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# **HOLY GHOST SCHOOL**

## **Mission Statement**

The mission of Holy Ghost Parish School is to transmit Catholic Christian truths and values as taught by Jesus. By focusing on the Word, we challenge our students to implement the gospel message, which reflects our Catholic identity and traditions. The ideal of mutual respect and service to others, together with a quality academic curriculum, prepares students for future academic endeavors and life experiences.

## **Philosophy**

Holy Ghost Parish School is a Catholic community dedicated to the educational mission of the Church, to teach as Jesus taught. The school promotes the pursuit of academic excellence in an atmosphere of love and respect where the message of Jesus is experienced through faith education, prayer, community worship, and service to others. It is organized to foster the growth and self-esteem of its members in a spirit of dedication, freedom, and love based on the Gospel message.

Holy Ghost Parish School shares with the parents, the primary educators of their children, the educational mission of the Church to prepare students to meet the spiritual, physical, intellectual, social and ethical challenges of living in a technological, culturally diverse and global society. This mission is accomplished by providing an environment in which all children are believed capable and are offered rich learning opportunities by incorporating the diverse needs of learners.

Holy Ghost Parish School strives to help students develop meaningful relationships and demonstrate responsible leadership through worship and service, academics and extracurricular activities. Holy Ghost Parish School prepares students to embody their Catholic faith in all aspects of their lives.

## **Parental Role In Education**

Christian parents cherish their role as the primary educators of their child. There is a natural inalienable right that is inseparably joined to a strict obligation to educate their child.

At their child's baptism parents accepted the responsibility to "be the first teachers of their child in the ways of faith . . . and be the best of teachers, bearing witness to the faith by what they say and do, in Christ Jesus, our Lord." (Parental Blessing Baptismal Liturgy)

The parental role should be decidedly positive toward a Christian education and specifically include:

1. Supporting the Parish and attending Mass each Sunday.
2. Living the values taught in Catholic School.
3. Helping the child relate the teachings of his faith to the experience of daily living.
4. Maintaining a positive attitude toward Holy Ghost Parish and School, combined with a real interest in, and vigorous support of, all parish and school activities.

**THE PURPOSE OF A CATHOLIC EDUCATION**  
**MESSAGE    WORSHIP    COMMUNITY    SERVICE**

*A Catholic school has a special mission that sets it apart from public schools and most other private schools. In addition to supporting a complete academic curriculum, a Catholic school is a faith community that integrates religious instructions, value formation and faith development into the academic education of the students.*

**John J. Convey**

**In light of this, Holy Ghost School develops:**

**Message by:**

- Proclaiming the Word at worship, reinforcing it in class and living it every day
- Identifying a vision of God, the world and ourselves as found in the Scripture studies
- Integrating religious truths and values with life

**Worship by:**

- Celebrating liturgy and actively participating in the liturgical process by assisting students to learn from memory the common liturgical responses and hymns.
- Preparing and celebrating the reception of sacraments, particularly Eucharist, Reconciliation and Confirmation

**Community by:**

- Living the Gospel message to “Love one another”
- Seeking relationships in a climate of trust, cooperation, acceptance and mutual respect
- Working effectively within the Holy Ghost Parish community to develop the concept of the social nature of human persons

**Service by:**

- Focusing on the human dignity of every man, woman and child
- Providing opportunities for all students and their families to help the poor and needy
- Learning to take measures to protect and preserve the environment

**HOLY GHOST SCHOOL STAFF**

Principal.....	Mrs. Diana Mendez
Early Childhood and Assistant Principal.....	Mrs. Linda Diaz
Early Childhood and Primary Aide.....	Mrs. Penny Kadlec
Kindergarten.....	Mrs. Mary Beth Morrissey
Kindergarten and Grade 1 Aide.....	Mrs. Jennifer Skiston
Grade 1.....	Mrs. Anne Irwin
Grade 2.....	Ms. Casey De Paepe
Grade 3.....	Miss Angela Pantano
Grade 4.....	Miss Elizabeth Korney
Grade 5.....	Mrs. Jennifer Nigliaccio
Grade 6.....	Miss Leighanne Lederer
Grade 7.....	Mrs. Rose Kaspar
Grade 8.....	Mrs. Sara Lasica
Physical Education.....	Mrs. Tracy Fink
Media Art.....	Ms. Mary Prena
Spanish.....	Mrs. Norma Santa Maria
Music and Theater Arts.....	Mr. Kevin Mikol
Piano.....	Mrs. Debbie Fiore (Coconate)
Band - Music Educators.....	Mr. Andrew Szymanski
Librarian.....	Mrs. Debbie Phillip
Technology Coordinator.....	Mrs. Debbie Phillip
School Secretary.....	Mrs. Darlette Mathisen
School Office Assistant.....	Mrs. Linda Lucania
Hot Lunch and DOVE Director.....	Mrs. Darlene Garza
Reading Resource Teacher.....	Ms. Anita Fischer
Social Worker.....	Mrs. Michelle (Amore) Berkos
Management of Health Records.....	Mrs. Patty Jalowiec, R.N.
School Maintenance.....	Mr. Alex Aguilar

**PARISH STAFF**

Pastor.....	Reverend Kevin Farrell
Weekend Assistant.....	Reverend Bill Mayer
Deacon.....	Reverend Mr. Dino Franch
Director of Faith Formation.....	Mrs. Sheri Abel
Parish Liturgist.....	Mrs. Marlene Janetka
Business Manager.....	Mr. Rich Kaffka
Parish Office Manager .....	Mrs. Theresa Bero
Parish Secretary.....	Ms. Cathy Mudd
Faith Formation Office Secretary.....	Mrs. Kathy Grant
Parish Office.....	Mrs. Sandy Sobieski
Sacristan.....	Mrs. Raffy Franch

## HOLY GHOST SCHOOL ORGANIZATIONS

### Holy Ghost School Board

The School Board consists of 7 voting members, and 2 ex-officio members: the Pastor and the Principal. Terms last 3 years, with new members elected in the spring of the year.

The Board meets on the last Tuesday in August and first Tuesday of every month except December at 7:00 P.M. in the Koinonia Room. All meetings of the Board are open to the Parish. School parents are especially invited to attend.

<b><u>School Board Members</u></b>	<b>President:</b>	Bridget Fallon	833-6650
	<b>Vice President:</b>	Christine Simonides	832-3861
	<b>Secretary:</b>	Tracy Fernandez	530-7678
	<b>Education Officer:</b>	Steve Niehoff	595-0221
	<b>Financial Officer:</b>	Joe Rago	694-1891
	<b>Marketing &amp; Public Relations:</b>		
	<b>Director of PSA:</b>	Josephine Dellaria	766-5328

### **Holy Ghost School Parent Support Association (PSA)**

Holy Ghost School Parent Support Association meets on the second Tuesday of September and afterwards on the third Tuesday of each month except December at 7:00 P.M. in the Eighth Grade Room.

The Parents Support Association encourages all parents to support their children by serving on committees, which sponsor a variety of activities throughout the school year. You may enjoy helping out at school or you may prefer to do a project from your home. YOU are a part of Holy Ghost's Parent Support Association. Following is a list of the committees the PSA supports throughout the year. If you have any questions about any of them, please feel free to contact the chairperson.

### **PSA Board**

<b>Director:</b>	Josephine Dellaria	766-5328
<b>Assistant Director:</b>	Juliet Rago	694-1891
<b>Secretary:</b>	Elizabeth Vorne	860-1456
<b>Treasurer:</b>	Joann Wheeler	860-1963
<b>Fundraising:</b>	Mary Jane Hill	860-9310
	Natalie Krygier	833-6569

### **PSA Committees:**

#### **Fundraising Committee**

<b>Chairpersons:</b>	Mary Jane Hill	860-9310
	Natalie Krygier	833-6569

Plans and organizes all fundraisers for the school.

#### **Catholic Schools Week**

<b>Chairperson:</b>	Terri Focht	766-4787
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#### **Food Committee**

**Chairperson:** Marie Calderone 530-1374  
Organizes/staffs special lunches for the children and staff.

**Library/Resource Committee**

**Chairperson:** Renata Cantarelli 595-8906  
Organizes the book fairs, the accelerated reader program, and the birthday book tree.

