Holy Ghost Catholic School
Serving Families Since 1953

A 2009 United States Department of Education
National Blue Ribbon School of Excellence

6201 Ross S.E.
Albuquerque, New Mexico 87108
(505) 255-1563 FAX: 262-9635
www.holyghostcatholicschool.com

Parent-Student Handbook
2016-2017

Revised January, 2016
January 24, 2016

Dear Parents,

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

Saint John Chrysostom

On behalf of our pastor, Reverend Mark A. Schultz, and our staff, I extend a warm welcome to you and your family and thank you for joining the Holy Ghost Catholic School (HGCS) community. In choosing HGCS, you have demonstrated a commitment to the values and philosophy of a Catholic education. We look forward to working together in the coming school year to promote in your student’s academic excellence, artistic expression, physical fitness, spiritual development, and commitment to serving others as Jesus did in the context of the teachings of the Catholic Church. In addition, as a community we will continue to be responsible to care for creation as directed in the teachings of our Church.

Please take time to read this new edition of the 2016-17 Parent-Student Handbook. This handbook reflects the policies of the Archdiocese of Santa Fe Catholic School Policy Manual and HGCS. The section marked Parents’ Role in Education is especially important. It describes our belief in the creation of a strong partnership between your family and the school, a partnership based on mutual respect with God at its center.

All parents are required to sign the HGCS agreements that state that you agree to abide by the policies of HGCS. Please read this document carefully.

May God bless each member of our community as we begin another successful year. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Noreen Duffy Copeland, Ph.D., Principal
Table of Contents

ARCHDIOCESE OF SANTA FE CATHOLIC SCHOOL POLICY MANUAL (ASF/CSPM) .................................................. 7
Mission Statement of HGCS .................................................................................................................................. 7
Philosophy of HGCS .............................................................................................................................................. 7
Schoolwide Goals .................................................................................................................................................. 7
Accreditation .......................................................................................................................................................... 7
List of Abbreviations and Terms .......................................................................................................................... 8

ROLE OF PARENTS IN EDUCATION .................................................................................................................. 9
Parents as Partners .................................................................................................................................................. 9
Broken Partnership ................................................................................................................................................. 10
Parents as Volunteers .......................................................................................................................................... 10
Required Parent Service ....................................................................................................................................... 10
Requested Parent Service ...................................................................................................................................... 10
Safe Child Training: The Archdiocesan Sexual Misconduct Awareness Prevention Workshop .................. 11
HGCS Consultative Council ................................................................................................................................. 11
Parents as Fundraisers ......................................................................................................................................... 11
Required Fundraising Support ............................................................................................................................ 11
Requested Fundraising Support .......................................................................................................................... 11
Issues of Child Custody ....................................................................................................................................... 12
HGCS Appeal Process ......................................................................................................................................... 12

GENERAL INFORMATION ................................................................................................................................. 14
Archdiocesan Academic Calendar ....................................................................................................................... 14
School Hours ......................................................................................................................................................... 14
Counseling ............................................................................................................................................................. 14
Lunch Program ....................................................................................................................................................... 14
Lost and Found ...................................................................................................................................................... 14
Home – School Communication .......................................................................................................................... 14
Field Trips ............................................................................................................................................................. 15
Student Guests and Visitors ................................................................................................................................... 16
Access, Use, and Release of Student Information and School Records ............................................................. 16
Student Directories ............................................................................................................................................. 16
Concerns or Complaints ...................................................................................................................................... 17
Amendments to Parent-Student Handbook ...................................................................................................... 17

ADMISSION ......................................................................................................................................................... 18
Nondiscriminatory Policy ..................................................................................................................................... 18
Admittance of Non-Catholic Students ................................................................................................................. 18
Admittance of Home Schooled Students .......................................................................................................... 18

3 Revised January, 2016
Disciplinary Probation ................................................................. 41
Suspension .............................................................................. 41
Expulsion .................................................................................. 41
Student Becoming a Parent ..................................................... 42
HEALTH AND SAFETY POLICIES .................................................... 42
Issues of Safety .......................................................................... 42
Immunizations .......................................................................... 42
Emergency Information .............................................................. 42
Illness ......................................................................................... 43
Medications .............................................................................. 43
Over the Counter Medication ..................................................... 43
Asthma ....................................................................................... 43
Head Injuries ............................................................................ 44
Students with Food Allergies ................................................... 44
Communicable Disease ............................................................. 45
Nut and Peanut Prohibition ......................................................... 45
Student Drop-Off and Pick-Up Policy .......................................... 45
Students Who Walk Home .......................................................... 45
Bad Weather School Day Policy .................................................. 45
Closure due to Faculty Absences, Emergency Conditions, or Facility Conditions ........................................... 45
Unexpected Early Dismissal .......................................................... 45
Before School and After School Supervision .................................. 46
Emergency Plan and Procedures .................................................. 46
Child Neglect and Child Abuse Laws .......................................... 46
Playground and General Safety ..................................................... 46
Pick Up After HGCS Events .......................................................... 47
WOODY-YOUNG PROGRAM—BEFORE AND AFTER SCHOOL PROGRAM ................. 48
Financial Obligations for Woody-Young ........................................ 48
Parent Responsibilities for Woody-Young .................................... 48
Conduct and Discipline at Woody-Young ..................................... 49
Health, Safety, and Emergencies at Woody-Young ......................... 49
FORMS
NM Immunization Requirements
ASF Medical Authorization
ASF Student Allergy Emergency Information
ASF Student Asthma Emergency Information

Revised January, 2016
IDENTITY OF HOLY GHOST CATHOLIC SCHOOL

Holy Ghost Catholic School (HGCS) is a Pre-Kindergarten (Pre-K) through eighth grade Catholic elementary and middle school under the Archdiocese of Santa Fe. The primary purpose of HGCS is to teach the Catholic faith.

The curriculum stresses academic achievement within a Christian community. Vatican II texts are used so that our theology is in compliance with the teachings of the Catholic Church under the authority of bishops.

United with each other as a community and participating in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. While a primary goal of the school is academic excellence, the academic and all other programs of the school exist within the primary framework of the Catholic Church.

In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, space permitting, students from other faith traditions are welcome in the school.

Mission Statement of HGCS

The Holy Ghost Catholic School is a faith community that prepares students for the 21st century by providing opportunities for creating, communicating and collaborating through academic achievement, physical development, artistic expression and the demonstration of Christian values through service.

Philosophy of HGCS

HGCS endorses the call of the Catholic Bishops of the United States to express its educational ministry through the four goals of Catholic education found in the document To Teach as Jesus Did (1974):

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

Schoolwide Goals

A student’s progress toward achieving the school-wide learning goals is measured by grade level benchmarks in Service Learning, Reading, Writing, Math and Religion Vocabulary. The goals are reviewed annually and are as follows:

1. All students are required to meet grade-level service learning benchmarks as measured by their service log in order to live out Jesus’ Gospel message of service and stewardship in the community.
2. All students will read independently and comprehend at or above grade level as measured by earning a minimum average score of 86% on all AR reading comprehension and AR vocabulary quizzes. Students will read 11% nonfiction of the total AR point goal.
3. All students will score a 4 in all areas on the end of year writing assessment.
4. All students will score at the Blue Ribbon Level on the end of year STAR math and reading test.
5. All students will score a minimum of 85% on the religion vocabulary end of year test.

Accreditation

HGCS is currently accredited through Western Catholic Educational Association. Prior to 2014, the school was accredited by the AdvancED North Central Education Association. During the prior accreditation cycle in 2007, the Quality Assurance Review Team of AdvancED accredited the school and conducted a site visit of the school. This team recommended that Holy Ghost be awarded a 5-year term NCA CASI/AdvancED Accreditation.
In 2010 the school participated in a site visit and received continued accreditation recognition as a result of the Archdiocese of Santa Fe Catholic School’s accreditation process.

In addition to receiving a grade of highly functional in six of seven standards, the Quality Assurance Review Team recognized the following five areas to receive commendation. “Commendation is recognition of practices or conditions that are exemplary and go beyond what is typically seen in schools” (AdvancED Quality Assurance Review Team):

- **Catholic Identity**—“Commitment to the Catholic faith and Catholic education evidenced by faculty and staff participation and involvement in school religious initiatives and parish as well as in the school’s mission/vision statement” (AdvancED Quality Assurance Review Team).
- **Leadership**—“The personal leadership characteristics displayed on a daily basis by the Principal model exemplary behavior” (AdvancED Quality Assurance Review Team).
- **Communication**—“The school has implemented a systematic communication process that allows for two-way communication between parents and teachers concerning student performance” (AdvancED Quality Assurance Review Team).
- **Service Learning Program** provides opportunities for students to develop and enhance concepts and skills across the curriculum. Student participation exemplifies “Walking in the footsteps of Jesus” (AdvancED Quality Assurance Review Team).
- **Continuous Improvement**—“The school leadership and faculty have fully embraced the spirit of continuous improvement and use external methods of evaluation to help guide actions” (AdvancED Quality Assurance Review Team).

**List of Abbreviations and Terms**

The following abbreviations are used in this handbook.

- **ASF/Cspm**: Archdiocese of Santa Fe Catholic School Policy Manual
- **Discipline by Design** is the management system that tracks the infractions and bravo points that a student earns. This behavior program was originally created to recognize students’ positive academic and behavior efforts. The program was adopted by HGCS in 2005. The program tracks student’s behavior and choices through four levels of an Honor System.
- **HGCS**: Holy Ghost Catholic School
- **Pre-K**; Pre-Kindergarten program for children who are 4 years old by September 1st
- **Sycamore**: Sycamore Education Information Website for communication between home and school
- **AR**: Accelerated Reading is a web-based computer software program that measures a student’s independent reading comprehension after reading a particular book
- **CCCS**: Catholic Common Core State Standards are rigorous national standards that are embedded in the Archdiocesan Catholic Schools Curriculum
ROLE OF PARENTS IN EDUCATION

The faculty and staff of HGCS consider it a privilege to work with parents in the education of children. We believe that parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child’s life: physically, mentally, spiritually, emotionally, morally and psychologically. During these formative years (Pre-K-8), your child needs your constant support in order to develop his/her moral, intellectual, social, artistic, cultural and physical endowment. Your choice of HGCS involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with others and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in children unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life. Regular mass attendances, family prayer at meals, family rituals that follow the liturgical calendar, and service to the community are ways to be an example to your child and support the ideals promoted by the school and parish.

Once you have chosen to enter into partnership with us at HGCS we trust that you will be loyal to this commitment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between home and school or within the home will teach disrespect for authority.

If there is an incident at school, then your first step as parents is to notify the school in order to begin an investigation of the complete story. Evidence of mutual respect between parents and teachers, staff and administrators will provide the student with a model of mature behavior and supportive relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is discipline’s boundaries and limits that provide a young person with both guidance and security. It is essential that a child takes responsibility for grades s/he has earned and be accountable for homework, long-term assignments, major tests, practice and study, service projects and all other assignments. This responsibility also extends to times of absence.

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

Parents as Partners

As partners in the educational process at HGCS, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has a paid lunch or sack lunch every day;
- Brings a reusable water bottle to school daily;
- Eats breakfast. Research provides evidence that students who eat daily breakfast will perform higher on standardized tests like the STAR.

Parents are also asked to make the following commitments during the school year:

1. To support the religious and educational goals of the school;
2. To support and cooperate with the discipline policy of the school;
3. To treat faculty and staff with respect and courtesy, especially when discussing student problems;
4. To attend Mass regularly and teach the Catholic faith by word and example;
5. To actively participate in school activities such as Curriculum Night and Parent-Teacher Conferences, Fall Festival, Mardi Gras, Blue Ribbon Celebration, etc.;

6. To notify the school office of any changes to school records, such as changes of address, telephone numbers, email addresses, insurance information, emergency contact information, authorization for pick-up, medical information;

7. To keep current your student and family profile on the school’s Information Management System: Sycamore Education

8. To inform the school of any special situation regarding the student’s well-being, safety and health;

9. To complete and return to school any requested information promptly;

10. To use Sycamore to access your child’s progress, school activities, school notes and newsletters by logging into the website a minimum of twice a week;

11. To review the weekly Parent/Teacher Communication Folder;

12. To meet all financial obligations to the school on time; and

13. To show interest in the student’s total education;

14. To read the weekly Friday Memo available on Sycamore.

Broken Partnership

The education of a student is the partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the partnership between parent and school is irretrievably broken. If a parent or guardian harasses, insults, or abuses any faculty or staff member, his/her child may be suspended or dismissed immediately.

Parents as Volunteers

Parents’ participation is essential to the operation and achievements of HGCS. Parents have opportunities to volunteer their talents and services in service learning activities, fundraising activities, athletic events, and educational support. A list of volunteer opportunities and a form to sign up for events is available on Sycamore. Volunteers are also periodically requested through communications from the school.

Required Parent Service

There are four service events in which parents are required to participate or accept a nonparticipation fine on their financial account:

- Participate in the annual Fall Festival;
- Participate in the annual Blue Ribbon Celebration;
- Participate in the Mardi Gras celebration; and
- Work in the concession stand, gate, or scoreboard for home games if your child is on a team

Requested Parent Service

Some examples of volunteer opportunities include:

- To participate on one or more standing committees or events per year,
- To chaperone for field trips and service learning trips;
- To serve as homeroom parent;
- To serve on the Consultative Council;
- To read with students during AR time; and
- To serve during the book fairs, Young Author Day, Walk-a-thon, and other school events.

