 1<sup>st</sup>. The re-registration form must be returned along with the non refundable re registration fee of a \$100 to complete the re-registration process. **Holy Ghost School reserves the right where no re-registration has been received by the deadline to declare the space vacant and to allocate that space to a new student.**

## **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 installment on or before September 15<sup>th</sup> or the fees can be paid in monthly installments.

Payments may be made by debit, cash, cheque (payable to Holy Ghost Church) as well as by credit card (Visa/Master Card). Please note that if you choose payment by credit card a 2 % surcharge fee will be applied to the payment amount.

If you choose to pay in monthly instalments, there is an additional service fee of \$30.00, which is non-refundable and not applicable towards income tax receipts.

## **C.A.P (Contribution Assistance Program)**

C.A.P. has been put in place to provide a one-time assistance to families who may need it. Applications and more information please contact the school office during regular office hours.

## **AWARDS**

Every child has a special gift that deserves recognition. Numerous awards will be presented during school assemblies throughout the year, for a variety of activities covering academic, social and moral development areas. In June, scholarships and bursaries are awarded to students achieving personal excellence.

## **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

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.

## **AUTOMOBILE LIABILITY INSURANCE LIMITS**

This applies to those parents and teachers who may utilize their own personal vehicles on behalf of the school. This would include driving to and from a school related or sponsored activity including games, outings and any related school activities. Upon the advice of our General Insurance Broker, we would suggest that you please review the Third Party Limit provided with your Autopac Insurance. The basic Third Party Limit in Manitoba is \$200,000.00, however, we would encourage that higher limits be considered for your own personal protection. Please check your Insurance Registration card as you may already carry an increased Third Party Limit. Higher limits are available at a very minimal charge and can be obtained by contacting your local Agent or Broker. If you have any questions or items of concern, please contact the office.

Parent drivers should only accommodate as many children as they have seat belts, and must ensure that the seat belts are used at all times during transportation. Parents should travel directly to the field trip and back, without making any undesignated stops.

## **FUNDRAISING**

The school relies on fundraising projects from which the proceeds are earmarked for specific needs. Some of the fundraising activities at HGS are listed below: Chocolate sales, Booster Juice Coupons, Annual Gala, Christmas Bake Sale etc.

## **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. The students are required to attend the shop classes during early dismissal days.

## **CALENDAR**

The school calendar can be found on our website as well as in our monthly newsletter.

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

## **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.

Students are expected to continue to follow school rules during field trips. They are also expected to follow any additional rules laid out by the site to be visited. Student must remember that they represent Holy Ghost School and **MUST** behave accordingly.

## **STAFF MEETINGS AND EARLY DISMISSAL TIMES**

Staff meetings will be held every second Thursday of the month (unless notified otherwise). Students will be dismissed at 2:00 p.m. The Before and After School Program is offered to families earlier on these days. Please note however there will be **NO** After School Program on the last day of classes before Christmas break or on the last day of class before summer vacation.

## **LIBRARY**

Resources signed out of the library are responsibility of the borrower. Borrowed books must be returned to the library on time 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 the replacement cost for lost or damaged library books.

## **TEXTBOOKS**

Students are issued textbooks at the beginning of September and are expected to take good care of them. If the textbook is required to be taken home for homework, the student must return with it the following day. If a textbook is misused, defaced, or lost, the student is required to replace it at the replacement value set by the school.

## **SAFETY PROCEDURES**

**Fire Drill:** Students, staff and all visitors are required to evacuate the school, walking in a quiet and orderly fashion and meet in their designated areas according to the safety instructions that they are given. Once it is deemed safe to re-enter the building by the authority in charge everyone will then be allowed to enter the building.

**Hold and Secure Drill:** All exterior doors are locked and monitored, only known individuals will be permitted to enter the building. The classrooms are to close their doors and keep them locked and continue with regular teaching/activity. Hallways are to remain clear. Recess breaks will be held indoors. Students will not be permitted to leave the building unless their parent/guardian takes custody and control of their child.

**Lockdown Drill:** Students remain in the classroom, regular activity stops, all doors are secured and the students remain inside the room until instructed by the safety authority figure to resume their regular activities. All exterior doors and windows are locked, and window coverings are put into place. **Under no circumstances IS anyone permitted to enter or leave the building.** Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate.

## **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.

## **CHILD ABUSE**

Provincial Law requires educators and anyone working with children 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 7:30 a.m. and 4:30 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 West to East** on Pritchard Avenue.

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.

### **PARENT COUNCIL/ASSOCIATION**

The Parent Advisory Council is meant to help with school activities for the students. This is a volunteer group which relies on personal commitment.

This group meets each month and helps with organizing and planning activities that will help make our students' school experience more rewarding.

### **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 each month.

The board's responsibility is to set policies, provide direction and to deal with the financial aspects of running the school. 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.