**Extra-Curricular Activities Committee –  
*Spirit Wall***

**Chairperson:** Joe Minard 616-1613  
Plans, organizes and coordinates Spirit Wall tiles.

**Market Day**

Market Day is a school sponsored fundraising activity to raise funds for school improvements. Volunteers are needed one Saturday morning each month to distribute meats and groceries for Market Day customers.

**Chairpersons:** Lou Mencini 773-6335  
Sharri Ptak 860-9515

**\$CRIP Program:**

To assist families with tuition costs, HGS offers the \$CRIP Gift Certificate Program. As a school, we are able to purchase gift certificates at a discount and in turn sell these certificates at face value, thus generating income for the school. The rebates vary from 2% to 16% of the certificate value. From the certificates that you purchase, 75% of the rebate amount will be applied to your tuition. The remaining 25% will be used for general school funds. \$CRIP is sold Friday from 8:15-9:00 in the middle module between the school office and gym and Tuesday from 2:30-3:00 in the gym. It is also sold after all the Sunday Masses.

Bridget Fallon 833-6650  
Ana Mencini 773-6335  
Christine Simonides 832-3861  
Lori Vasilevich 238-8637

**Other Income Sources:**

\*Target guest card rebate \*goodsearch.com  
\*Soup labels and box tops \*Shop.Com//schoolpop.com

**Holy Ghost Athletic Association**

Holy Ghost School provides an extracurricular athletic program which strives to foster Christian attitudes and sportsmanship in learning and competitive situations. Our association offers programs in Basketball and Volleyball for students in Grades 5 through 8. The athletic program is organized and financially supported by the Athletic Association which is responsible to the school administrator. All board members, coaches and coordinators are volunteers. Without their generous help, extracurricular sports would not be available to our students. All boys' and girls' programs are treated equally. Coaches emphasize teaching skills, rules of the game, teamwork and sports etiquette.

Approximately 75% of eligible students are involved in one or more sports. All students who maintain their grades and follow team rules have ample opportunity to play, regardless of their athletic ability.

**Athletic Director:** Amy Koloszy 540-0847

**Teacher Aides**

Volunteers assist teachers by working with students, one on one, or in small groups with tutoring or enrichment in basic subjects such as reading or math.

Diana S. Mendez, Principal 766-4508

**Library/Learning Center Aides**

Volunteers assist with computer instruction, story time and various library duties.

Debbie Phillip, Technology Instructor 766-4508

**Free Uniform Exchange**

Exchange of children's gently used uniforms.

School Office 766-4508

**Marketing Committee**

The Marketing Committee was established to help promote Holy Ghost School. The committee works with public events, publicity, and our Web page.

All Volunteers who have any contact with the school children will need to have a complete background check on file with the school and attend the required workshop.

For more information about this program see Protecting God's Children on page 40 of this handbook.

## **HOLY GHOST SCHOOL ADMISSION POLICY**

Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools.

The following priorities for enrollment have been instituted:

1. Children of current school families
2. Children of families who are registered parishioners
3. Children of newly registered parishioners
4. Children of non-registered parishioners
5. Children of families who are not parishioners

### **Early Childhood Admission**

Early Childhood classes are available for students who are chronologically at least three (3) years of age by September 1 of the current school year. Three year olds must be potty trained to be eligible for Early Childhood classes. Children attending EC-A will have first priority for the EC-B or EC-C class or Kindergarten (depending on age) for the following year.

Classes offered in Early Childhood are:

- EC – A: Monday/Wednesday/Friday A.M. – 3 year olds
- EC – B: Tuesday/Thursday A.M., Wednesday/Friday P.M. – 4 year olds
- EC – C: Tuesday/Thursday A.M. and P.M., Wednesday/Friday P.M. – 4 year olds

### **Kindergarten Admission**

Students who are five (5) years old on or before September 1 of the current school year, have attended Holy Ghost Early Childhood classes, and have been deemed ready by their teacher will have first priority for Kindergarten admission. Applications for admission for students new to Holy Ghost School will be kept on file and parents will be contacted in the Spring to register for Fall classes.

### **First Grade Admission**

Students who have reached a chronological age of six (6) years old by September 1 of the current school year, attended Holy Ghost School Kindergarten and have been deemed ready for First Grade by their teacher, will have first priority for admission to First Grade. Applications for admission for students new to Holy Ghost School will be kept on file and parents will be contacted in the Spring to register for Fall classes

### **Middle School and Junior High Admission**

Students entering in 4<sup>th</sup> through 8<sup>th</sup> grades must have an interview with the Principal and may be accepted with a one month probationary period. This time can be adjusted on an individual basis at the discretion of the Principal.



### **Tuition Payments**

The Holy Ghost School Board has adopted the following tuition payment policy. Families can pay their tuition bill in one of two ways:

- Full payment of tuition by the first day of school in August.
- Automatic monthly payments through FACTS Payment Plan. FACTS payments, due on the 20<sup>th</sup> of each month, may be made through checking or savings accounts or VISA or MasterCard. There is a charge for using this option.

### **Refunds**

Tuition is refundable at a prorated amount. For purposes of refund computation, a student's effective withdrawal date will be the last day of the month in which the student actually attended classes. For example, if a student's last day is January 10, the effective date is January 31. All other fees are based on a student's attendance throughout the entire year and are not refundable.

### **Past Due Balances**

Failure to pay the past due balance or contact the Pastor or the Principal may result in dismissal of the child or children from school until the past due balance is cleared. In the case of a family with a child in the 8<sup>th</sup> grade only, the student may not be allowed to participate in the Graduation ceremony if tuition and/or any outstanding school fines or fees are not paid in full ten (10) days before the day of graduation. Report cards are not distributed to students with outstanding fines/fees.

If a student is not returning to Holy Ghost the following year, official school records will not be transferred to the receiving school until all past due balances have been paid. (Past due balances include tuition as well as any other school fines and fees.) Unofficial records will be sent.

### **Mandatory Fundraising**

Each family is required to participate in fundraising activities. The fundraising amount set by the Holy Ghost School Board is \$250 per family. This money is used to offset tuition costs.

- Wrapping Paper Sales, our first fundraiser, is scheduled for August. One-half of the amount of wrapping paper sold is credited towards the \$250.
- Manna for Technology, our second fundraiser, is scheduled for November. Families can purchase or sell Manna calendars at \$25 a piece. Returned receipts will be placed into a drum for weekly cash drawings. The total purchase price is credited towards the \$250.
- Families who choose not to participate in the fundraisers must advise the school and pay a \$250 buy-out by September 30<sup>th</sup>.

During the first week of January those families who have not met their mandatory fundraising amount will be advised and payment expected by January 31.

### **NSF Checks**

A \$25.00 charge will be imposed for all checks returned due to insufficient funds.

## **DOVE AFTER SCHOOL PROGRAM AND FEES**

The DOVE After School Program is available every day starting with the first full day of school in August and ending with the last full day in June. DOVE hours are after school until 6:00 P.M. every day, except the last day before Christmas break when there will be no DOVE.

Fees for services will be charged by the hour.

- One child                                 \$4.60 per hour
- Two children                             \$6.60 per hour
- Three or more children               \$7.60 per hour

An annual registration fee of \$25.00 is charged to each family who wishes to participate in the program.

**There is a late charge of \$ 1.00 per minute after 6:00 P.M.**

Fees for services will be charged by the hour, starting at dismissal time until the time the child is picked up. On regular dismissal days the hourly breakdown will be as follows: 2:40-3:40, 3:40-4:40, 4:40-5:40 and 5:40-6:00. The only exception to the hourly rate will be the last hour or fraction of the hour, which will be pro-rated. For example, if your child is in the program from 2:40 until 6:00, you will be charged \$4.60 an hour for three hours and then one-third of \$4.60 for the last twenty minutes (5:40-6:00). Any time after 6:00 P.M. will be charged at a rate of \$ 1.00 per minute. One full hour will be charged to your account even if your child is in the program for just part of the hour. For example, if your child is in the program from 2:40 until 3:15, you will be charged for one full hour.