As you volunteer throughout the year, please login your hours on Sycamore. At the end of the school year, parents may be recognized for their contributions of service to Holy Ghost at the following levels:

- Eagle Certificate 10 – 20 Hours of Service
- Sea Eagle 21 – 30 Hours of Service
- American Eagle 31 – 40 Hours of Service
Safe Child Training: The Archdiocesan Sexual Misconduct Awareness Prevention Workshop

Archdiocesan policy requires all adults who work with students in any capacity to attend the Archdiocese of Santa Fe Safe Child: Sexual Misconduct Awareness and Prevention Workshop. Only those parents who have attended this workshop and the Holy Ghost Volunteer Class may accompany students on field trips, or work in classrooms. Volunteers are required to attend these workshops only once.

HGCS Consultative Council

Parents are encouraged to participate in the HGCS Consultative Council. This is a representative body of the school and greater community called to support the Principal and pastor in matters designated by their constitution and bylaws or as requested by the Principal and pastor.

The Consultative Council works with the pastor, Principal, superintendent and the Archdiocesan Council in a spirit of cooperation and interdependence for the purpose of supporting quality Catholic education. The HGCS Consultative Council shares in the responsibility of proclaiming in word and deed, the message revealed by God of building a community of faith and giving service to God and one another.

The HGCS Consultative Council is called to do meaningful work and give consultation in areas that support the operation of the school: planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development. Administration of the school, including but not limited to curriculum and personnel, is the domain of the Principal and not the HGCS Consultative Council.

The major duties and areas of responsibility of the HGCS Consultative Council include:

- To advise in the formulation of policy that will provide for a program that is educationally sound and in accord with the ASFCSPM;
- To advise in the development of policies in accord within the three-fold ideal of Catholic education: proclaiming the Christian message, fostering Christian community and service to others; and within the framework of the policies of the Archdiocesan Consultative Council and respective state agencies;
- To promote the school and Catholic education in general, and to create a better understanding and a wider support of the Catholic school within the local community;
- To advise in determining policies relating to the planning, operation and maintenance of school facilities and equipment;
- To advise in determining and implementing a strategic plan for the school. (ASF/CSPM #1090)

Parents as Fundraisers

Since only 72% of the school expenses are covered by tuition, parish subsidy, and registration, each family is asked to support fundraising activities and events.

Required Fundraising Support

Every family has a fundraising financial obligation which can be met in any combination of four ways:

1. Pay the obligation directly;
2. Sell or purchase products from the fall fundraising campaign;
3. Donate pledges for the walkathon;
4. Sell or purchase 10K Raffle tickets and/or;
5. Sell or purchase Blue Ribbon Raffle Tickets.

Requested Fundraising Support
There are additional fundraising events throughout the year, in which families are requested to support. The fundraising events support the school or other service-learning initiatives. Examples include, but are not limited to the following:

- Sell the Blue Ribbon Celebration raffle tickets and attend the event;
- Purchase the Mardi Gras dinner tickets;
- Send in donations as requested, such as nonperishable food for St. Vincent de Paul, supplies for the homeless, donations for Kids Against Hunger, or other supplies for special events;
- Contribute to the Christmas Gift Fund for Staff;
- Support the 8th grade fundraising efforts, such as the luminaria sale, dining-out events, car wash sales;
- Purchase or sell from various club and sports efforts, such as bake sales, Valentine sales, raffles, free dress or wacky hair donations.

**Issues of Child Custody**

HGCS requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, HGCS staff presumes that both parents have custodial rights.

HGCS staff makes all reasonable efforts to ensure that children are released to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents have the primary responsibility for such arrangements and shall instruct their children as to which parent has physical custody of them on any given day.

**HGCS Appeal Process**

Conflict should be resolved at the lowest possible level in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.

1. There shall be no right of appeal for a student, parent, or legal guardian if the Principal takes some disciplinary action toward a student other than required withdrawal from school. There shall be no right of appeal, for example for the suspension of a student or for detention.

2. There may be occasions, however, where a Principal’s decision has serious consequences and a parent or guardian may request a review by the Pastor or Superintendent. It shall be within the sole discretion of the Pastor or Superintendent to determine whether to review the decision.

3. If the Principal is believed to be acting contrary to Archdiocesan or local school policy or if there is a disagreement regarding the Principal’s decision affecting a student, then the student’s parent or legal guardian may request the Pastor to review the matter.

4. If the conflict cannot be resolved following steps 2 through 3, then a parent or guardian may have recourse to the Superintendent.

5. If an aggrieved party requests that the Superintendent review a matter or a decision arising out of HGCS, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

6. When a parent/guardian believes that rights have been violated and/or that the Principal or Pastor is believed to be acting contrary to Archdiocesan or HGCS policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps 2 and 3 above have been followed:

   a. The subject of the appeal;
   b. Any factual data, other than hearsay, the person considers appropriate;
   c. The efforts that have been made to resolve the issue;
   d. The decision of the Principal or Pastor must be appealed within ten (10) working days of the communication of the decision by the aggrieved party;
   e. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent’s behalf.

Revised January, 2016
f. The Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.
g. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
h. The appeal process is designed to support the Catholic Church’s belief in subsidiarity and, therefore, at no time during the appeal process may the parent or guardian or student be represented by an attorney. (ASF/CSPM #1310)
GENERAL INFORMATION

Archdiocesan Academic Calendar

The HGCS calendar is based on the Archdiocesan calendar and includes at least the number of student contact days required by the state of New Mexico.

School Hours

The school day begins with the bell at 7:50 AM for all students, Pre-K – 8th Grade. Students not in their homeroom at 7:55 AM are considered tardy. Students arriving at school before 7:40 AM shall report to the Woody-Young Before-School Program.

At HGCS, we work in partnership with parents to enable each student to develop as an independent learner. Parents shall allow their students to enter the school building on their own each morning. Various classes invite parent involvement or visitation throughout the school year.

Students are dismissed at 3:20 PM. On early dismissal days, students are released at 12:00 or 12:30 PM. Students that are not picked up within 10 minutes of dismissal should report to Woody-Young After-School Program.

Counseling

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

Lunch Program

The school offers a hot lunch daily administered by Canteen. The school also offers milk for any student. Lunches must be ordered in advance at a cost of $3.85 per lunch with an electronic payment.

Lunch charges cannot exceed 3 unpaid charges. Parents will be notified electronically through Sycamore if a student’s unpaid charges exceed the limit. Unpaid charges shall be paid immediately upon notification.

Students may bring their own lunches. Students do not have access to microwaves or refrigerators, so please pack the lunches accordingly.

Lost and Found

Any item found in the school buildings or on the school grounds shall be given to the office or staff to be placed in the Lost and Found. The Lost and Found is in Father Bulman Hall. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to St. Vincent de Paul or the Uniform Swap.

Home – School Communication

Strong communication between families and school personnel is the essential element to providing a top quality education for each Holy Ghost student. Communication is the responsibility of both families and school personnel. Communication also ensures the safety of all members of our Holy Ghost Community.

The school uses the Sycamore Education Information Website (Sycamore) to keep parents informed about school events and student progress. Sycamore is the primary tool for sending and receiving information regarding HGCS. The website is https://www.sycamoreeducation.com.

Each family is given a username and password to enter Sycamore once the student is enrolled at HGCS. It is the responsibility of the parents to log-in to Sycamore at least twice per week.
HGCS communicates with families at least weekly by posting the Friday Memo on Sycamore and by sending information home in the Parent/Teacher Communication folder. Parents are encouraged to use the Pass-A-Note (PAN) feature to communicate with staff.

Each classroom is equipped with a telephone and each staff member has voice mail. Staff members check voice mail periodically and will return calls to parents, usually after school hours. Please note that part-time staff members check phone messages only on the days that they work. Staff member extensions are posted under “Documents” on Sycamore at the beginning of the school year.

Parents can transmit messages to students by calling the office. An attempt will be made to deliver messages to students. Messages for students shall be received in the office by 2:45 PM to allow time for delivery. Messages received after 2:45 PM may not be delivered before school ends.

Permission for a student to use the telephone shall be granted by a staff member. Student use of the phone shall otherwise be limited to emergencies or unusual circumstances; forgotten homework, athletic equipment, or PE uniforms, or a desire to make arrangements for afterschool visits with friends are not considered unusual circumstances.

**Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. There are no traditional field trips; class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

Participation in a field trip is a privilege and not a right. Participation in class field trips including but not limited to the Summer Math and Reading Celebration, the 8th Grade Class end-of-the-year trip, Field Day for grades K-7, and middle school dances is a privilege and dependent upon the student being in good academic standing and not having more than 5 absences per semester unless the absences are confirmed by a doctor’s note.

No student on Honor Level Four (see Discipline Policy) will participate in field trips. Students who are not eligible to participate in field trips are required to attend school on the day of the field trip. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

All middle school students are required to participate in the school’s Service Learning Field Trips except students on Honor Level 4 on the day of the field trip.

Students who are participating in the field trip shall ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

A written official Archdiocesan permission slip, signed by the parent or guardian, is required before a child will be permitted to attend a field trip activity. No other signature except a parent’s or guardian’s signature (not a grandparent, aunt, uncle or other relative) is permitted on a field trip permission form. Verbal permission, email, pass-a-note through Sycamore, and telephone calls cannot be accepted.

All money collected for the field trip is non-refundable.

Adults who wish to chaperone a field trip shall have attended the Archdiocesan Safe Child: Sexual Misconduct Awareness Training and the HGCS Volunteer Training prior to participating in the field trip. Parents who are not chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the approved adult chaperones. Participation by unofficial chaperones jeopardizes the protection of our students and all other approved adult chaperones on the trip. Siblings of students (including pre-school age children) are not allowed to attend field trips even if a parent/grandparent serves as a chaperone of the field trip.
Student Guests and Visitors

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

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

Persons with no legitimate reason or written authorization to be on the school grounds will be asked to leave by any school personnel. If the person does not leave, the police will be called. (ASF/CSPM #1520)

Access, Use, and Release of Student Information and School Records

The school keeps all educational records required by state law. HGCS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student’s official records in the presence of a school official regardless of who has legal custody of a student. Unless otherwise provided by a court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning a student’s education.

Parents have the right to request removal of material and, if such request is denied, to add their own written statement to the records. Non-custodial parents have the same rights as custodial parents to inspect the records of their children unless a court order to the contrary is on file in the school.

Requests for school records, transcripts, and recommendations shall be made in writing and directed to the Principal. A five day notice shall be given for all requests. Student records include but are not limited to attendance, progress reports, immunizations, sacraments, report cards, bravo points/infractions, writing portfolios, and standardized tests.

Records of students transferring to other schools are transferred through the US Mail unless arrangements have been approved by the Principal, such as for military families.

No educational records will be transferred to another school until all financial obligations have been met. When a student transfers to another school, HGCS must record the date and reason for the student’s transfer on the student’s permanent record.

Student Directories

The HGCS Student Directory is on Sycamore. The purpose of the Student Directory is to acquaint parents with the names of their child’s classmates and their parents and shall not be used or sold for other purposes. Parents shall submit a written request to have information other than their child’s name excluded from the Student Directory. The Principal is the only school official who can authorize release of directory information to outside parties.

The school reserves the right to use student pictures in print and media on the school’s Sycamore and HGCS websites, People of God, Albuquerque Journal, and other publications and to provide pictures for use by the Holy Ghost parish, Catholic Schools Office or the Archdiocese of Santa Fe. Any parent who does not wish his or her child’s picture, photo, name, voice or likeness to be used in any publications or media including but not limited to photographs, films, motion pictures, presentation, websites, apps, school news or yearbook whether in connection with a student’s education or participation in school events or activities or otherwise shall notify the Principal in writing prior to August 15th of each school year. (ASF/CSPM#2370)
Concerns or Complaints

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

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

Amendments to Parent-Student Handbook

The Principal or pastor reserves the right to amend the Parent-Student Handbook for just cause. Notification of changes to the Parent-Student Handbook will be posted on Sycamore.
ADMISSION

Nondiscriminatory Policy
HGCS shall admit only those students who sincerely seek a Catholic education. Preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith and who are registered members of a parish or mission within the Archdiocese of Santa Fe.

By applying for admission to HGCS, parents and legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith and agree to support the philosophy and mission of HGCS and all Catholic teachings including memorization of prayers in Spanish. No student will be refused admission to HGCS because of race, color, national origin or gender.

If a student applies to transfer from another ASF Catholic school, the Principal may request that the parents or legal guardians provide a reason for the requested transfer. The Principal may also confer with the Principal of the school from which the student wishes to transfer.

Admittance of Non-Catholic Students
HGCS may admit a student who is not Catholic provided that this student will not displace a Catholic student and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of HGCS. In addition, parent/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to HGCS, parents/legal guardians acknowledge and agree that they will support the philosophy and mission of HGCS and all Catholic teachings.

Admittance of Home Schooled Students
Parents or legal guardians of students who have been home-schooled shall provide proper documentation to HGCS that will allow the school to properly evaluate and place the student. (ASF/CSPM #2000)

Age Requirements
The school follows the age requirements of the state of New Mexico unless the Principal grants an exception.

- Students entering Pre-K must be 4 years of age by September 1st of the year of entrance. A parent may submit a written request for early admission to Pre-K if a student will become 4 years of age during the first two months of the school year. The student will remain in Pre-K until s/he is eligible for kindergarten by turning five years before September 1st of the year of entrance. The Principal makes the final decision regarding early admission of students to Pre-K. All students are conditionally accepted into Pre-K dependent on displayed readiness and availability of space.
- Students applying for Kindergarten must be 5 years old by September 1st of the year of entrance. Students are conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness.
- Students entering first grade must be 6 years old by September 1st of the year of entrance.

Application Process
In order to answer parents’ questions and provide information to parents, the parents of prospective new students are required to meet with the Principal. Parents are encouraged to attend any of the monthly Open House days or call the office to schedule a tour before meeting with the Principal. An informal interview with the prospective student is also included in the admission process.

Students with special needs may be admitted to the school on a probationary status for a given period to be determined at the time of admission, usually for one quarter. This will allow school officials time to determine if the school can meet the student’s needs.
Students seeking admission to grades K-8 may be required to undergo testing prior to admission. HGCS reserves the right to place the student in the grade or course that the school deems appropriate.

Registration

Registration for students currently attending HGCS is held in January of each year. At this time a registration fee is required along with a contract commitment. Completion of the registration process in January reserves a student’s place for the next year. However, official acceptance is contingent upon a student’s completion of the required course of study and all financial payments being current. All families use Sycamore to complete registration annually.

For new students, registration is due within two weeks of notification of conditional acceptance into the school.

Evaluation and Acceptance of Students

At the time of registration, parents shall provide the school with the following documents:

- Report Cards
- Results of prior evaluations
- Standardized Test Results
- Health Records
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Record of IEP or 504 Plan if applicable
- STAR reading and math test results
- A writing sample

HGCS will conduct STAR and writing evaluations if previous evaluations are not available. Failure to provide the school with this information or failure to disclose a student’s learning differences may result in a student’s dismissal. The records will be used to evaluate if the student is likely to succeed in HGCS’s academic program.

Every student is accepted on a probationary basis to determine if the student will be successful in completing the course of studies for his/her grade. A student who is unable to complete a course of study will be required to withdraw from the school.

Middle school students at HGCS are assessed annually to determine if they meet the criteria to participate in the Spanish language class.
ACADEMIC INFORMATION

Curriculum

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

Religion: Catholic doctrine and tradition, sacraments, Bible study, prayer, social justice, and preparation for the reception of the sacraments of Reconciliation and Eucharist. Students in Grades 5 and 8 will take the ACRE (Assessment of Catechesis of Religious Education) test.

- Liturgical services are held on Fridays and/or Holy Days and for special events. A Prayer Service begins each school day. All students registered at HGCS are required to take the religion course offered to their grade. The religion curriculum will be consistent with the teachings of the Roman Catholic Church and will conform to the guidelines of the archdiocese as appropriate.

- Sacramental Program: The sacramental life of the students of the Catholic tradition is an important component of the religion program at HGCS. Catholic students in the 3rd grade receive the Sacrament of Reconciliation (Confession) and the Sacrament of the Eucharist (First Communion) in the spring. The sacraments of Reconciliation and Eucharist are only conferred on students baptized in the Roman Catholic tradition. Catholic students in grades 4-8 who have not received these sacraments and wish to do so may make arrangements with the Principal and the religion teacher. Parents are required to be active partners in the preparation of their children for these sacraments and are required to participate in the adult sacramental education program. Failure to attend the required adult sacramental program may result in your child’s inability to receive the sacraments with his/her class.

- Service Learning is an integral part of the religion curriculum and provides students opportunities to participate in community service that fulfills a goal of Catholic education, “to learn to serve others as Jesus did.” Service Learning fulfills one of the school-wide goals: to learn “to live out Jesus’ Gospel message of service and stewardship in the community.” Participation in Service Learning benefits the home, parish, school local communities. Students are required to complete a service learning log each semester and fulfill the requirements for their grade level.

Language Arts: reading, English, spelling, vocabulary, writing composition, library skills, and appreciation of literature based on the Catholic Common Core State Standards for English Language Arts. In grades 6-8, all reports and research papers are typed.

Mathematics: Mathematics skills based on the Catholic Common Core State Standards for Math: numbers and operations, algebra and problem solving, measurement, geometry, data analysis, statistics and probability, and mathematical processes

Physical Education: Physical fitness program appropriate for grade level and guidance

Social Studies: history, geography, economics, government, civics, and citizenship, and New Mexico history (grades 4 and 7).

Science: general sciences (grades K-5), environmental science (grade 6), physical science or life science (grades 7 and 8) based on the national Next Generation (NextGen) Science Standards.

Spanish: vocabulary, common expressions, grammar, conversation and culture. Students in grades 6-8 with no prior Spanish language experience will need the approval of the teacher prior to enrollment in the middle school Spanish course.

Handwriting: Students in grades 3-8 are expected to submit handwritten work in cursive.

Revised January, 2016
Fine Arts: Music, Visual Arts

Computer Literacy: word processing, keyboarding, knowledge of computer parts and their care, database, spreadsheets, graphics, and integration with curricular subjects.

Extra Academic Opportunities

Opportunities to broaden knowledge, community awareness and leadership may include Spelling Bee, Young Authors’ Day, Science Fair, Choir, Guitar Club, Band, Orchestra, Peer Mediation, Student Council, Chess Club, Service in the Spirit Club, Team Sports, Saint John Bosco Magic Club and Lego Robotics Club.

Curriculum Accommodations and Assistance

Limited accommodations and assistance may be made for challenged students. For students with special needs, a student’s Individual Educational Plan shall be on file at HGCS as a resource for school officials to use in implementing curricular accommodations. For students who are organizationally challenged, a student may be required to meet with a designated staff member at 3:30 pm each day for 5-10 minutes for the first 6 weeks of the school year. Based on evaluations, additional support may be offered or arranged, such as speech therapy, reading support, or tutoring.

Students may qualify for speech articulation services as determined by an evaluation from the local public school district. Qualified students may receive services if available from an Albuquerque Public Schools’ Speech and Language Pathologist.

Homework

Formal homework is assigned to help students to become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and prepare for certain lessons through various experiences. Teachers will post homework and assignments for students on Sycamore. Students in grades 2-8 are required to record homework assignments in the HGCS assignment notebook.

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

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

Completion of homework is a student’s nightly priority. Students in grades 2-8 who are missing 3 homework assignments in one week shall be required to attend Saturday School. (See page 40.)

Missed assignments and classwork are the responsibility of the student to arrange with the teachers to make up any work in a timely manner. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. For short absences, students shall make arrangements with classmates regarding assignments or check the class homework site on Sycamore. Student should request any missed assignments from his/her teacher upon his/her return to school. When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:30 and 4:00 PM.

Student Assessment, Grading, and Reporting

Standard Assessments

The following standard tests are administered to students:
Classroom Tests

Periodic classroom tests are used to assess students’ mastery of subjects/concepts. The purpose of these tests is to provide a measure of progress toward objectives and to allow the teacher to gauge the success of instructional goals. Teachers shall provide students and parents with results of classroom testing on Sycamore. Middle school students may be given a maximum of two tests/quizzes per day exclusive of mastery learning quizzes.

Final Exams

Students in grades 7 and 8 will be involved in Final Exams to assess cumulative knowledge of subject matter taught during the academic year. Final Exams will help students to be more fully prepared for the assessment challenges and expectations of high school.

Grading and Reporting

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior is graded separately. (ASF/CSPM#4400)

The grading scale used for grades 3-8 is as follows:

\[
\begin{array}{ll}
A & = 93-100 \quad \text{Superior} \\
B & = 85-92 \quad \text{Above Average} \\
C & = 76-84 \quad \text{Average} \\
D & = 70-75 \quad \text{Below Average} \\
F & = 69 \text{ and below} \quad \text{Failure} \\
\end{array}
\]

Teachers in special classes (i.e. Physical Education, Art, Music, and Spanish) may use the following grading scale:

\[
\begin{array}{ll}
E & : \quad \text{Exceeds Grade Level Standards} \\
M & : \quad \text{Meets Grade Level Standards} \\
NM & : \quad \text{Not Yet Meeting Grade Level Standards} \\
\end{array}
\]

Report Cards are important tools for communication. Student report cards are issued quarterly, every nine weeks, during the academic school year. Parents are responsible for printing the student’s report card from Sycamore.
Progress reports are issued to middle school students at mid-quarter. Assignments in arrears shall be completed and submitted to the teacher within five school days from the date that progress reports are distributed. No credit will be given for work not completed in this timeframe.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for all students after the first and third quarter. Middle school students are required to attend each conference.

Conference days are counted as school days. Class is not in session during conferences.

Conference schedules are prepared and issued by the school office well in advance of the scheduled date. Parents are strongly encouraged to arrange their time in order to attend the conference and discuss the student’s work, efforts, abilities and potential with teachers. Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences for the custodial parent. (ASF/CSPM#4410)

Parents requiring additional conferences during the school year may make arrangements with the teacher through the school office. Teachers and Educational Assistants are not usually free for appointments, conversation or consultation during regular school hours. Their primary responsibility is to teach and be responsible for the students during regular school hours. Parents shall address specific problems or concerns with the teacher before consulting with the Principal. The teachers are responsible for informing the Principal of all concerns brought to their attention.

Attendance

A student’s absence from school interferes with his/her academic progress. Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are required to attend school by New Mexico state law. The school enforces the compulsory attendance laws of the State of New Mexico.

A student whose absences exceed the state requirements may be ineligible to participate in extracurricular activities, including but not limited to sport teams, clubs, and field trips. The student may be subject to continuation in the same grade and will not receive a progress report until work is satisfactorily completed within the expected timeframe.

Absence

When a student is absent from school, a parent should Pass-A-Note on Sycamore or call the office before 9:30 AM each day of the absence. If the office does not receive a call, the parent will be contacted. This policy is for the protection of the Holy Ghost students.

Students shall be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Planned Absence

Any absence other than illness is considered unexcused, including planned absences due to vacations or participation in non-HGCS sporting events. Teachers are not required to provide make up tests, work, or assignments for unexcused absences.

The school calendar provides for extended weekends throughout the school year and parents are encouraged to schedule family trips or family outings during these times so as to eliminate the need to interrupt a student’s learning process.

Absence During the School Day
Parents are asked to schedule student appointments at times when school is not in session as this practice is harmful to the student’s progress. Students who are away from school 3 hours or more will be counted as absent for half a day.

When picking up a student during regular school hours, parents are to report to the school office to fill out the required Archdiocesan Release Form. The student will then be called to the office. To avoid loss of learning time, no student is allowed to wait at the office to be picked up by a parent.

When a student is returned to school following appointments or other business, the parent/guardian is to return to the office and sign the child back into school. The student will obtain a class Admittance Slip to give to the teacher. Parents shall escort their child to class after signing the child back into school.

Parent/guardian should inform the school in writing if someone other than the parent/guardian is to assume responsibility for the child at the time of release. Only individuals who are authorized to pick up a student are permitted to remove a student from campus.

Late Arrivals

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time unless reporting to Woody-Young. Students who are not in their homeroom when the second bell rings at 7:55 AM are considered tardy.

There is no distinction between an excused or unexcused tardy. Excessive tardies will have a direct impact on a student’s academic evaluation, his/her participation grade, and promotion to the next grade.

Student Advancement

Promotion and Retention

All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s). (ASF/CSPM#4420) Promotion to the next grade level in HGCS is based on “completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.” (ASF/CSPM#4420) The administration may recommend retention of a grade, or tutoring or summer school classes as a requirement for promotion, when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and emotionally for the next level.

In cases of inadequate progress, each student will be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student’s development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school. (ASF/CSPM#4420)

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. A student whose average is an F in any subject or has earned 2 Ds in any subject (not including the mid-quarter independent reading grade) is not allowed to participate in any extra-curricular activities for a minimum of two weeks until the next progress report or report card indicates that the student’s grade has improved to a passing grade of 70% or higher.

Transfers and Withdrawals

When a student is not making sufficient academic progress at HGCS or is experiencing emotional difficulties or is engaging in uncooperative or disruptive behavior or if a student’s parent or legal guardian is engaging in uncooperative or disruptive behavior, the school may request that the student withdraw and transfer to another school. Students clearly unable to profit from the school by reason of academic limitation, emotional difficulties, uncooperative or
disruptive behavior, or uncooperative or resistant actions of the parents will be required to withdraw from school. (ASF/CSPM #2200)

If a student is withdrawing from HGCS, parents shall notify the school in writing in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all business accounts have been settled.