Students must go to DOVE from class; they may not return to DOVE after they have left school. Students who attend any school sponsored after school activity and go to DOVE afterwards, will be charged for DOVE from the time of activity dismissal until they are picked up from DOVE.

Fees for services will be billed monthly. Bills will be issued for services rendered the previous month. Should this payment not be paid in full by the due date, you will be required to pay a late fee of \$25 and your child will no longer be allowed to participate in the DOVE program.

## **BRIDGE BEFORE SCHOOL PROGRAM**

Early Childhood A (Monday/Wednesday/Friday mornings), B (Tuesday/Thursday mornings), and C (Tuesday/Thursday mornings) students may stay in the Bridge program from 7:45 - 8:50 A.M. Fees for Bridge services are billed quarterly.

Fees for Bridge are:

- \$300 per year for 5 mornings a week
- \$180 per year for 3 mornings a week
- \$120 per year for 2 mornings a week

## **ACADEMIC INFORMATION**

### **ACADEMIC PROGRESS**

In the elementary years, a foundation for future success in life is developed. Whether a student achieves A's or C's, or whether he works in a fast paced group or average group is not the key to success in the future. Rather, the student's hunger for learning, success in being able to master difficult concepts through questioning and perseverance, and the development of outstanding study habits are goals in preparation for the increasingly competitive standards of higher education. Parents and teachers must be aware that striving to "get a grade" can easily become the student's goal. Together we work to focus the student on the goal of truly learning a concept - seeking answers to questions, asking for help or further explanation and pursuing in-depth exploration. Academic assessment will be non-discriminatory as to race, color, sex and national and ethnic origin.

### **CHEATING AND PLAGIARISM**

The act of cheating and/or plagiarism is a serious offense. The maximum penalty for cheating is a failing grade for the semester; the minimum penalty is a zero grade for that particular assignment.

For Grades 5-8: Cheating in a test-taking situation includes copying another student's work or allowing work to be copied by another student, using illegal notes or "cheat sheets" or in any way obtaining answers for questions from an outside source. The student who knowingly allows another student to copy work, including homework, is as guilty of dishonesty as the other of cheating; the punishment will be equally severe for both.

Plagiarism occurs when material is presented as though it is original when it actually comes from an outside source. Plagiarism is stealing another person's ideas about a subject, his method of presenting or organizing his ideas, or the actual work itself. Plagiarism includes the following:

- failure to identify with quotation marks, words or symbols copied from another source
- failure to note, in a footnote or a phrase, the author and/or the source of material used in writing or speaking
- failure to provide bibliography for a written or oral report that requires research
- the use of another source's ideas or plan as the basis of a project, report, or composition
- the use of another person's words or ideas as one's own for homework, speeches, themes, poems, musical compositions, art work, projects, computer software, etc.

This policy covers not only work done specifically for class but also contest entries, extra credit assignments, and extra-curricular work.

### **CURRICULUM**

The school curriculum is comprised of instruction in the Catholic faith and Christian principles, language arts, mathematics, science, social studies, Spanish, computer technology, art, music, and physical education. The curriculum is regularly reviewed and revised to comply with Diocesan, state, and federal standards.

### **DEFICIENCY NOTICES**

During the mid-term week of every trimester, deficiency reports are mailed to the parents of students in Grades 3-8. Parents can check on-line for late or missing work.

## **GRADING SCALE**

A+ = 100%	B+ = 91-92	C+ = 83-84	D+ = 75-76
A = 96-99	B = 88-90	C = 79-82	D = 72-74
A- = 93-95	B- = 85-87	C- = 77-78	D- = 70-71
			F = 0-69

## **ON-LINE GRADING PROGRAM**

Parents with students in Grades 3 through 8 will be provided an access code giving them the opportunity to check their students' progress on line.

## **GRADUATION CRITERIA**

The Graduation ceremony for our 8<sup>th</sup> graders is held on the last Friday in May. In order to receive a diploma and participate in the ceremony, students must achieve a passing grade in every subject area during the 8<sup>th</sup> grade year. To accomplish this a student must earn a minimum of 3 points (A=4, B=3, C=2, D=1) and must have a passing grade in 2 of the 3 trimesters in each major subject area. State law requires that students pass tests on both the United States and Illinois Constitutions prior to graduation.

## **HOMEWORK**

**Definition:** Homework is assigned tasks to be completed by students to promote study habits, reinforce learning, prepare for subsequent learning and extend learning beyond the classroom.

**Philosophy:** Homework is an essential part of learning. It provides students with the opportunity to develop knowledge, good work habits and a sense of responsibility. Homework serves as a vital link between home and school, helping parents to know and support their children's learning.

## **Student Responsibilities**

- Keep an assignment notebook starting at third grade (must use one provided by H.G.S.)
- Understanding assignments before leaving class
- Complete work legibly and neatly
- Turn work in on time
- Have resources and materials needed to complete assignments
- Make up assignments missed due to absence

## **Teacher Responsibilities**

- Assign homework with specific instructional purposes
- Recognize the range of student abilities and needs
- Check completed homework
- Communicate with other teachers
- Advise parents of any problems associated with homework

## **Parent Responsibilities**

- Provide appropriate time and place to complete homework
- Monitor that homework is done
- Guide and assist work but never do the work for the child
- Communicate with the teacher as necessary
- Be familiar with the homework policy
- Recognize that some students will take more time than others to complete the same assignments



### **Time Allotments**

Family time is valued, and outside commitments and responsibilities impact upon it. Therefore, the following guidelines have been established. Daily homework should generally be completed within these times. However, it is important to remember that each child is different and works at his/her own pace. Also, if your child is absent from school, extra time may be needed to make up missed work.

Kindergarten – Second Grade	10 – 30 minutes
Third Grade – Fifth Grade	30 – 60 minutes
Sixth Grade – Eighth Grade	60 – 90 minutes

### **Organizational Assistance**

Homework will be explained in detail, and examples of what is expected will be available when projects are assigned. Beginning at Third Grade, all students will use an assignment notebook provided by H.G.S. Teachers may ask parents to sign the notebook daily.

### **Requesting Homework for Absent Students**

Homework for all Grades 2 through 8 will be posted daily on the internet. Should you need textbooks that are in the classroom, please call the school office and they will be available in the office at the end of the school day. Students will have the same number of days as their absence plus one to make up any missed work.

### **Vacations During the School Year**

Absence from school for reasons of vacations is discouraged. Regular school attendance is imperative to the student's progress. Assignments may be made up; however, class discussion, interaction and teacher instruction cannot be made up. Parents are strongly encouraged not to unduly interrupt their child's academic schedule. **Teachers are not responsible for assigning work, which will be missed ahead of time during a special vacation period. The work missed will be completed by the student upon returning to school.**

### **Extenuating Circumstances**

If homework cannot be completed because of home conditions, for example, sickness in the family, students will be permitted to defer doing the prescribed work. A parent note of explanation to the teacher will obtain this permission.

### **Returning to the Classroom for Homework Items**

On rare occasions, when students need to return to the classroom for homework items, they may do so before 3:10 P.M. (or no later than 30 minutes after dismissal) **and** if a teacher is present. Classrooms will not be unlocked by the office, DOVE or custodial staff.

### **Incomplete Homework**

Consequences for incomplete homework will be handled by the classroom teachers.

Students who consistently do not complete their assignments are showing evidence of a deeper difficulty, which needs to be addressed. If the problem continues, a conference will be held with parents to resolve the difficulty. Except in the case of prolonged illness, an incomplete (I) grade on the report card must be made up within two weeks of the end of the trimester.

## **HONOR ROLL**

The purpose of the Honor Roll is to recognize student academic achievement. This includes the quality of work of each student and also overall performance, attitude, and general conduct. At the end of each trimester the school publishes a list of Honor Roll students in Grades Four through Eight.

The following criteria are used for placement:

High Honor Roll - May have one B in major subject area. No D or F in any area.  
Grading may not be modified.