**Student Programs**

Parents wishing to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor and the approval of the Superintendent. Such request shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year. Granting this type of enrollment is solely at the discretion of the Principal and Pastor and is subject to the approval of the Superintendent. (ASF/CSPM #2200)
ATHLETIC AND EXTRACURRICULAR ACTIVITIES POLICIES

Athletic Programs
HGCS is a member of the Albuquerque Parochial and Independent Athletic League (APIAL) and will abide by its rules and regulations. Athletic rosters are turned in to the league one week after practice begins. HGCS students in grades 5-8 may be eligible to participate in the following sports:

<table>
<thead>
<tr>
<th>Sports for Girls</th>
<th>Sports for Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>Flag Football</td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Softball</td>
<td>Track</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
</tbody>
</table>

Extracurricular Activities
HGCS encourages students to participate in coordinated extracurricular activities, such as Faith Bowl, Math Counts, Regional Science Fairs, Chess Club, Student Council, Service in the Spirit Club, Lego Club, Band, Magic Club, Guitar Club, Strings, and others throughout the year.

Eligibility
To participate in athletic and extracurricular activities, a student shall meet the following conditions:

- The athletic or extracurricular fees shall be paid before the first practice.
- Proof of insurance shall be provided before first athletic practice.
- Students shall have a current physical on file in the office before first athletic practice.
- If a student receives 2 D's or one F on their report card or progress report, s/he will be placed on probation to improve the grade(s). During this time, the student shall not participate in the athletic or extracurricular activity, including practices, competitions, or meetings. Students will remain on probation until the next grade check, progress report or report card.
- If the student on probation receives 2 D's or one F on their next grade check, progress report, or report card, the student shall be ineligible to participate for the remainder of the school year. Any exception shall be approved by the Principal.
- For AR reading goals, the student shall be making appropriate progress towards their goal. Appropriate progress is defined as default as meeting the 86% comprehension goal and the point progress goal at the same percentage as quarter progress unless alternate arrangements have been made with the teacher. For students who met their reading goal in the previous quarter and are reading a challenging book, page goals may be set by the teacher to determine appropriate progress.
- Students suspended from school are not eligible to participate in extracurricular activities while on probation.
- Students shall not participate in an athletic or extracurricular activity on the day that the student is absent from school. Any exception shall be approved by the Principal or athletic director.
- Students on Honor Level 3 or 4 are not eligible to participate in the extracurricular activity. The student shall inform the coach or adult leader of the activity.

Conduct and Sportsmanship
Athletes, participants, parents, and student spectators shall conduct themselves in a respectful manner at all times. They should follow school policies and the directions and instructions of the adults in charge. Adults shall report any incident of student disobedience or disrespect to the athletic director or Principal as soon as possible. Misconduct or abusive language is not tolerated by anyone, including staff, participant, parent, coach, or observer during, before and/or after the activity. Misconduct will result in requiring the person to leave the building and/or parish grounds. An athlete or participant’s misconduct may result in the student being removed from the team for the season. Parent
misconduct at an athletic or extracurricular event may result in his/her child being removed from the team for the season.

**Uniforms for Athletes**

Students are to wear Holy Ghost PE uniforms during all scheduled practices with the exception of cross-country and track athletes, who may wear running shorts.

All athletic uniforms are the property of HGCS. Uniforms are checked out to students who assume responsibility for the care of the uniform. Uniforms shall be washed by hand after each use. Uniforms shall be returned in clean condition within two days of the end of the season. Failure to return a uniform will result in loss of one Honor Level point each day the uniform is late. A fee to replace the uniform will be charged after five days.

**Study Hall for Athletic and Extracurricular Activities**

A Study Hall is designated for students who participate in athletic and extracurricular activities that do not begin at 3:30. Until the activity begins, these students are required to report to Study Hall by 3:30 PM. Siblings of participating students should report to Woody-Young.

**Parent Responsibilities for Athletic and Extracurricular Activities**

- **TRANSPORTATION:** Parents shall provide or arrange transportation to and from games and extracurricular events. Adults who transport students shall have automobile insurance and assume liability for the students.
- **PICK-UP OF STUDENTS:** Students shall be picked up from the place they are assembled within 10 minutes of the end of a practice, event, game, or meeting, or the students shall sign into Woody-Young. No student shall wait outside to be picked up.
- **MANDATORY PARENT RESPONSIBILITIES:** Parents are required to review the HGCS Athletic On-Line Presentation, complete the quiz at the end of the presentation and hand the completed copy of the quiz results in to the athletic director. Included in the presentation is information about the risks of concussions, behavioral expectations of athletes and parents, and information about the APIAL. In addition to the quiz results, parents are also required to hand in the Concussion Awareness Form, Code of Conduct Form, and a completed, current physical form, and athletic fee before the first day of practice. All these forms are found on Sycamore on the Home Page under Documents: HG Athletics.
  1. Athletic Presentation and Quiz
  2. Concussion awareness
  3. Code of Conduct
  4. Physical Form
- **PARENT SERVICE:** Parents of participating students shall assist at school tournaments, games and events. Duties may include working the concession stand or gate, running the scoreboard, or setting up or putting away chairs and equipment after the competitions. For athletic events, parents shall help a minimum of at least twice during a sports season. Failure to serve results in a $50 charge to the student’s account.
# Financial Obligations

## Tuition and Fee Policy

HGCS is supported by the families and benefactors of the school. Financial stability is ensured by the careful stewardship by the staff of the available resources, the generosity of the benefactors, and the faithful fulfillment of the families to meet their financial obligations.

The actual cost per student at HGCS is collected from various sources. Parents accept the terms and conditions of the HGCS Tuition and Fee Policy upon payment of the registration fees and final approved enrollment of their children in HGCS. The financial obligations of the parents are divided into five groups: Tuition, Parish Operational Subsidy, Fundraising Obligation, Registration Fee, and Other Charges.

## Tuition

The tuition rates for the children in one family for 2016-17 are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 student:</td>
<td>$ 5,300</td>
</tr>
<tr>
<td>2 students</td>
<td>$10,335</td>
</tr>
<tr>
<td>3 students</td>
<td>$15,105</td>
</tr>
<tr>
<td>4 students</td>
<td>$19,875</td>
</tr>
</tbody>
</table>

The tuition rates are uniform for all grades (Pre-K through 8th grade); however, the tuition rates for Pre-K students who are enrolled for less than 5 days per week are prorated as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K Tuition rates: 4 days/week $4,985</td>
<td>3 days/week $4,030</td>
</tr>
<tr>
<td>2 days/week $3,075</td>
<td></td>
</tr>
</tbody>
</table>

All families have the option of paying the tuition in one of the following ways:

- **Full payment** due on June 1st with a $50 discount. This payment shall be made directly to the school.
- **Two payments** of 50% of tuition due on June 1st and December 1st. Payments shall be made directly to the school. If unforeseen financial problems should occur, your tuition account will be converted to the FACTS plan by December 15th and the first payment will be deducted in January.
- **Ten or Twelve month FACTS Plan.** The 12 month FACTS Plan begins in June and the 10 month plan begins in August. Final payment for both plans ends in May.

Families who choose the monthly payment plan are required to use FACTS for electronic payments. The FACTS Plan is an automatic electronic payment plan paid through a checking or savings account. Those choosing the monthly plan will authorize their bank or credit union to make automatic monthly electronic payments to FACTS on either the 5th or the 20th of the month. Each family pays an annual set-up fee for using the FACTS service.

If you have a child attending another school that is using FACTS, the fee is reduced for the second school. The FACTS administration fee will automatically be processed by FACTS as soon as the company receives the application.

If FACTS attempts to collect a tuition payment from a family’s account and there are insufficient funds, the following actions are taken:

- The company will immediately charge the account a NSF fee.
- FACTS will attempt to collect the payment every 5th and 20th of the month for two months.
- FACTS will charge a fee for every attempt that is unsuccessful.

Should tuition payments be delinquent for 2 consecutive months, on the 21st day of the second month, the student is ineligible to return to class until the tuition and fines are paid in full. Should the tuition remain past due by the 25th day of the second month, the student will be disenrolled from the school. If a student has been reenrolled and tuition
payments again become delinquent, the child will be disenrolled unless the tuition due for the remainder of the year is paid in full.

**Parish Operational Subsidy**

The Parish Operational Subsidy is currently $500.00 per student. The Parish Operational Subsidy is the amount that the Archbishop has determined that a parish is required to pay to support Catholic education in this archdiocese. Each student is assessed the Operational Subsidy and this fee is the financial obligation of the student’s parent/guardian. If a family is registered for one year in their home parish, then the parish will pay an operational subsidy of $500 per child to Holy Ghost to financially support that student’s Catholic education. A parish will pay the Operational Subsidy only if the family is registered in their parish for one year. If a parish does not pay the subsidy, the parent/guardian is required to pay the entire amount by December 31st of the current school year.

**Fundraising Obligation**

The fundraising obligation is as follows:
- $650 for 1 student,
- $850 for 2 students,
- $950 for 3 students,
- $1050 for 4 or more students.

To fulfill their fundraising obligation, families may choose to pay the fundraising obligation themselves or participate in any of the school’s four major fundraisers:
- Product Sale (50% of fundraising amount pays for the product, 50% credited to family’s account)
- Blue Ribbon Raffle
- Walkathon
- $10,000 Raffle

If a family’s Fundraising Obligation is not met through participation in the fundraisers or through direct payment by the family, the balance is due by May 1st of the current school year.

**Registration Fee**

The Registration Fee is collected every year that a student is enrolled. For students registering for 2016-17 school year, the registration fee is as follows:
- For current students and paid by February 11: $300
- For any current student paid after February 11: $400

**Other Financial Obligations**

- **A Technology/Book Fee of $100 per child is due by the first day of school.** Other charges may be assessed throughout the year.
- All extracurricular fees must be paid before a student is allowed to participate in any competition. Fees may include, but are not limited to:
  - Sports and extracurricular activity fees
  - Orchestra, band, or music fees
  - Woody-Young Before-School and After-School Program,
  - Lunch charges
  - Field trip fees
  - Nonparticipation fee of $75 per event for families who do not participate in the annual Fall Festival or Mardi Gras
  - Fees for lost or damaged library books, textbooks, athletic uniforms, or school property
  - Return Check Fee of $30
Financial Assistance

Financial assistance may be provided to families based on need and circumstance. In order to receive financial assistance, families shall submit an application to the FACTS service. Financial Assistance Forms are available on-line at www.factstuitionaid.com or through the FACTS link available on Sycamore.

Financial assistance is for tuition only and will not be used to pay for the parish subsidy, fundraising obligations, registration fee, or other charges.

Outstanding Financial Obligations

All financial obligations shall be met before a student receives the final report card and/or transcript. An elementary school may withhold a student’s diploma until that student or the student’s parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student’s participation in graduation exercises is a privilege, not a right.

Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools. (ASF/CSPM#2600)

In order to participate in graduation activities, all fees of 8th graders shall be paid in full and all financial obligations shall be met. The school reserves the right to withhold examinations from all students whose accounts have not been cleared of the following items:

- Tuition, parish subsidy and fees,
- Library materials, textbooks, equipment or uniforms issued to the students,
- Lunch Charges
- Fees for Woody-Young and
- Other fees including but not limited to orchestra, club, band and/or athletic fees.

Withdrawal Financial Policy

Families shall notify the school in writing if a student is withdrawn from school. The following fees are applicable:

- The registration fee is non-refundable.
- Registered students who have paid their tuition in full or partially during the summer and notify the school in writing and withdraw prior to the first day of school will receive a full refund of the paid tuition.
- Registered students who withdraw after the first day of school are responsible for full tuition.
- The following fees are incurred and owed immediately: Parish Operational Subsidy, Fundraising Obligation, Athletic, music, and extracurricular activity fees, and fees for lost or damaged textbooks, library books or property issued to the student.

The school will not forward records for students who withdraw with an outstanding balance. No tuition will be refunded for the dismissal of a student.

Monthly Financial Ledger

The monthly Financial Ledger is available on Sycamore. The balance on the ledger consists of three basic charges that are owed by every family after the registration fee is paid: Tuition, Parish Subsidy and Fundraising Obligation. The financial ledger also notes any additional charges such as band, orchestra, chess club or athletic fees. Please review the ledger carefully on Sycamore and notify the office of any errors.
CONDUCT EXPECTATIONS

Archdiocesan Conduct Policy

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

Courtesy and Manners

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

- Open doors for adults.
- Step back and offer adults the opportunity to pass through the doorway first.
- Hold doors for others.
- Greet persons with respect, especially in passing.
- Use respectful language.
- Use “please” and “thank you.”
- Offer assistance when needed.
- Work and play at all times as a Christian.
- Include everyone.
- Be fair and follow the rules when playing games.

Disruptive or discourteous behavior is subject to disciplinary actions as outlined in section Discipline Policy.

Cafeteria Conduct

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

- Show courtesy toward other students and cooperation with the lunch monitors.
- Clean up the table and floor when finished eating.
- Eat and drink in Father Bulman Hall. Food or drinks are not allowed on the playground.
- Place lunch boxes in their proper place.
- Do not bring glass containers.
- Use a quiet voice and proper table manners.
- Do not bring carbonated drinks, candy, sunflower seeds, or gum for lunch or snack.
- Do not bring food or have food delivered from carry-out restaurants unless providing the same food for the entire class.
- No peanuts, tree nuts, nut butter or peanut butter are allowed on campus due to students’ severe allergic reactions
- Do not share food with other students under any circumstances.

Disruptive or discourteous behavior is subject to disciplinary actions, including losing the privilege of eating in the cafeteria. Parents may be requested to supervise their student’s eating of lunch in the classroom.

Library Conduct

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

- Borrowed books shall be returned on time and in good condition.
- A fine of one nonperishable food item per day is required for overdue books with a maximum fine of 10 items. (Food is donated to St. Vincent de Paul.)
• Books damaged or lost shall be paid for by the student before any other materials may be checked out. Students who have lost or damaged books will not receive quarterly report cards until their account is cleared.
• A student shall check out a book in his/her own name only and shall not use the name or ID of another student.

Use of HGCS Name

Attaching the school name, logo, or other HGCS insignia to any event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program or event as sponsored by HGCS. The activity, program or event must be one for which the school takes institutional responsibility. Use of the HGCS name or logo or insignia may be authorized only with written approval by the Principal or Pastor. (ASF/CSPM #1540)

Conduct for Technology and the Internet

Students and their parents/guardians are required to review the school’s Internet Usage Policy and have a signed Authorized Usage Permission Slip on file. Students are expected to practice “netiquette” which includes appropriate language, courtesy, and adherence to copyright laws.

Students are responsible for reporting any accidental “hits” of inappropriate sites. The following behaviors are unacceptable and, if known, shall be reported to a teacher:
• Knowingly accessing inappropriate websites
• Sending, displaying or downloading offensive messages and/or pictures;
• Using obscene language, harassing, insulting and/or threatening others using a computer;
• Damaging computer systems, computer networks, and/or software;
• Violating copyright laws, including CD’s “burned” on home computers;
• Trespassing in someone else’s folder, work and/or files;
• Using another person’s sign-on and/or password;
• Using the name HGCS on any personal web-site or social media site such as Facebook, Instagram, etc;
• Intentionally wasting limited resources;
• Using the network for commercial purposes;
• Revealing a personal phone number, name or address of one’s self or another;
• Using 3rd party commercial sites unless approved by the computer teacher;
• Hacking, creating a virus or downloading inappropriate material is considered vandalism;
• Submitting documents from the Internet as a student’s own work will be treated as a plagiarism/dishonesty infraction;

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

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

Virtual Reality Sites such as, but not limited to, www.there.com and www.secondlife.com pose a developmental and moral risk to the life a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict themselves, Holy Ghost students or their families, teachers, staff members, or parish staff in a derogatory or defamatory light will face infractions, suspension, or expulsion.
Laptop computers, tablets, and/or personal electronic devices may be used by permission of individual teachers for appropriate learning activities. Misuse of electronic devices, such as playing nonacademic games at any time on school premises, texting, accessing personal email, or cheating will result in immediate confiscation of the device. Any personal device will be returned to a parent/guardian and a student will lose the privilege of using these devices for the remainder of the year.

**Belongings from Home**

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

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

Any item that may detract from the learning environment or compromise the health and safety of the school shall not be brought to school. Prohibited items include, but are not limited to

- weapons,
- toys, trading cards,
- questionable books, magazines, or pictures,
- electronic devices such as pagers, game players, music players, cell phones, computers, tablets, laser pointers

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

**Cell Phones, I-Pads, Tablets, I-Pods**

*Student cell phones are not permitted on campus.* This policy is in effect to prevent distractions in the learning environment, cheating or inappropriate communications while on school grounds. Students have easy access to telephones on campus. Telephones are available in every classroom. Emergency information binders are available which list all of the contact phone numbers that parents have provided.

Exceptions to this policy can be made for the following reasons:

- a student travels home on foot, bike or bus,
- a student is changing households due to shared custody or
- a student is staying with someone else due to parents being out of town

In the event that one of these situations applies to a student’s family, a completed cell phone permission form must be turned into the office for approval by the administration prior to the cell phone being brought to school. If approved, the form will be kept in a binder in a middle school homeroom so that the faculty is aware of which middle school students are permitted to bring phones.

Students receiving permission to bring a phone to school must turn in the phone to his/her homeroom teacher each morning and collect the phone at the end of the day from the teacher. The school will not be held liable for the cell phone under any circumstances.

Students should also request permission from a teacher to use the personal cell phone if a call needs to be made while on campus. Students should not lend the phone to a classmate to make call.

Personal cell phones should not be in use during any on-campus extracurricular event including all sporting events without permission of a staff member. Failure to follow these policies will result in permission being disallowed.
Students who use a personal cell phone on campus without permission, including after school and at extracurricular events like basketball games, will receive an infraction and/or may have the cell phone confiscated.

Unless permission has been granted for the use of the device, cell phones, I-Pads, tablets, and I-Pods with internet and/or texting capacity that are visible or ring or are in use by a student will be confiscated and returned to the student’s parent/guardian.

- Cell phones, I-Pads, and I-Pods may not be used during extracurricular activities including sports practices and games or at Woody/Young.
- At no time during the school day shall a cell phone, I-Pad, tablet, and/or I-Pod be in a student’s locker or in his/her possession without permission of a teacher or Principal. Items taken away from students will be returned to parents/guardians. In addition, the student may lose the privilege of bringing any electronic devices to school for the remainder of the year.
- Text messaging is prohibited during school hours or at any school activity including sports practices and games. Texting is considered the same as passing personal notes and will result in an infraction and loss of the cell phone that a student was using.

School Property

In keeping with the Catholic culture of the school to care for the environment, students shall not damage any desks, lockers, computers, furniture, equipment, buildings, or anyone’s personal property. If such damage is done, the parents will be obligated to pay the full amount of repairs and labor or replacement costs before any final reports, transcripts or diplomas are presented.

Each student is given one set of textbooks. Care shall be taken with books. All books shall be covered at all times and carried in book bags to and from school. If any books are lost or damaged, the parent is responsible for paying for a replacement.

Each middle school student is assigned a locker to store clothing and textbooks. In order to maintain a quiet atmosphere for learning students are allowed to go to their lockers at specified times. Student schedules and organizational notes facilitate learning and may be posted on the interior of a student’s locker door. Locker shelves may be used to help organize student materials.

Search of Students, Lockers, and Desks

A student has the use of, but not proprietary right to an assigned locker or desk. Desks, lockers, assignment books and other school property remain under school control at all times. School officials reserve the right to search students’ belongings, lockers and the contents of desks if a school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property or may be a threat to health, welfare or safety of students or staff. A search is to take place in the presence of a minimum of at least two school officials. (ASF/CSO#2420)

Party Invitations, Gifts, and Birthday Observances

Invitations (including slumber parties and birthday parties) may be distributed at school if no part of the class is excluded. If the party will exclude any part of the entire class, or all boys or all girls, invitations shall be sent by mail. To avoid hurt feelings among other students, students shall not discuss a party at school unless all students have been invited to attend.

Students shall not exchange individual gifts at school. This gesture creates hurt feelings among other students. The exception is any whole class gift-exchange like Secret Angels or Advent Angels. Valentines distributed at classroom parties shall include a Valentine for each student in the class.
Birthday treats may be brought to school for students to share with all of their classmates. It is requested that when choosing birthday treats, parents consider the Federal Nutritional Guidelines and any food allergy of the classmates.

Off Campus Conduct

HGCS reserves the right to discipline its students for off campus behavior that is not in keeping with the school’s Catholic culture, behavior expectations and conduct of its students. Off campus behavior includes, but is not limited to cyber-bullying and sexting.

Uniform and Dress Code

The school uniform is required for students in grades Kindergarten through 8th. Pre-K students wear play clothes. Students will not be permitted to attend class if dress codes are not met. Parents will be notified if students are not properly groomed and in full uniform. Parents will be required to bring their child proper attire in order for the student to continue the day at school. Repeated violations of the uniform dress code will result in the student being denied participation in the next free dress day and earning an infraction.

The Uniform and Dress Code are in effect during graduation ceremonies. Students who ignore the school’s Uniform and Dress Code may not be eligible to participate in the graduation ceremonies and dance.

Dress Code for All Students

- Uniforms shall be clean and pressed with all buttons attached, hem intact, and no holes or tears in the clothing.
- Uniforms shall fit properly. Baggy, sagging, or excessively tight uniforms are not permitted.
- Students shall remain in uniform while on school grounds, including during athletic events. Students shall not change into free dress after school hours without a note from parent/guardian and approval of an administrator.
- All students may wear the navy blue uniform shorts with the official logo during August, September, and May, or as determined by the Principal. Shorts shall not be more than 3 inches above the line on the back of the knee. Uniform shorts shall not be worn to Mass.
- All students may wear the red or black uniform cardigan sweaters or pullover sweaters with the school logo over the uniform blouse or shirt. Non-uniform sweatshirts or sweaters should not be worn during school hours.
- Uniform sweaters are required to be worn on field trips and at Mass from October through April.
- Skirts and pants shall be worn at the waist.
- Students in grades 5-8 shall wear belts with the uniform pants and shorts. Belts shall be brown or black with a small, simple buckle.
- Shirrtails and blouses shall be tucked in while a student is on campus during the school day except during lunch recess.
- On game days, Holy Ghost team athletes may wear jerseys and team uniform shirts.
- Girl and Boy Scout uniforms may be worn on meeting days.
- Only Holy Ghost caps/visors or Holy Ghost head gear with sun protection are to be worn outside the buildings and are not to be worn inside the buildings. No other headgear should be worn.
- All students shall wear supportive shoes such as cross-trainers or running shoes to avoid injuries. Sandals, backless shoes, loose slip-on shoes, CROC type shoes, high top shoes, ballet slippers, Converse, “Chuck Taylor,” clogs or shoes with a heel over two inches (measured from the back exterior of the shoe), shoes with roller skates or other rolling device, wheelies, or sneakers with zippers instead of laces are not permitted. Shoes with laces shall be laced and tied at all times.
- Boots shall not be worn except when wet weather conditions exist.
- Hair shall be neat, combed off the face and out of eyes. Bangs shall be above the eyebrows. Hair tails, Mohawks, or other hairstyle fads, including lines and hair carvings, are not permitted. Colored, dyed, highlighted or bleached hair is not permitted. Beads or scarves shall not be worn in the hair. Scrunchies, hair clips, pony tail holders, rubber bands shall be worn in the hair, not worn on the wrist.
- No student shall wear nail polish or artificial nails.
• No student shall wear makeup, cosmetics, lip-gloss, or chap-stick. If needed for medical reasons, chap-stick labeled with the child’s name shall be given to the teacher.
• No student is permitted to wear jewelry except for a watch, a simple cross or holy medal on a plain, narrow gold or silver chain.
• Girls may wear one pair of small earrings.
• Watches with a beeping device shall be disabled during the school day.
• No student shall have tattoos or body piercings, with the exception that girls are permitted to have one set of pierced ears at the lobes. Earplug piercings are not permitted.
• No student shall wear hologram contact lenses.

Dress Code for Girls

The adopted uniform for Holy Ghost students may be purchased locally at Dennis Uniform.
• Girls in grades K-5 shall wear the red plaid, knee length uniform jumper or navy blue uniform pants with the official Dennis Uniform logo.
• During approved times, the navy blue uniform shorts with the official Dennis Uniform logo may be worn.
• Girls in grades 6-8 shall wear the red plaid, knee length uniform skirt or navy blue uniform pants with the official Holy Ghost logo.
• During approved times, the navy blue uniform shorts with the official Holy Ghost logo may be worn.
• Uniform skirts shall be worn at the waist and no more than 2 inches above the middle of the knee. Skirts are measured from the line on the back of the knee. Skirts shall not be rolled at the waist.
• Uniform sweaters are required to be worn on field trips and at Mass from October through April.
• In grades 5-8, PE shorts shall be worn at all times under the uniform jumper or skirt. PE shorts should not be visible below the skirt. No other kinds of shorts such as boxer shorts, spandex, soccer or running shorts should be worn underneath uniform skirts.
• In grades K-4, plain black, grey or red shorts with no commercial logo must be worn underneath the uniform jumper. No other kinds of shorts such as boxer shorts, spandex, soccer or running shorts should be worn underneath uniform skirts.
• All girls shall wear the white uniform blouse with tailored collar and short or long sleeves with the official Holy Ghost logo. Properly fitting, white tee shirts or PE shirts may be worn under uniform blouses.
• Colored t-shirts or any camisole shall not be worn under the uniform blouse. Undershirt sleeves or PE sleeves should not hang below the official uniform blouse.
• When the weather is cold, girls may wear solid red, gray, white, or black (with no logo or lace trim) leggings or tights under the uniform skirt or jumper. Loose fitting or flared leg pants or sweatpants should not be worn at any time under the uniform skirt or jumper.
• Solid white, black, gray or red socks or tights with no additional markings shall be worn with shoes at all times.
• Girls may wear one pair of earrings. No large, hoop or dangling earrings may be worn. Earrings may be no larger than a dime.
• Light, natural looking make-up may be worn by 8th grade girls on free dress days, picture days or when there is an after-school dance.
• Girls in 8th grade may have natural looking highlights. Natural looking highlights is defined as the hair not being more than a few shades lighter than the natural color of the hair.

Dress Code for Boys

The adopted uniform for Holy Ghost students may be purchased locally at Dennis Uniform.
• Boys shall wear the white, button front uniform shirt with the Holy Ghost logo.
• Boys shall wear the navy blue uniform pants with the Dennis Uniform logo.
• During approved times, the navy blue uniform shorts with the Dennis Uniform logo may be worn.
• Uniform sweaters are required to be worn on field trips and at Mass from October through April.
• Solid white, black, gray or red socks with no marking shall be worn with shoes.
• Boys’ faces shall be clean-shaven. Facial hair is not permitted.
• Boy’s hair shall be cut so that it lies above the uniform shirt collar.
• Boys are not permitted to wear earrings including studs with a Band-Aid cover.