Honor Roll - May have one C in major subject area. No D or F in any area.  
Grading may not be modified.

Effort Honor Roll - All O in major subject areas. O or AP in other areas.

Major subject areas are:

Religion	Mathematics
Reading	Science
English	Social Studies
Spelling/Vocabulary	

## **REPORT CARDS**

Pre-School and Pre-Kindergarten receive report cards in January and May. Pre-Kindergarten parents (Classes B and C) will meet with Mrs. Diaz for Parent/Teacher conferences in November.

The first report card for students in grades K-8 is presented to the parents at the November Parent/Teacher conference. At all other times the cards are sent home with the students. The report card envelope is to be returned promptly with a parental signature.

Report cards are designed to convey to students and parents the student's achievement in a given subject area and the effort exerted. The "A-F" achievement grade in grades 3-8 and the standards grade in grades K-2 are objective, based on the student's performance, whereas the effort grade is subjective, based on the teacher's assessment of how hard the student is working to achieve his potential.

Parents with students in Grades 3 through 8 should check their students' progress on-line weekly at [www.teacherease.com](http://www.teacherease.com).

## **SCHOLASTIC RECORDS**

In the event the school closes, all scholastic records will be moved to the Church for safekeeping. In the event the Church closes, all scholastic records will be sent to the Catholic schools Office of the Diocese of Joliet.

## **TESTS**

Tests provide the teacher, student and parents with an assessment of how well the student is grasping the concepts being taught. Mistakes should be viewed as helping to pinpoint difficulties and should guide the efforts of the student and teacher. Parents are asked to encourage their child to meet with the teacher when he or she is having difficulty with a concept.

Standardized tests are administered to children in grades two through seven. Test results are used by the school to plan and improve instruction, and parents receive a copy of their child's test results.

## **PHYSICAL EDUCATION PROGRAM**

### **Curriculum**

The physical education curriculum is divided into three categories: individual well-being, individual sports and activities, and team sports with organized team games. Our physical education program seeks to make our students aware of the variety of activities available in the physical education curriculum, the importance and benefits of physical activity in maintaining a healthy body, and the relaxation, enjoyment and challenge possible through physical activity.

In the area of individual physical well-being, activities such as warm-up exercises, running activities, stretching exercises, aerobics, jump rope activities and a physical fitness unit are included. Individual sports include track, roller skating and bowling. Basketball, volleyball, soccer, softball and low organized lead-up games are part of our team sport curriculum. Students spend time working on developing skills for these team activities; rules are also discussed. Skill tests and written tests are given to the students.

### **Physical Education Rules and Regulations**

In Grades K-8 all students must have a pair of non-marking gym shoes at school. The soles of the shoes must have a flat surface. High tops and shoes with cleats or large grooves on the soles are not permitted. Please mark gym shoes so that your child can identify his or her shoes easily. Students are expected to wear socks with their gym shoes.

The physical education classes will be doing a variety of activities throughout the school year, including fall and spring sports outside when weather permits. Students should keep a sweatshirt or jacket at school for outdoor P. E. classes. Students will not be excused from P. E. when classes go outside on a cool day because they do not have a sweatshirt to wear.

Kindergarten has gym class on Fridays and will wear gym shoes, jeans, and a Holy Ghost School t-shirt to gym class. In Grades 1 - 4 all girls are required to wear shorts to P. E. class. (These shorts may be worn under their jumpers or a pair of shorts may be brought to school.) Shorts are optional for boys. Students in Grades 5 - 8 are required to have a Holy Ghost gym uniform as well as white socks and proper non-marking gym shoes. All uniforms are to be marked with the student's name and must be kept in a gym bag in school. Students are to take uniforms home on Friday and return to school on Monday with clean uniforms. Students who forget their uniforms more than once during a grading period will have their grade lowered one level each time thereafter. It is the student's responsibility to be prepared for class and excuses that "mom didn't have time to wash my uniform" or the "dryer broke down" are not acceptable. If parents can foresee this as a problem, perhaps an extra gym uniform is advisable.

### **Physical Education Excuses**

If your child cannot participate in a complete physical education program, or his activity should be limited in any way, please notify the school in writing. When a student is to be excused for more than two class periods in a row because of an extended illness or accident, a doctor's excuse is necessary. The doctor's excuse should state when the student can return to class activity.



## **ATHLETIC INFORMATION**

### **Athletic Code of Ethics**

All athletes and their parents representing Holy Ghost School should exemplify the highest standards of moral integrity and Christian behavior both in and out of school. The following behavior will not be tolerated:

- Fighting
- Intimidation
- Insubordination
- Repeated misbehavior
- Verbal abuse or disrespectful gestures
- Intentional damage to or theft of school or private property

Any student participating in the Athletic Program, either volleyball and/or basketball, must have on file in the school office by the first practice a signed physician's written statement indicating that the student is physically able to participate in extracurricular sports during the school year.

Coaches may, with the approval of the school principal, establish, in writing, training rules to include attendance and other rules deemed necessary to insure adequate team performance.

If a student is absent from school or does not participate in physical education classes, there is no extra-curricular participation that day.

Students must maintain passing grades in their studies while participating in sports. Students who receive a grade of an "F" (69% and below) in one or more subjects, either through a deficiency notice or on a report card, will not be eligible to participate in practices or attend games. Eligibility will be reviewed by the Principal.

Student behavior may also cause ineligibility.

Any student suspended from school shall be dropped from the team for the remainder of the season.

### **Transportation**

Parents are responsible for making arrangements for rides to and from games and practices. This is not part of the volunteer coaches' responsibility.

### **Uniforms**

Uniforms will not be issued to any athlete unless registration fees are paid. Athletes are responsible for the maintenance of their uniforms and for their return at the end of the season.

## ATTENDANCE POLICY

School attendance and promptness are the responsibilities of students and their parents. Every effort should be made to assure that students are in school when classes are in session. Personal illness, death in the family and any other urgent reason affecting the child may necessitate an absence. Parents are expected to contact the school office prior to 8:30 a.m. when a student will be absent. If a parent does not call, office personnel will call the parent's home or work to verify the absence. Teacher will assist pupils in making up work missed during an excused absence.

Anticipated absences such as doctor appointments require advance written notification signed by a parent or guardian. Students who are ill should not attend school. This includes students who have any type of rash or have had a fever within the last 24 hours. If a student misses more than 3 days of school due to illness, a doctor's note is expected. Students will be considered truant if they miss more than ten consecutive days without a doctor's note. Families are discouraged from taking family vacations that involve missing school. Pupils should be punctual. Any student entering school after the official starting time should report directly to the school office.

### **School Hours K-8**

The school day begins for students in grades K - 8 at 8:00 AM. Students should not arrive on the school grounds prior to 7:45 AM for reasons of safety. There will be an adult supervisor on duty at 7:45 A.M. The morning supervision fee is included in your registration fees.

Students who ride the bus are dismissed at 2:35 PM. Those who walk or ride in cars are dismissed at approximately 2:40 PM. Because there is limited supervision at dismissal time, students are to proceed directly home. They are not to remain in the building or on the school grounds unless assigned to do so by a teacher.

The dismissal area will be supervised for a period of twenty (20) minutes only (2:40 - 3:00 regular dismissal and 11:00 – 11:20 morning dismissal). This afternoon supervision fee is included in your registration fees. Students remaining at the dismissal location after this period will be enrolled in the DOVE After School Program for their safety. (See the DOVE After School Program description in the Handbook.) Families will be presumed to have consented to be enrolled in the Program by leaving their children beyond the twenty-minute dismissal period. Applicable registration and service fees will be assessed per the DOVE schedule.

No students will be allowed back into the classrooms after 3:10 PM. Due to weekly staff meetings, faculty members are not available after school on Wednesdays. The school office closes at 3:30 PM, except on Wednesdays, when it closes at 2:45 PM for faculty meetings. Any athletic activities or extra-curricular practices take place in the gym. Parents should drop off and pick up their children at the West Gym Entrance. Children are not allowed to re-enter school from the gym.

After school detentions are daily from 2:45 PM – 3:15 PM. If a student is not picked up at that time, he/she will be sent to DOVE.