Physical Education Uniforms for Boys and Girls

• Students in grades 5-8 should wear the PE uniform shorts and tee shirt with the HGCS logo.
• PE uniform shorts must fit properly. Shorts should be fingertip length and not fall below the knee. Baggy shorts are not permitted.
• Running or cross-trainer shoes are required for all physical education activities. No deck shoes or “Chuck Taylor” shoes are permitted for P.E. class.
• Warm-up suits, sweat suits, Spandex attire, or attire with a commercial logo is not permitted.
• During cold weather, students may wear solid red, white, gray, or black sweatpants with no visible logo under their PE shorts.

Dress Code on Celebration of Reading Goal Day

On Thursdays, students who have earned 100% of their AR Reading Goal during the previous quarter may wear an official reading T-shirt or Blue Ribbon shirt in place of the uniform shirt or blouse. Students may wear blue denim jeans in place of uniform pants. Other types of pants are not permitted.

Dress Code for Free Dress Day

On occasions when uniforms are not required, students shall be properly groomed and dressed for the occasion as directed by the teacher and/or Principal. If an item is questionable, the student can choose to not wear the item or bring a change of clothes. If the student is not attired appropriately, he/she may be asked to return home and/or may not participate in the event. Students who fail to adhere to the guidelines for being out of uniform may not participate in other free dress days.

On free dress days, students may wear:
• Dresses or skirts no shorter than two inches above the knee as measured from the back of the knee
• Jeans, casual pants, or jogging suits
• Shorts or skorts no shorter than three inches above the knee as measured from the back of the knee
• T-shirts with appropriate messages or pictures, sweatshirts without hoods or front pockets
• Gym shoes, Crocs with strap across back, boots
• Jewelry, larger earrings
• Nail polish (middle school students only)
• Light Make-up (8th grade students only)
• Bodies shall be modestly covered from the shoulders to the knees except for the arms. Skin around the midsection and undergarments shall not be showing.

On free dress days, students may not wear:
• Torn clothing or clothing with holes including jeans
• Clothes that are tight or baggy; spandex clothes
• Pajamas, bathrobes
• Flip-flop sandals, open back shoes, slippers, or shoes that convert to roller skates or other rolling devices
• T-shirts with inappropriate writing, tank tops, strapless tops, low-cut blouses or tops,
• Artificial nails
• Hats except for HGCS sun hat
DISCIPLINE POLICY

Discipline in the Catholic school is an integral aspect of guidance. The purposes of discipline are to develop character, to maintain an atmosphere that upholds religious and moral values and Catholic traditions, and to provide a classroom environment conducive to learning. HGCS aims to promote self-discipline among students and to cooperate with parents in helping students develop an ever-increasing degree of self-discipline and personal responsibility. Any student who engages in conduct that is contrary to HGCS’s rules and regulations and/or code of conduct should expect appropriate consequences. (ASF/CSPM#2400)

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

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

- The pastor and Principal are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.
- Discipline is an important aspect of moral guidance and is not simply a form of punishment. Discipline for the child in a Catholic school is the practice of the virtue of obedience to authority, of self-denial and sacrifice, of charity and of thoughtfulness toward others. Three of the functions of school discipline are:
  1. To create and preserve conditions that are essential to the Catholic culture and Christian learning environment of the school;
  2. To allow a child to assume responsibility for his/her actions;
  3. To teach and train a child in self-control.

Subject to Archdiocesan Regulations, the Principal may impose disciplinary measures, including without limitation, probation, suspension, required withdrawal and expulsion. Disciplinary measures may be imposed separately or progressively, depending on the nature and degree of the offense. Corporal punishment is never administered. (ASF/CSPM#2400)

Community Responsibility for Discipline

In accordance with the stated philosophy and Catholic culture of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of HGCS which are designed to foster mature development, ethical, Christian behavior and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors. These values and attitudes are distinguishing characteristics that shall be practiced daily by all members of the HGCS community.

Any adult may correct any student’s inappropriate behavior for the well-being and safety of the student and the well-being of our Christian Catholic community.

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

Discipline by Design

Discipline by Design is a behavior program that was originally created to recognize students’ positive academic and behavior efforts. This program was adopted by HGCS in 2005. The program tracks student’s behavior and choices through four levels of an Honor System. A computer program tracks and records daily infractions and bravo points. All students begin the year in Honor Level One. The Honor Level System is based on a calendar-day cycle allowing a student to return to Honor Level One if s/he earns bravo points and/or does not commit additional infractions (middle school is a 14 day cycle and elementary school is a 10 day cycle).
- **Honor Level One**: Students who have not accumulated more than 2 points in the last 10 calendar days (elementary) or 14 calendar days (middle school).
- **Honor Level Two**: Students who have accumulated 3-6 points in the last 10 calendar days (elementary) or 14 calendar days (middle school).
- **Honor Level Three**: Students who have accumulated 7-11 points. At this level, the student is required to attend a Saturday School with a fee of $35 payable at the start of the assigned Saturday School and may not be able to participate in extracurricular activities, field trips and/or dances.
- **Honor Level Four**: Students who have accumulated 12 or more points. At this level, the student is required to attend a Saturday School with a fee of $35 payable at the start of the assigned Saturday School; and meet with his/her parents and an administrator shall meet. The student shall not be allowed to participate in extracurricular activities, field trips, and/or dances.

**Bravo Points**

Bravo Points may be earned by students for unsolicited acts of kindness, compassion, leadership, helpfulness, friendliness, courtesy, attention to the environment, etc. that are demonstrations of the Catholic culture of the school. A bravo point may counter, or negate an infraction point.

**Infractions**

Infractions are issued to students who make poor choices or violate HGCS policies. Depending on the severity of the infraction, a student will accumulate 1-12 points. Any member of the school staff may issue an infraction slip if deemed necessary. The student and a parent are required to sign the infraction slip and return the infraction slip to school the next day. Failure to return the signed infraction slip will result in another infraction.

**One Point Infractions**

- Disrupting Class; failure to follow directions. It is the responsibility of each student to contribute to the learning environment. No student may interrupt the learning environment.
- Dress Code Violation, including free dress code violations
- Discourteous Behavior or language, including during school-sponsored event
- Failure to follow directions
- Missing Assignment: Students in grades 2-8 who are missing 3 or more assignments in one week are required to attend Saturday School in uniform from 8:00 to 11:00 AM. A fee of $35 is due at the start of the assigned Saturday School.

**Two Point Infractions**

- Public Displays of Affection; Failure to keep hands to self. Public Displays of Affection include but are not limited to hugging, kissing, close dancing, and inappropriate touching.
- Failure to Report to Saturday School
- Hitting, Pushing, Kicking

**Four Point Infractions**

- Profanity, vulgarity, indecent or otherwise abusive language, spoken by students on school campus or during any school related activity
- Possession of Contraband, which includes, but not limited to, any type of unauthorized radio, CD player, DVD player, iPhone, cell phone, iPod, iPad, tablet, beeper, tape player, headphones, electronic toys, trading cards, unauthorized toys, etc. The contraband will also be confiscated.
- Personal Notes including emails or text messaging during school hours or during school-sponsored events

**Six Point Infractions**
- Disrespect toward a teacher, Holy Ghost staff member or parent; the administrator may require a parent to be present with the student during class in order to prevent further disrespect toward a teacher.
- Vandalism/Graffiti. A student and his/her parent/guardian will be liable for any damages caused by the student to equipment and/or school or parish property or the property of another. School property includes but is not limited to textbooks and assignment notebooks.
- Possession and/or use of firecrackers, lighters, matches, or other flammable, poisonous, unsafe or unhealthy items. The item will be confiscated.

**Seven Point Infractions**
- Theft of property belonging to the school or any other person
- Possession of pornography in any form including internet/web sites
- Gang Behavior including throwing gang signs

**Eleven Point Infractions**
- Off-campus use of the internet, social media or phone to harass or bully students or staff will be dealt with in the same manner as on-site harassment if this behavior affects the well-being of the class or school, an individual student, staff member or is disruptive to the class or school.
- Biting another student. The student’s parent will be required to immediately remove the student from school following a biting incident.
- Fighting, provoking fights between other individuals, or participation in activities that may result in physical harm to any person.
- Leaving the campus without permission
- Engaging in on-line blogs, such as, but not limited to, Facebook®, MySpace.com®, Xanga®, Friendster®, etc. whether at school or away from school in which the content of the student’s blog includes defamatory comments regarding the school, faculty, staff, coaches, other students, or the parish.
- Bullying, harassment, or cyber-harassment either on campus or off-campus. Harassment is repeated verbal or physical contacts with another person who does not want them and includes any verbal, physical or visual conduct on the part of a student or students that has the purpose or effect of substantially interfering with the individual’s academic performance or of creating an intimidating, hostile or offensive education or social environment. Bullying involves some sort of overt or subtle force.
- Any student who feels he or she has been a victim of harassment or bullying shall bring the problem to the immediate attention of a teacher or administrator. All allegations of harassment and bullying will be investigated in as prompt and confidential a manner as possible.

The ASF strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual’s race, color, age, religion, gender, marital or veteran status, sexual orientation, national origin, ancestry or disability) whether physical, verbal or environmental. Any student who violates this policy will be subject to disciplinary action up to and including required withdrawal. (ASF/CSO#2410)

**Twelve Point Infractions**
- Threats of Violence. Verbal or written threats, made seriously or in jest, and made against the physical or emotional well-being of another person are taken seriously. Students who make such threats will be suspended. Readmission will be dependent on written recommendation of a psychiatrist or counselor and an evaluation by the administration. A parent/guardian who engages in such behavior will be required to withdraw his or her child from the school.
- Possession, use or under the influence of tobacco, alcohol, or illicit drugs while on school premises or at any school-sponsored activity. The school will immediately contact the student’s parent or legal guardians and may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol
or illicit drugs by a student may result in the required withdrawal or expulsion of the student from HGCS.

(ASF/CSPM#2330)

- Dishonesty such as Cheating, Copying, Lying, Plagiarism. Students who choose to cheat, copy, plagiarize or lie will face a failing grade, loss of twelve points, detention, suspension, and/or expulsion. This definition includes students who are providing the work that is being copied. Due to the serious nature of cheating, the following system will be used for students who earn more than one cheating infraction:
  1. **1st offense – Honor Level 4**: The student is ineligible for extracurricular activities, field trips and Honor Roll for the quarter of the incident.
  2. **2nd offense – Honor Level 4**: The student is ineligible for extracurricular activities, field trips and Honor Roll for the quarter of the incident and will be placed on a one-day in-school suspension and may be charged $75 to pay for substitute teacher to supervise student.
  3. **3rd offense – Honor Level 4**: The student is ineligible for extracurricular activities, field trips and Honor Roll for the quarter of the incident and will be placed on a three-day in-school suspension and may be charged $75 to pay for substitute teacher to supervise student.
  4. **4th offense**: The student will be expelled.

- Possession of Weapons/Explosives. Weapons are any implements that could be used to threaten, endanger, or injure oneself or another person. A student or parent shall not have any weapon in his/her possession on school property or at school sponsored events. (Law enforcement officers excluded.) Students with a weapon shall be suspended.

**Disciplinary Probation**

Probation refers to the careful supervision and evaluation of a student’s conduct or academic progress for a specified period of time, at the end of which a determination is made whether the student has corrected the conduct or made appropriate academic progress. Probation shall include a written agreement between or among the student, parents/legal guardians, and the Principal that addresses the student’s conduct or academic deficiencies, duration of probation, corrective measures, to ensure compliance with applicable rules, standards of conduct or requirements and the consequences of any violation of the terms of the probation. Parents will be notified in writing when the probation is terminated or if it is to be extended. (ASF/CSPM#2440)

**Suspension**

Suspension refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from HGCS. Depending on the severity of the misconduct, students may be assigned to in-school or out-of-school suspension for a stated period of time.

Students who earn an in-school suspension are required to report to school each day in uniform and work with a substitute teacher. Parents will be assessed $75.00 per day to pay for a substitute teacher who will be hired to supervise the student.

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. The student is expected to continue all school work on an independent basis. Whether a student is in or out of school, suspension will not exceed three days except in extraordinary circumstances or to allow time to complete an investigation or inquiry pending expulsion. (ASF/CSPM#2450)

**Expulsion**

Expulsion is an extreme measure to be taken only as a last resort under the following circumstances
- after all other measures of motivation and counseling have failed, or
- where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or
• a parent significantly reduces the school’s ability to effectively serve HGCS students or refuses to cooperate with school personnel or to adhere to Archdiocesan or HGCS policies or regulations or interferes in matters of school administration or discipline.

Expulsion is determined after the Principal’s consultation with the Superintendent and Pastor. The final decision to expel a student rests with the Principal and Pastor with the knowledge and consent of the Superintendent. (ASF/CSPM#2460 and #2470)

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

Student Becoming a Parent

The Catholic Church reveres the life and dignity of each human person. In the event that a student becomes pregnant, HGCS will require counseling for that student and the father/mother of the unborn child. In such a case, the Principal shall determine whether it is appropriate for the student to continue to participate in school after the Principal consults with and obtains the approval of the Superintendent and Pastor and in consultation with the student and her parents/legal guardians prior to making a final decision. (ASF/CSPM#2500)

HEALTH AND SAFETY POLICIES

Issues of Safety

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

The school reserves the right to deny admission to a student or request withdrawal of a student from the school upon review of the school’s ability to keep students safe. It is understood by all parents/guardians that HGCS does not have an on-site nurse.

Immunizations

The New Mexico State Health Department requires students’ immunization records to be filed in the office on the first day of school. "It is unlawful for any student to enroll in school unless s/he has been immunized, as required under the rules and regulations of the Health and Social Services Board, and can provide satisfactory evidence of such immunization." (12-3-4.2 NMSA)

Emergency Information

Each student shall post emergency contact information on Sycamore stating how to locate parents/guardians in the event of an emergency. The name and telephone number of the student’s medical provider and dentist are to be listed as well as work, cell and home phone numbers and a minimum of two other emergency contacts.

It is the parent/guardian’s responsibility to change the family and student profile on Sycamore if any addresses and phone numbers change and shall notify the office immediately of the change by phone or Pass A Note.

The school aims to enforce rules that will protect student’s safety and health. If an accident/illness occurs in which school personnel deems that the student needs medical attention, an effort will be made to notify the parent/guardian before the student leaves school to be attended by a medical provider. If a student’s parent or guardian cannot be
reached, an attempt shall be made to contact any other person on the student’s emergency contact list on Sycamore.  
(ASF/CSPM#2340)

Illness

Children with severe colds, coughs, fever or other signs of illness shall not be sent to school. Parents will be required to pick up sick children from school. Sick children often need to rest in order to recover fully and quickly. Children shall be free of fever for 24 hours before returning to school.

Prescription Medications

HGCS staff is committed to meeting the needs of all students, in so far as possible. Parents are responsible for providing to the school any information regarding any life-threatening medical condition by submitting to the office a Medical Treatment Plan signed by the student’s medical provider.

There are some conditions for which the school cannot provide the necessary resources. If a student has a life-threatening medical condition that would necessitate a school staff member to administer medication, injection or other treatment to prevent death, the name and details of the student’s condition shall be provided to the school during the admission process.

Ideally, all medications should be given at home. School personnel may not administer prescription or over-the-counter medications of any kind to any student without appropriate consent forms.

An updated Medical Treatment Plan from the student’s medical provider must be on file in the office before prescription and over the counter medication for a specific condition will be made available to the student.

Please note:

• The school will not hold any prescription medication without a completed, signed Medical Treatment Plan.
• No school personnel are authorized to dispense any medication to the student, but may make the medication available to the student.
• If a student is unable to self-administer medication, a parent or authorized adult is required to come to school to administer the medication to the student.

The following requirements must be met for a student to receive medication at school. All medication must be in a prescription bottle or the original container with the following information:

• the name of the drug,
• the correct dosage scheduled for administration,
• the name of the student,
• the name of the medical provider, and
• the date of expiration.

Over the Counter Medication

No over-the-counter medication for non-specific conditions is allowed unless a written Medical Treatment Plan with the student’s medical provider’s signature is submitted to the school office. In such a case, the parent shall submit the HGCS Medical Treatment Plan with the instructions for the administration of the over-the-counter medication to the Principal with the following information:

• Student’s name
• Frequency
• Dose
• Date

Asthma
In the case of a student with asthma, parents are required to ensure that the school is provided with a prescription labeled reliever inhaler. All inhalers must be labeled with the child’s name by the pharmacy.

An Asthma Action Plan, signed by the student’s medical practitioner, must be turned into the Principal before the first day of school.

Because of the risk of students sharing medication, no student may carry his or her own medication on school campus or at any school-related event unless indicated on the student’s Asthma Action Plan by the medical provider.

If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler and the student’s parents or legal guardian requests that the student be permitted to do so, HGCS may grant an exception to this policy if the student’s parent or legal guardian, and the student’s doctor document the following:

- There would be a risk to the student if the student were not able to personally carry the medication; and
- The student has been instructed on the following:
  - use of the medication,
  - the administration of the medication,
  - the possible side effects,
  - the student’s responsibility not to share the medication with anyone,
  - and the student’s responsibility to notify the teacher of the use immediately after such use.

Head Injuries

A parent will be informed if a student sustains a head injury. The school requires a parent to immediately come to school for his/her student. The student will be released to the care of his/her parent/guardian/responsible adult.

Students with Food Allergies

HGCS cannot guarantee an allergy-free environment. The family is responsible for providing a Food Allergy Action Plan to the school. For a student who has food allergies, it is the family’s responsibility to notify and provide the following information to HGCS:

- list of a student’s allergies,
- written medical documentation and instructions,
- properly labeled medications as directed by the student’s medical provider,
- replace the medications after use or when expired,
- at the minimum, at least two (2) Epi-pens for school or student use,
- a review of procedures with HGCS, the child’s medical provider, and the student after a reaction has occurred
- up-to-date emergency contact information

If a student is 7 years or older, the student may carry an Epi-Pen on his/her person if properly trained and indicated by the medical provider on the Allergy Action Plan.

In addition, it is the family’s responsibility to educate the child in self-management of the food allergy. This would include

- strategies for avoiding exposure,
- knowledge of safe and unsafe foods,
- symptoms of allergic reactions,
- how to tell an adult when having allergy symptoms, and
- how to read food labels as age appropriate

If a student needs or has self-injected with an Epi-pen, HGCS will call 911, the parents or legal guardians, and the student’s doctor in that order.

A student is expected to adhere to the following policies:

- Not trade food with other students;
- Not eat anything with unknown ingredients or food known to contain the food allergies;
- Notify an adult immediately if s/he believe s/he has eaten or been exposed to the food allergen.

Communicable Disease

A student suspected of having a communicable disease will be excluded from the classroom and parents will be notified to pick up their child and take the child for the necessary doctor’s examination. In all cases, due consideration will be given to the needs and well-being of the individuals involved, those with whom they have contact and the broader school/parish community. Information will be conveyed on a need to know basis only.

When required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services and proceed according to their directives. (ASF/CSPM #1510)

Nut and Peanut Prohibition

In order to minimize the incidence of life threatening allergic reactions, no tree nuts including peanuts, pinon nuts or nut butter or peanut butter are allowed on school property. Any food containing any type of nut may NOT be served as snacks for a student, for the class, in student lunches, or for bake sales.

Student Drop-Off and Pick-Up Policy

For the protection of students, the following policy is enforced:

- All drivers shall follow drop-off procedures and signs.
- Students shall NOT be dropped off or picked up on Ross or Arizona. Students shall be dropped off in the school/parish parking lot to the north of Father Bulman Hall.
- All students shall exit on the passenger side (right side) of the car.
- No drivers should park behind the middle school on the east side of the middle school building at any time.
- A parent who wishes to walk his/her child on to the school campus shall park in the parking lot to the north of Father Bulman Hall, not on Arizona or Ross SE.
- No driver shall ever double park, block in another car, drive recklessly or in a manner that endangers the safety of students and parents on church or school property or in the vicinity of the school.
- All drivers shall refrain from using cell phones while picking up or dropping off their child.
- A driver’s failure to follow the Drop-Off and Pick-up Policy will result in a $15.00 fine for the first offense and $25 for any following offenses.
- Repeated failure to follow the Drop-Off and Pick-up Policy may result in withdrawal of your child from HGCS.

Students Who Walk Home

All students who cross San Pedro to walk home do so with the assistance of the traffic light. At the beginning of the school year, parents must submit a note to the office and the teacher if a student walks home.

Bad Weather School Day Policy

Ordinarily HGCS follows the Albuquerque Public School cancellation/abbreviation schedule for local weather conditions. Students, parents, and employees should check Sycamore, listen to the radio or watch television for any changes of school schedule or cancellation of school. If APS calls for an abbreviated schedule, HGCS will begin classes at 9:50 AM. School buildings will not be open before 9:45 AM. There will be no Woody-Young Before School Program on bad weather abbreviated days.

Closure due to Faculty Absences, Emergency Conditions, or Facility Conditions

After consultation with the Pastor or Superintendent, HGCS will close if the facility or faculty absences warrant closure. Ordinarily, students will not be released early unless emergency conditions exist.

Unexpected Early Dismissal

Revised January, 2016
Only under extremely serious conditions will school be canceled after the school day has begun. In the event that the school has to be dismissed because of weather conditions, or any other reason, parents will receive notification through Sycamore about the unexpected dismissal. No student will be released unless his or her parent or authorized adults has been contacted. It is the parent’s responsibility to pick up the student in a very timely manner in the event of an unexpected early dismissal.

Before School and After School Supervision

Outside supervision is provided from 7:40 AM to 7:50 AM at which time the first bell is rung. Students arriving before 7:40 AM must report to Woody-Young. This is a safety issue for students. Parents will be notified if a student arrives before 7:40 AM and fails to report to Woody-Young. Students will receive an infraction for arriving at school before 7:40 AM and failing to report to Woody-Young.

After school supervision is provided by classroom teachers from 3:20-3:30 PM. Students remaining at school after 3:30 PM must report to Woody-Young. It is the responsibility of the parent to instruct the student regarding attendance at Woody-Young before dropping off the student in the morning.

To avoid interrupting the school-wide reading program, parents will make every effort to avoid calling the school to deliver after-school instructions to your child at the end of the day. In case of an emergency, a student will be permitted to use the telephone regarding his/her after school care.

To avoid interruptions of parents at work, arrangements for all after-school activities with friends shall be made prior to the start of the school day. Permission to attend athletic events or accompany another student off school grounds shall be given by parents in writing before the start of the school day.

Students in Woody-Young must provide written permission from a parent to attend any athletic or extracurricular event. Students attending athletic or extracurricular events must stay in Father Bulman Hall until picked up by an authorized adult.

No student shall be in the courtyard or parking lot unsupervised either after 3:30 pm or during athletic or school sponsored events. Students who are on campus unsupervised outside of school hours are subject to disciplinary action.

Crisis Management Plan

The school has developed and implemented a Crisis Management Plan in accordance with Archdiocesan policy. All staff members are trained in the procedures necessary to ensure your child’s safety. In the event of an emergency evacuation and circumstances permitting, students will be moved to secure designated locations near HGCS. During an emergency, parents are asked to call the parish office at 265-5957, not the school office, for information. The parish office will serve as the information center for parents. Parent may also dial 311 to receive information about the situation.

Child Neglect and Child Abuse Laws

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

Playground and General Safety

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

- Students are prohibited from retrieving balls and other items that go into the street. Only adults may retrieve equipment.
- Students are prohibited from entering Father Bulman Hall (gym) without adult supervision.
• Students are prohibited from engaging in activities which endanger the well-being of another, for example, pushing, tackling, etc.
• Hands, feet and objects shall be kept to oneself.
• Students shall keep away from the Russian olive trees as they have thorns.
• Students are not permitted to play behind the storage area. Students should play in areas visible to staff.
• No student may be excluded from any activity.
• Only Frisbees or balls may be thrown by students.

Pick Up After HGCS Events

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

• Students attending athletic or school events shall not leave Father Bulman Hall or the area of the event once they have entered.
• Students attending athletic events, practices and extracurricular events shall be picked up from the designated area within 10 minutes of the end of the event.
• No student shall wait unsupervised in the parking lot or on the campus.
• Students, who have not been picked up within 10 minutes after an event ends, are required to sign into Woody-Young. Parents will be charged for student supervision as per Woody-Young policy.
WOODY-YOUNG PROGRAM—BEFORE AND AFTER SCHOOL PROGRAM

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

Financial Obligations for Woody-Young

Student fees are the sole support of the Woody-Young Program. The school or parish does not subsidize the program. Monthly payment of fees is required through the FACTS. The Woody-Young staff may collect Drop-in Fees. Students whose fees are not current will lose the privilege of attending Woody-Young.