Lunch and recess are scheduled from 11:30 AM – 12:10 PM. All students remain in the building for lunch and are supervised by teachers and aides. This fee is included in your registration fees.

### **Early Childhood Hours**

Class "A" Monday, Wednesday, and Friday	8:50 AM – 11:20 AM
Class "B" Tuesday and Thursday A.M. Wednesday and Friday P.M.	8:50 AM – 11:20 AM 12:20 PM – 2:50 PM
Class "C" Tuesday and Thursday Wednesday and Friday	8:50 AM – 2:50 PM 12:20 PM – 2:50 PM

**DOVE**, the after school care program, operates from school dismissal until 6:00 P.M. on any day that school is in session. **Exceptions:** There will be no DOVE on the last day of school before Christmas break. The last day of DOVE will be the last full day of the school year for Grades 1-7.

### **ABSENCES**

Please call the School Office at (630) 766-4508 by 8:30 AM to report your child's absence EACH DAY that the child is absent from school. Absences may be reported on our voice mail prior to the start of the school day. Our student day begins at 8:00 AM. Students not in their seats at 8:05 AM are considered tardy.

### **School Year Vacation**

Absence for vacation during the school year is discouraged. Work to be made up during vacation will be left to the discretion of the teacher. Work will not be assigned ahead of time. Families should inform the teacher and the school office in writing in advance of a school year vacation.

### **Early Dismissals**

For an early dismissal, the student must have a note signed by a parent stating the date, time and reason for early dismissal. Under no circumstances may a child be released from school to anyone other than the parent or authorized adult. The parent or authorized adult picking up the student must report to the office, and the student will then be called for over the intercom. Upon their return to the building, students must report to the office before returning to class. Routine dental or medical appointments should not be scheduled during school hours if possible.

### **Emergency Closing**

In the event of severe weather or any emergency closing of the school, you will receive an email before 7:00 AM. If you do not have email, you will receive a call from your child's room mom. Whenever possible, an announcement will also be made through the Computerized Information Center on the following radio stations: WGN (720 AM), WBBM (78 AM), WMAQ(670 AM), WLS(890AM), WLS (94.7 FM), B96 AM, US99 (99.5FM), and WFLD-TV(FOX 32). A message will also be available on the school phone.

In addition to listening to any of these stations, parents can find out on an individual basis if school is open or closed by dialing 1-312-222-SNOW (7669). After you dial you will be asked for our access code number which is 630-766-4508. The automated voice response system will then announce the school name and let you know if school is A) "open", B) "closed" or C) "no information has been received". The cost for a call to the 900 service is 95 cents per minute. It is not expected to take longer than one minute to retrieve the information.

## DISCIPLINE POLICY

### Rules of Conduct

Students are expected to exhibit positive behavior consistent with the Catholic philosophy of the school. The following guidelines have been developed to nurture an atmosphere of love and respect where the message of Jesus is experienced through the school. Additional rules may be developed for particular programs and activities as deemed necessary by the faculty.

Students shall:

1. Show respect for all students and staff
2. Follow directions of staff
3. Refrain from using abusive and foul language
4. Refrain from causing bodily harm to self and others
5. Show respect for equipment, supplies and facilities

### Discipline Code

Our discipline code, which implements a positive approach to discipline, supports the Catholic philosophy of Holy Ghost School. It involves the use of logical and realistic consequences, reasonable rules and the labeling and acceptance of feelings. This policy attempts to make our students aware of their choices.

Our goal is to help students see themselves as responsible for, and in control of, themselves.

#### **In no instance is corporal punishment used.**

Two principles govern all the rules at Holy Ghost School:

- Conduct which is disruptive of the educational process is prohibited.
- Conduct which infringes upon the rights of others is prohibited.

The following policy has been developed to clarify the treatment of particular kinds of behavior:

### Minor Offenses

In Kindergarten through Third Grade minor offenses are handled immediately by the classroom teacher. Actions taken by the teachers could include a verbal warning, a missed recess, or a note home to the parent.

#### **In Fourth through Eighth Grades minor offenses will be handled using the following procedure:**

1. Each teacher will track a student's behavior using an index card system on which the date, time, and behavior will be noted.
2. For every three write-ups the student will receive a detention notice which is to be taken home and signed by the parent.
3. Detentions will be served after school on the following day from 2:45-3:15. If the following day is an eleven o'clock dismissal day the detention will be served on the next full day of school. Students will need to be picked up promptly at the school office. Students will not be allowed to call home for a ride. Students not picked up by 3:25 will be sent to DOVE and parents will be billed.

**If a student does not return a signed detention notice or fails to stay for detention, that student must bring the signed notice on the following day and serve detention on the following two days.**

4. During the detention the student will be given a paragraph about discipline to read and write a response as to how discipline relates to the reason for the detention. Once completed the student will remain at the desk sitting quietly. This is not homework time.
5. After **three** detentions, a conference with parents, teacher, and child will be held.

Discussion will involve how to correct the classroom behavior issue.

6. After **one more** detention, a conference with parents, teacher, child, and principal will be held. At this point everyone involved will discuss steps to correct the behavior, and an Action Plan Contract will be signed.
7. If the child receives **one more** detention within thirty days of signing the contract an in-school suspension will take place. The child will be removed from class for the equivalent of one full day. The student may complete or make-up school work during an ISS.
8. At this point the student's placement will be the equivalent of a Third Major Offense (see Major Offenses).

### **Major Offenses**

The following are considered major offenses:

1. Hitting, roughing and physical abuse
2. Throwing objects such as rocks, snowballs, etc.
3. Defiance of authority
4. Disrespectful/abusive language and/or gestures
5. Continuous disruptive behavior
6. Damaging or stealing property
7. Willful destruction or defacing of school/personal property
8. Other severe violations

Major offenses are dealt with according to the following:

#### **First Major Offense:**

Child is removed from class to write an Action Plan and a detention may be issued. This detention will not apply towards the conference numbers unless it directly affects the teacher.

#### **Second Major Offense:**

Child is removed from class/situation to write an ACTION PLAN (30 Minute ISS). A conference is set up with the parent, child, teacher and principal to set up an IN SCHOOL SUSPENSION CONTRACT which will take effect upon the third Major Offense. (Should the child complete a month without a Major offense, he/she will return to the beginning of the cycle.)

#### **Third Major Offense:**

IN SCHOOL SUSPENSION - Child is removed from class/situation for the equivalent of one full school day. An ACTION PLAN is written. The student may complete or make up school work during IN SCHOOL SUSPENSION (ISS).

**Fourth Major Offense:** IN SCHOOL SUSPENSION for the equivalent of one full school day. A conference is set up with the parent, child, teacher and principal to review the ISS CONTRACT and determine further action.

#### **Fifth Major Offense:**

OUT OF SCHOOL SUSPENSION

Through the use of CONDUCT REPORTS, ACTION PLANS and ISS CONTRACTS, parents will be kept informed of the actions taken by the school as well as the student's plan to improve his/her behavior. At the discretion of the principal, OUT OF SCHOOL SUSPENSIONS may be issued at any time in the discipline cycle. Severe offenses, (e.g., arson, possession of alcohol, drugs, explosive devices, weapons,

extortion, theft, disorderly conduct, physical assault, etc.) may result in the immediate suspension of a student from classes prior to parental notification.

### **Academic Suspension:**

Academic suspensions are administered by the principal. For both In School and Out of School Suspensions, the student is responsible for obtaining and completing the daily work. Assignments are to be turned in to the teacher when the student returns to class. For In School Suspensions, the student will report to the principal for placement within the school.

Any student serving an In School Suspension or an Out of School Suspension is ineligible for participation in any extra curricular activities.

In the event that suspensions fail to achieve acceptable behavior, the principal will recommend to the School Board and the Pastor the expulsion of the offending student. The parents of the student will be advised in writing of the recommendation and will have the right to a hearing before the Board. The Catholic Schools Office is informed in written detail immediately following an expulsion.

### **Discipline Recourse**

Disciplinary consequences are determined according to Diocesan and local School Policy. They follow local school administrative regulations, discipline codes, school handbooks, classroom rules etc. The Principal is allowed discretion in administering discipline. In the interest of fairness, students are given an opportunity to present their view of any serious incident before discipline is determined.

Students are expected to comply with discipline imposed. Parents are expected to cooperate to see that the student does so. If further communication is necessary, the person assigning the discipline is to be contacted. If this does not resolve the situation, that person's supervisor is contacted.

Students who do not comply with discipline measures may be denied participation in extra curricular activities, special school or classroom activities i.e. field trips, parties, reward videos, etc. As a last resort, the student may be asked to withdraw or may be expelled.

### **Alcohol, Tobacco and Drug Offenses**

The use, sale, purchase, transfer or possession of alcohol, tobacco and/or drugs will result in an automatic ten (10) day suspension from school. The student will be readmitted to class only after a parent/principal conference has been held and appropriate substance abuse counseling has been initiated by the family. A second offense or failure to comply with treatment recommendations may result in immediate expulsion from Holy Ghost School.

### **Gang/Cult Activity**

No student on or about school property, or at any school activity, shall display evidence of membership or affiliation in any gang or cult. Communication, either verbal or non-verbal (gestures, handshakes, etc.), showing membership or affiliation in a gang/cult is prohibited. The wearing of clothing, decorations, and/or insignia denoting gang/cult affiliation, as well as graffiti decorating possessions is also prohibited. Any student who attempts to further the interests of any gang/cult activity may receive a suspension of up to five days for the first offense. A second offense may result in a suspension for ten days with an administrative recommendation for expulsion.

### **Weapons**

No weapon of any type, including toy weapons, will be allowed in school. Any weapon or object that can be construed as a weapon will be confiscated and turned over to the police. Parents will be advised and appropriate disciplinary action will be taken.

### **Violence/Bullying**

The environment of HGS should be one where respect for individuals prevails. If student or parent(s) behavior consists of acts of violence, threats, harassment, and bullying, it should be reported to the school principal. The principal shall take great care to investigate such alleged behavior. Every effort shall be made to provide help for both the person being mistreated and those alleged to be mistreating someone. While consultation may be advised, the principal, along with the pastor, retains local decision-making responsibility for the remedy and its implementation.

It is possible that the offending party will be removed from school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party will not be allowed back until it is determined, after consultation with the certified therapist, principal and pastor, that the offending party is not a danger to themselves or others.

## HEALTH PROGRAM

It is the responsibility of the parents to notify the school, in writing, of any known health condition of their child.

### Physical and Dental Examinations

The Illinois School Code requires that all children have a dental and health examination within one year of admission to school. Health examinations are required at the beginning of Early Childhood, Kindergarten, and Sixth grades. Dental examinations are required at the beginning of Kindergarten, Second, and Sixth grades. Eye exams are required at the beginning of Kindergarten. The school medical form is to be completed by you and your physician. The following must be provided on the form:

1. Student information on the top completed by the parent
2. Health history to be completed and **signed by the parent**
3. Complete immunization list with month, day, and year and **signature of physician, school health professional or health officer**
4. Physical exam by physician must include height, weight, and blood pressure.  
**Physician's signature along with address and phone must be provided.**

All medical forms must be completed and signed by a parent in the appropriate place and returned to school no later than August 31 of the current school year. Students who do not have completed medical forms on file by the designated date given on the yearly HGS calendar will be excluded from school until the forms are completed and returned.

### Immunizations

Parents must present documented evidence of immunization against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, chicken pox, and hepatitis (grade 6).

The hepatitis B immunizations given in a series of three, necessitating it begin as soon as possible. The immunizations can be given by your physician or for a nominal fee by the DuPage County Health Department. Clinics are available to provide this service. All students entering the 6<sup>th</sup> grade should have the series started and **must have it completed by December.**

### Lead Screening

The Lead Poisoning Prevention Act (41 0 ILCS 45/1) has been amended by Public Act 87-1 7 5 to cover facilities used by licensed day care providers and public schools, which are frequented by children under six (6) years of age. The amendment has added to the law provisions for the screening of children for lead poisoning. Physicians must screen children ages six (6) months to six (6) years for lead poisoning in accordance with the intervals established by the American Academy of Pediatrics guidelines. Since January 1, 1993, each day care center, daycare home, preschool, nursery school, kindergarten, or other child care facility, licensed or approved by the State, including such programs operated by a public school district, shall include a requirement that each parent or legal guardian of a child between the ages of six (6) months through six (6) years provide a statement from a physician or health care provider that the child has been screened for lead poisoning. This statement is to be provided prior to admission and subsequently in conjunction with physical examinations. A space for verification of lead screening is included on the Certificate of Child Health Examination form.

### **Student Emergency or Illness**

An Emergency Card for each student is on file in the school office. If a student is injured or becomes ill at school parental instructions on the Emergency Card are followed. Parents are contacted first. If the school is unable to reach a parent, the person designated by the parent on the Emergency Card is contacted. Parents are responsible for keeping the Emergency Card up-to-date.

### **Medication**

The State of Illinois policy does not permit the dispensing of medicines at school. A registered nurse and/or school administrator may, in conjunction with a parent/guardian, identify circumstances in which a student may self-administer medicine. Children who are under a doctor's care and require a dosage of medication during the school day in order to attend school are required to have this stated on a form available from the school office. Medication (medication includes both prescription and nonprescription medicine) must be in the original pharmaceutical container indicating time and dosage, and kept in the school office. For medicine to be taken less than two weeks of duration, directions from the doctor and a parent signature are all that are needed. For medicine to be taken for more than a two week period, a doctor's written directions and signature are required. Children are not to carry any medication during school hours except inhalers with doctor's written directions on the inhaler and signature of the doctor on file. Parents may make arrangements with the school office to come to school to administer medications to their children.

The program for the administration of medication at school will be managed by school administrators and/or a registered nurse. Only a school administrator and/or registered nurse will be required to administer medication in those cases where the school determines the only way to maintain a child at school is for the school to administer medication. In an emergency life threatening situation, any school employee may be required to administer medicine. Any school employee may volunteer to administer medicine to students.

Under no circumstances will medicine that is not in its original container be administered to a student at school.

When a child requires daily or regular medication, the responsibility for administering such medication rests solely upon the parents. Holy Ghost School recognizes the need to cooperate with the parents in the medical treatment necessary for each child's physical, emotional and intellectual growth and well-being. Only medicines (both prescription and over-the-counter) prescribed by a physician which are essential for the child to remain in school shall be given under the conditions outlined below and with the approval of the school administration. Supervision must be provided when the child takes the medication. The DuPage County Health Department recommends that parents consult with their doctor to see if midday medication can be adjusted and given at another time.

Prior to giving medication at school, the School Medication Permission form shall be completed by the parents and physician authorizing the school to administer the medication. Permission forms shall be renewed every year and filed in the student's health record.

Medication shall be brought in a pharmaceutical container clearly marked with the child's name, the name of the medication and pertinent instructions. Unused medication which is not picked up by the family will be discarded. The parent must report immediately any change in prescription or dosage and new permission forms must be obtained for each change.

Medications are administered by the person designated by the principal.

P.R.N. Medications (those given “as needed”) for children with asthma or severe allergies will be given in accordance with the above regulation. Whenever such medication is given, a parent shall be notified.

Under no condition may a child be in possession of either prescription or over-the-counter medication, including aspirin or Tylenol.

### **First-Aid Policy**

First-aid is administered primarily by the principal or the office staff. Illness will be assessed by them before parents are contacted. Phone calls concerning illness will be made by school personnel.

### **Fever Policy**

Children with fevers should not be sent to school. If a child in school is found to have a fever, parents will be called to pick up their child. A child should be free of a fever for at least 24 hours before returning to school.

### **Communicable Disease Policy**

If a student is reasonably suspected of having a communicable disease (such as strep throat and pink eye) the parents are called to take their child home. In some cases, the student may return to school only with a doctor's authorization. In the interest of all students and staff, it is imperative that parents advise the school of the nature of their child's illness as soon as it is known.