<table>
<thead>
<tr>
<th>2015-2016 WOODY-YOUNG FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEKLY RATES</strong></td>
</tr>
<tr>
<td>AM only</td>
</tr>
<tr>
<td>PM only</td>
</tr>
<tr>
<td>AM and PM</td>
</tr>
<tr>
<td><strong>DROP-IN RATES</strong></td>
</tr>
<tr>
<td>AM only</td>
</tr>
<tr>
<td>PM only</td>
</tr>
<tr>
<td>Early Dismissal</td>
</tr>
<tr>
<td><strong>LATE FEE:</strong> $2.00 per minute per child</td>
</tr>
<tr>
<td><strong>FACTS FEE:</strong> $19 fee per year for families who use FACTS for tuition payment; $38 fee per year for families who do not use FACTS for tuition payment.</td>
</tr>
<tr>
<td><strong>REGISTRATION FEE:</strong> $30.00 per family, due at Orientation</td>
</tr>
<tr>
<td><strong>RETURNED CHECK FEE:</strong> $25.00 per check</td>
</tr>
</tbody>
</table>

Parent Responsibilities for Woody-Young

The Woody-Young program is open from 6:45 AM - 7:40 AM and after school until 5:45 PM each school day. Parents shall comply with the following policies:

- **STUDENTS ON PROPERTY BEFORE SCHOOL:** All students at school before 7:40 AM without supervision by his/her parent or an authorized adult must report to Woody-Young. If a student arrives before 7:40 AM and does not report to Woody-Young, his/her parents will be notified and charged a fee of $2 per minute. This charge is due before the start of the following school day.
- **STUDENTS ON PROPERTY AFTER SCHOOL:** By 3:30 PM all students in Grades Pre-K-8 who remain on school grounds without his/her parent or authorized adult must sign-in to Woody-Young. Students who fail to report to Woody-Young by 3:30 PM will lose honor points.
- **LATE PICK-UP:** Parents who fail to pick up his/her child by 5:45 PM will be assessed a late fee. Students may lose the privilege of attending Woody-Young if they are repeatedly picked up later than 5:45pm.
- **SIGN IN PROCEDURE:** In the morning a parent of students in grades Pre-K through 4 shall accompany his/her child to the Woody-Young program to sign his/her child into the program.
- **SIGN OUT PROCEDURE:** A parent shall not take the children from the schoolyard or other areas without notifying the Woody-Young staff and signing the child out.
- **AUTHORIZED PICK-UP LIST:** A parent should maintain a current list the names of the people who have permission to pick up their child (e.g. grandparents, aunts, uncles, friends, etc.) on the Sycamore site. Children will not be released to persons who are not on the authorized pick up list. A parent must submit a written note or Pass A Note to Woody-Young personnel if they want their child released to someone other than him/herself. Any person picking up a child must show a picture ID, unless Woody-Young staff is familiar with the person.
- **SCHOOL SPONSORED EVENTS:** Parents should provide written permission for students who are under the care of Woody-Young to attend athletic or school-sponsored events on school property. Students attending athletic events shall remain in Father Bulman Hall until the authorized person signs the student out from Woody-Young.
No student shall be in the courtyard or parking lot during an athletic or school sponsored event unless under the supervision of a staff member.

**Conduct and Discipline at Woody-Young**

As members of the HGCS community, the students are expected to respect the staff, each other, the materials, and the environment. All Holy Ghost conduct and discipline policies are in effect during attendance at Woody-Young.

Children shall not bring to Woody-Young from home any toys, video games, CD players, CDs, tablets, cell phones, electronic devices etc.. Personal toys will be confiscated and returned to the parent at the time of pick-up or returned to the student at the end of the year.

**Health, Safety, and Emergencies at Woody-Young**

Parents shall maintain current emergency contact information on Sycamore.

For minor injuries or illnesses, students will administer first aid to themselves. Staff may only issue ice and Band-Aids to students. In cases that appear serious, personnel will make an effort to carry out the instructions as provided on the student’s profile on Sycamore. If the parent does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, personnel staff will act according to their best judgment for the welfare of the child.

Parents shall make provisions for taking sick children home. Woody-Young does not transport children except in an emergency.
### New Mexico Childcare/Pre-School/School Entry Immunization Requirements: 2013-14 School Year

#### New Mexico School Nurses are granted Public Health authority by the NLH Secretary of Health for collecting and submitting immunization information.

#### Vaccine (Injection in Hip/Arm) | Minimum Number of Vaccine Doses Required by Childcare & Pre-school Age Levels
<table>
<thead>
<tr>
<th></th>
<th>6 mos</th>
<th>12 mos</th>
<th>18 mos</th>
<th>24 mos</th>
<th>36 mos</th>
<th>48 mos</th>
<th>60 mos</th>
<th>2 yrs</th>
<th>4 yrs</th>
<th>6 yrs</th>
<th>8 yrs</th>
<th>10 yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Pertussis/Tetanus (DPT/TD/Td)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>5 (4)</td>
<td>6 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio (OPV/IPV)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>4 (4)</td>
<td>4 (4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps/Measles/Rubella (MMR)</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
</tr>
<tr>
<td>Haemophilus influenza type B (Hib)</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
<td>3/2/1*</td>
</tr>
<tr>
<td>Varicella</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Vaccine (Injection in Foot (Footnote) & Oral) | Vaccine Doses By School Grade Levels
<table>
<thead>
<tr>
<th></th>
<th>1st</th>
<th>2ND</th>
<th>3rd</th>
<th>4th-6th</th>
<th>7th-8th</th>
<th>9th-12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria/Pertussis/Tetanus (DPT/DT/Td)</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Tetanus/Diphtheria/Pertussis (Td)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Polio (OPV/IPV)</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Mumps/Measles/Rubella (MMR)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Haemophilus influenza type B (Hib)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Parainfluenza (PCV7/S/PV13)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Varicella</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTES**

- Diphtheria: All children must have received 3 doses. Dose 2 may be given with dose 1 between 1 and 6 months.
- Pertussis: Children must receive 3 doses in the first 6 months of age, followed by a fifth dose at 15-18 months and a sixth dose between 4 and 6 years of age.
- Polio: Children must receive 4 doses, with the fourth dose given at 4-6 years of age.
- Mumps, Measles, Rubella (MMR): Children must receive 2 doses, with the second dose given at 4-6 years of age.
- Haemophilus influenza type B (Hib): Children must receive 4 doses, with the fourth dose given at 4-6 years of age.
- Parainfluenza (PCV7/S/PV13): Children must receive 5 doses, with the fifth dose given at 4-6 years of age.
- Varicella: Children must receive 2 doses, with the second dose given at 4-6 years of age.
- Hepatitis A: Children must receive 2 doses, with the second dose given at 4-6 years of age.

---

*Footnote: Some vaccines may be given in combination with other vaccines. Please consult a pediatrician before administering any vaccine.**

---

**New Mexico Health**

January 2010

---

50

Revised January, 2016
ARCHDIOCESE OF SANTA FE MEDICATION AUTHORIZATION
Release and Indemnification Agreement

**PART I  TO BE COMPLETED BY THE PARENT OR GUARDIAN**

I hereby request designated school personnel to administer medication as directed by this authorization. I agree to release, indemnify, and hold harmless the designated school personnel, or agents from lawsuits, claim expense, demand or action, etc., against them for helping the student use medication provided the designated school personnel comply with the Licensed Healthcare Provider (LHCP) or parent or guardian orders set forth in accordance with the provision of part II below. I have read the procedures outlined on the back of this form and assume responsibility as required.

Medication, Renewal ☐ New (If new, the first full dose must be given at home to assure that the student does not have a negative reaction.)

First dose was given: Date ___________ Time ___________

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle)</th>
<th>Date of Birth</th>
<th>School</th>
<th>School Year</th>
</tr>
</thead>
</table>

Allergies

Parent or Guardian Signature ___________________________________ Daytime Telephone ___________________________ Date ___________

**PART II  LICENSED HEALTH CARE PROVIDER (LHCP) MUST COMPLETE AND SIGN FOR ALL MEDICATIONS AND OTC'S ADMINISTERED FOR 4 OR MORE DAYS.**

The school discourages the use of medication by students in school during the school day. Any necessary medication that possibly can be taken before or after school should be so prescribed. Ingestible medications are not administered in schools except in specific situations with appropriate forms that comply with LHCP orders and are signed by parent or guardian. School personnel will, when it is absolutely necessary, administer medication during the school day, while participating in outdoor education programs and school crisis situations, according to the procedures outlined on the back of the form. Information should be written in lay language with no abbreviations.

**DIAGNOSIS:**

**SIGNS / SYMPTOMS:**

**MEDICATION:**

**ROUTE:**

**DOSAGE TO BE GIVEN AT SCHOOL:**

**TIMES OR INTERVAL TO BE GIVEN:**

**EFFECTIVE DATE:**

Start: ___________________________ End: ___________________________

If the student is taking more than one medication at school, list sequence in which medications are to be taken.

**COMMON SIDE EFFECTS:**

Licensed Health Care Provider (Print or Type) ___________________________ Licensed Health Care Provider (Signature) ___________________________ Telephone or Fax ___________________________ Date ___________

Parent or Guardian Name (Print or Type) ___________________________ Parent or Guardian (Signature) ___________________________ Telephone ___________________________ Date ___________

**PART III  TO BE COMPLETED BY THE PRINCIPAL OR REGISTERED NURSE**

Check ☑ as appropriate:

☐ Parts I and II above are completed including signatures. (It is acceptable if all items in part II are written on the LHCP stationery or a prescription pad.)

☐ Medication is appropriately labeled. Date by which any unused medication is to be collected by the parent (Within one week after expiration of the physician order or on the last day of school).

Signature ___________________________ Date ___________

ARCHDIOCESE OF SANTA FE  MEDICATION AUTHORIZATION 
Release and Indemnification Agreement

PART I  TO BE COMPLETED BY THE PARENT OR GUARDIAN

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle)</th>
<th>Date of Birth</th>
<th>School</th>
<th>School Year</th>
</tr>
</thead>
</table>

Allergies

Parent or Guardian Signature ___________________________________ Daytime Telephone ___________________________ Date ___________

**PART II  LICENSED HEALTH CARE PROVIDER (LHCP) MUST COMPLETE AND SIGN FOR ALL MEDICATIONS AND OTC'S ADMINISTERED FOR 4 OR MORE DAYS.**

The school discourages the use of medication by students in school during the school day. Any necessary medication that possibly can be taken before or after school should be so prescribed. Ingestible medications are not administered in schools except in specific situations with appropriate forms that comply with LHCP orders and are signed by parent or guardian. School personnel will, when it is absolutely necessary, administer medication during the school day, while participating in outdoor education programs and school crisis situations, according to the procedures outlined on the back of the form. Information should be written in lay language with no abbreviations.

**DIAGNOSIS:**

**SIGNS / SYMPTOMS:**

**MEDICATION:**

**ROUTE:**

**DOSAGE TO BE GIVEN AT SCHOOL:**

**TIMES OR INTERVAL TO BE GIVEN:**

**EFFECTIVE DATE:**

Start: ___________________________ End: ___________________________

If the student is taking more than one medication at school, list sequence in which medications are to be taken.

**COMMON SIDE EFFECTS:**

Licensed Health Care Provider (Print or Type) ___________________________ Licensed Health Care Provider (Signature) ___________________________ Telephone or Fax ___________________________ Date ___________

Parent or Guardian Name (Print or Type) ___________________________ Parent or Guardian (Signature) ___________________________ Telephone ___________________________ Date ___________

**PART III  TO BE COMPLETED BY THE PRINCIPAL OR REGISTERED NURSE**

Check ☑ as appropriate:

☐ Parts I and II above are completed including signatures. (It is acceptable if all items in part II are written on the LHCP stationery or a prescription pad.)

☐ Medication is appropriately labeled. Date by which any unused medication is to be collected by the parent (Within one week after expiration of the physician order or on the last day of school).

Signature ___________________________ Date ___________

Revised January, 2016
ARCHDIOCESE OF SANTA FE
STUDENT ALLERGY EMERGENCY INFORMATION FORM

Student Name: _______________________ D.O.B.: __________ Grade: ____

Weight: _____ Asthma: □ No □ Yes (if YES is it triggered by the allergy?) __________

Allergic to: (list all): __________________________________________________________

A. Medication/Dose
   Epinephrine (brand and dose): _______________________________________________
   Antihistamine (brand and dose): ______________________________________________
   Other medications (inhaler, etc.): _____________________________________________

B. Permissions
   Student can carry medication: □ Yes □ No Comments: __________________________
   Student can self administer medication: □ Yes □ No Comments: ________________

C. Physician Certification (if Yes in “B” above)
   1) There would be a risk to the student if the student were not able to personally carry the medication;
      Yes □ Comments: __________________________________________________________
   2) The student has been instructed on the indications for use of the medication, on the administration of the
      medication, on the possible side effects, on the student’s responsibility not to share the medication with
      anyone, and the student’s responsibility to notify the teacher of the use immediately after such use.
      Yes □ Comments: __________

   3) Physician’s emergency orders for school personnel: _________________________________
      __________________________________________________________
      __________________________________________________________

   Physician's signature: ___________________________ Date: _________________________

D. Emergency Contacts
   1) Physician: ___________________________ Phone: ______________________________
   2) Parent: ___________________________ Phone: ______________________________

Parent/Guardian's Signature: ___________________________ Date: ______________________
ARCHDIOCESE OF SANTA FE
STUDENT ASTHMA EMERGENCY INFORMATION FORM

Student Name: __________________________ D.O.B.: ____________ Grade: _____

Health Care Provider: __________________________ Phone: ________________
Parent/Guardian: __________________________ Phone: ________________
Emergency Contact: __________________________ Phone: ________________

Allergies to medication: ________________________________________________

_____________________________ _______________________________________

Asthma Severity:
☐ Intermittent -OR- ☐ Persistent: ☐ Mild ☐ Moderate ☐ Severe

Asthma Triggers Identified:
☐ exercise ☐ colds ☐ smoke (tobacco, fires, incense)
☐ Seasonal:
☐ Fall ☐ Winter ☐ Spring ☐ Summer

Inhaler is kept:
☐ with student (See Health Care Provider section below)
☐ in the classroom
☐ in the Health/School office
☐ other __________________

A. Medication/Dose
Medications (inhaler, etc.)/Dose: _______________________________________

B. Permissions
Student can carry medication: ☐ Yes ☐ No Comments: ____________________

Student can self administer medication: ☐ Yes ☐ No
Comments: ________________

C. Physician Certification (if Yes in “B” above)