### **AIDS Policy**

Holy Ghost School will follow the General Policy on AIDS of the Diocese of Joliet.

### **Vision and Hearing Screening**

The DuPage County Health Department sponsors a Vision and Hearing Screening on a yearly basis. Children in grades mandated by the state are screened:

- vision and hearing screening of all children in Pre-S, Pre-K and 2.
- vision screening of all children in Grades 3, 4 and 8
- hearing screening of all children in Kindergarten and Grade 1.

Additionally, the law requires screening for children new to our school, children in special education, and children referred because of behavior indicating possible vision or hearing problems. Also, children with known hearing losses are screened for hearing.

Parents will be notified if results indicate the need of a more complex examination. Parents may request special tests be given to a child who seems to be having health difficulties. The county charges a \$4.50 per child/per test fee which will be collected from the parents by the school.

## TRAFFIC, SAFETY and TRANSPORTATION

### Morning Drop-Off Traffic Pattern:

Enter off of Wood Dale Road, south of the Rectory. Proceed at 5 m.p.h. along the south end of the parking lot toward the end of the lot and make a right turn. Discharge student at the rear of the gym. **DO NOT PASS ANY VEHICLE. Do not make a U-turn to exit.** REMEMBER: The brief delay you might experience will ensure the safety of all of our children. After discharging your passengers, exit by way of the south driveway, using the left lane to go north and the right lane to go south on Wood Dale Road.

If at all possible, students should exit from the driver's side of a vehicle. If you need to park your vehicle, discharge your children first and then park in the lot.

### Afternoon Pick-Up Traffic Pattern:

Enter off Wood Dale Road, south of the rectory. Drive along the south end of the parking lot and park **FACING THE CHURCH BUILDING** behind the line of cones set up in the parking lot.

Do not leave your unattended car running. Do not drive past the cones to pick up children. Do not back up your car. **Do not let pets out of your car.** Children are to walk to the parked cars. Exit by way of the south driveway, using the left lane to go north and the right lane to go south on Wood Dale Road. Please do your best to cooperate with us to insure the safety of all Holy Ghost students.

### **Red Flag Day (Rain or Extreme Cold)**

When the red flag is up, the usual morning drop-off pattern will be in effect. Students will proceed into the gym where they will remain until the bell rings, at which time students will proceed to their classrooms.

### **Bicycles**

Many of our students enjoy riding a bicycle to school. There are, however, certain guidelines which must be observed if this is to be allowed. Of utmost concern is the safety of the child. Please caution your child to cross streets carefully, follow all safety rules, and be aware that drivers may not always be looking for children on bicycles.

Under no circumstances may a bicycle be ridden to school unless provisions have been made to have it locked to the bicycle rack. Each bike must have its own lock; no sharing is permitted. No one is allowed to ride another child's bicycle or borrow it at any time.

Bicycles are not to be ridden on school property between 7:30 AM and 3:30 PM. Students coming from the west and using the one-way street from Oakwood need to walk bikes on this street as well. Any disregard for the rules governing bicycles will result in the immediate loss of this privilege.

### **Safety**

Please caution your children, bussers, walkers and bikers, of the need to be extra careful about obeying not only the traffic signals, but also all directions of the crossing guards and playground monitors. Parents are reminded to be particularly cautious when picking up and dropping off their children.

### **Transportation**

Public School District # 7 provides bus transportation to many Holy Ghost students in Grades K-8 who live within the boundaries of District # 7. Eligibility is based on the distance the child lives from school (and changes according to the child's grade) and must be along existing bus routes. Information about bus transportation can be obtained by calling the District # 7 office at 595-9510.

# HOLY GHOST SCHOOL UNIFORM/DRESS CODE

revised 8/11

## **GIRLS - GRADES K-8**

White uniform blouse (long or short sleeve) with collar

White long sleeve uniform turtleneck (for Grades K-4 only)

White polo shirt-ONLY to be worn with navy skort or navy or khaki slacks.

Plaid uniform shift, skirt, navy or plaid skort Red cardigan uniform sweater, plaid uniform vest or blue zip-up sweatshirt

Brown or black school shoes (heels may not be higher than 2 inches)

Navy or white socks, knee-highs or tights

Winter Option (November 1 to March 31)

Navy uniform slacks instead of jumper or skirt

Choice of: red cardigan, red sleeveless V-neck uniform sweater, plaid uniform vest or blue zip-up sweatshirt

**Slacks, sweatpants, or leggings may not be worn under skirts during school hours, except for recess.**

**Girls may not wear colored bras under their white blouses-only white or neutral colored bras may be worn.**

Warm Weather Option (August through October, April through June)

Uniform walking short with belt instead of jumper, skirt, or culottes

**\*\*A uniform vest or sweater must be worn with skirt, culottes, plaid slacks or shorts.\*\***

**A white polo shirt may be worn with navy or khaki slacks.**

**ALL SWEATERS MUST HAVE A SCHOOL MONOGRAM**

**ALL UNIFORM SKIRTS, SKORTS, AND SHORTS MUST CONFORM TO REGULATION LENGTH:  
NO SHORTER THAN 2" ABOVE THE KNEE.**

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## **BOYS - GRADE K-8**

Uniform knit shirt - red or white (long or short sleeve)

White long sleeve uniform turtleneck (for Grades K-4 only)

Navy uniform trousers (corduroy or twill)

Navy V-neck cardigan, sweater, or blue zip-up sweatshirt

Brown or black school shoes

Navy or white socks

Belt - plain brown or black leather

Warm Weather Option (August through October, April through June)

Uniform walking short with belt instead of trousers

Uniform knit shirt (white or red)

**ALL SWEATERS MUST HAVE A SCHOOL MONOGRAM**

Sweaters for boys are an option.

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**UNIFORM ITEMS ARE AVAILABLE FROM  
DENNIS UNIFORM COMPANY**

1141 North Main Street

Lombard, IL 60148

630-932-7171

Order sheets are available in the school office.

ALL UNIFORM ITEMS MUST BE PURCHASED FROM THE UNIFORM STORE.

## HOLY GHOST SCHOOL UNIFORM/DRESS CODE POLICY

revised 8/11

At Holy Ghost School the student uniform/dress code policy as well as its implementation is evaluated annually. Every effort is made to provide reasonable expectations that are relaxed yet dignified. We are attempting to create a learning atmosphere, which is clean, bright, neat and conducive to our meeting the goals of the educational mission of the Church.

**All students are expected to enter and leave the building in full uniform.** Because the dress and appearance of an individual reflects that person's pride and self-respect, personal neatness should be a goal for every student.

- \* Blouses and shirts must be tucked in and buttoned at all times.
- \* Collars and sleeves **must** be worn down.
- \* Clothing should be clean and in good repair.
- \* Outside coats and jackets are not to be worn during the school day

**Anything not expressly stated in the dress code policy may not be worn.** If an item is not mentioned, **assume** it cannot be worn during school hours. Parents and students are expected to honor the spirit as well as the letter of the dress code. The school administrator is the final arbitrator on questions concerning this policy. Parents may be required to bring a change of clothing to school for students in violation of the code. When practical, inappropriate uniform items will be confiscated and sent to the school office to be picked up by a parent.

**School Shoes:** Shoes must be brown or black dress shoes-no athletic shoes (no shoes that look like athletic shoes), boots, high heels, clogs, or sandals are allowed. All shoes must be laced to the top and tied during school hours. Shoes must be clean and in good repair. The heels on shoes may not be more than 2 inches high. Appropriate footwear must be worn at all times.

**Make-Up:** No make-up is allowed with the exception of clear nail polish.

**Hair:** Extreme hairstyles are not permitted. Hair must be kept neat and clean. Hair cannot cover eyes. **Boys** hair should not exceed the collar.

**Contact Lenses:** Students may only wear prescription lenses that are a natural solid color. Extreme patterns or colors are not permitted.

**Jewelry:** Appropriate jewelry may be worn in moderation. Earrings may only be worn on the ear. Dangling earrings, hoop earrings, etc., are not permitted. Earrings may not be larger than a penny. Only one pair of earrings may be worn at a time. Other body piercing is not acceptable. **Boys** may not wear earrings.

**Other Uniforms:** Scouts may wear their uniforms when meetings are scheduled.

**Consequence for Non-Compliance with the Uniform/Dress Code:**

If a student does not comply with the uniform/dress code policy, a warning notice will be sent home to the parent. If a second notice is necessary, the parent will be asked to come to school to correct the problem. Upon the third violation, the student will not be allowed in class until the problem is corrected.

**Non-Uniform days:** The following are non-uniform days. These are dress-up days and appropriate attire is expected.

First Day of School

(HGS uniforms for K-Grade 8 will be required beginning the second day of school)

Individual Picture Day

Christmas Mass

Closing of the Year Mass (HGS t-shirt and jeans)

**Inappropriate non-uniform attire includes but is not limited to:** T-shirts, halter/ tank/ midriff/ tube tops, sleeveless tops, cap sleeve shirts, formfitting pants, sweat pants, army fatigues, camouflage, bandanas, mini-skirts, shorts, skorts, jeans (jeans' characteristics include: a narrowed top-stitch hem, patch pockets, outside pockets, flat-felled side seams and a one piece waist), athletic shoes, shoes with a heel higher than 2 inches, and flip flops.

Dresses, skorts, and skirts should have a proper length so that they extend at **no shorter than 2 inches above the knee.**

On the first day of school and on Spring picture day capri pants are allowed for girls and shorts that are at their waists and fall below their knees are allowed for boys. HGS uniforms are required on the second day of school.

**Please note:** all field trip days, unless jeans are specified, will be uniform days.

**Friday T-Shirt** Effective the first Friday of school, all Fridays will be HGS T-shirt days. HGS shirts, **BLUE** jeans and gym shoes, are permitted in place of the school uniform. HGS shirts include: the red or blue HGS t-shirt, blue or gray HGS sweatshirt or blue HGS zip-up sweatshirt. On Fridays for the months of August through October and April through June, girls may wear capri length jeans and boys may wear jean shorts that are at their waist and below their knees. All jeans must be worn at the waist and have no holes or tears.

**Identification:** All uniform apparel must be identified with the student's full name.

**Consequence for Non-Compliance:**

If a student comes to school dressed inappropriately on a non-uniform or jeans day, the student will be required to call home for a change of clothing. If it is impossible for a parent to bring clothes to school, the student will not be allowed to participate in the next jeans day.

Questionable attire is at the discretion of the school office and will be handled on an individual basis.

## **GENERAL INFORMATION**

### **AFTER SCHOOL CARE PROGRAM, DOVE**

In order to participate in the program, students must be registered in advance and emergency information must be provided. Our extended care program, DOVE, provides after school guidance in a supervised setting for children enrolled in Holy Ghost School. Supervision is available immediately after dismissal on all days that school is in session until 6:00 PM. The last day of school before Christmas break and after the last full day of school in June, DOVE will not be available. DOVE is not in operation on days that Holy Ghost School is closed.

### **AFTER SCHOOL WORK**

Students are encouraged to seek help and talk over their concerns with the teacher whenever necessary. The teachers are here after school to work with children needing individual help. Whenever a student remains after school, arrangements must be made with parents in advance. Parents are encouraged to guide their children toward pursuing answers to their questions on their own.

### **ASBESTOS MANAGEMENT PLAN**

The Asbestos Management Plan for Holy Ghost School required by 40 CFR 763.93 is available for inspection during normal business hours by representatives of the U.S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel and their representatives and parents at 260 N. Wood Dale Rd. within 5 working days after receipt of a request for inspection.

### **BAND/MUSIC PROGRAM**

Music Education Service, Inc. offers instrumental instruction for interested students at HGS. All lessons are taught by certified teachers with degrees especially in music education.

Band program recruitment is scheduled for early September. Students may start instruction in the fourth, fifth or sixth grades. Advanced classes will form in subsequent years to accommodate progressing students. The cost for instruction is billed in advance to the participating family. Billing is done directly to the home. Instrumental rentals are also provided if needed.

Private piano lessons are available to Holy Ghost students in Grades 1-8. Lessons are 1/2 hour in length and offered both during and after school. It is required that the student have a keyboard or piano for piano lessons. Availability of lessons is limited. Contact the school office for additional information.

### **CUSTODIAL RIGHTS**

If parents are divorced or separated, the school assumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right. All information must be on file in the school office.

### **FIELD TRIPS**

The classroom teacher with the approval of the principal may plan a field trip experience for the class which cannot be offered at school. A parent-signed permission slip, provided by the school, must be in the School Office before the child may go on a trip. Telephone permission is never allowed.

All field trip days, including Outdoor Education, or any days that include excursions from the school premises, are not optional free days. These days are counted as school days. Any student who does not participate in these events cannot come to school and will be counted as absent. Please note, field trip days, unless jeans are specified, will be uniform days.

### **GENERATIONS OF FAITH**

Holy Ghost Parish is offering a family approach to faith formation. School families are invited and encouraged to attend the programs. Specific dates may be found on the school calendar.

### **GUM**

Gum chewing is not permitted in school, church, or on the playground at any time and gum treats may **NEVER** be distributed.

### **HOT LUNCH PROGRAM**

Hot lunch may be purchased at Holy Ghost School. This program provides quality, nutritious food. Tickets are purchased in advance. Money (checks preferred) should be put in an envelope with the following on the front: Child's name, Teacher's name, Grade, Amount enclosed and number of lunches ordered. One check will be accepted per family if each child's information is logged on the front of the envelope. If a family owes \$20 or more for hot lunch, that family is not allowed to order hot lunch until the balance is paid in full. There will be no IOUs for hot lunch.

Orders are placed on a daily basis with the homeroom teacher. No orders are accepted after 9:00 AM. Menus are on the school website. Please check the monthly menu to determine your selection.

Thursday pizza lunches are sponsored by PSA and are separate from the hot lunch program. Pizza may be paid for yearly or quarterly. An order form is included in the summer mailing.

### **INSURANCE**

Student accident insurance covering children during school hours and when going to and from home and school is available from a number of reputable companies on a group basis. All students who engage in athletic competition sponsored by the school must be adequately covered by insurance.

## **LIBRARY/LEARNING CENTER**

### **Library Birthday Book Program**

You may honor your child's birthday and add to the Holy Ghost School Library at the same time with your contribution to the Birthday Book Fund. Your child may choose a new book from our selection list. The book will be kept in the library and will contain a label with your child's name and birthday. Each child also gets special pleasure in seeing a name tag hung on the Birthday Tree. It shows that a new book has been added for everyone's enjoyment in your child's honor.

A donation of any amount will enable your child to select a book for the library. Please make checks payable to Holy Ghost School (Library Fund).

If you have any questions, please don't hesitate to call Debbie Phillip, School Librarian, at (630) 766-4508.

### **Library Rules**

1. Books are checked out for two (2) weeks.
2. The daily fine (weekends and holidays included) for overdue books is five (5) cents. Overdue notices are given out 7 to 10 days after the due date.
3. Reference books can be signed out overnight. They must be returned promptly by 9:00 AM the next day in the library. A 25 cent fine is charged on all overdue reference books and parents will be called immediately.
4. A student is responsible for all books and magazines checked out in his/her name. He/she will be charged for all missing and damaged materials; the price of the item and the overdue fee plus \$1.00 for processing. If the materials are returned in good condition after the fees are paid, the price of the item only will be returned to the student.

### **Library Assignments**

Each student in Grades 6-8 is required to participate in the Accelerated Reading Program. Everyone must read at least one (1) book and take the computer test each trimester. These books must be at the student's reading level and be approved by the librarians and teacher. No tests taken for grade points will be given the last week of each trimester. The Accelerated Reading test score will be averaged into each student's reading grade as a test score; therefore, the test may only be taken once.

### **Technology Assignments**

Students in Grades 1-8 will be given a Technology grade. The Technology Coordinator, in conjunction with classroom teachers, will give technology assignments.

### **Accelerated Reader Program**

The Library participates in the Accelerated Reader Program, open to children in grades one through eight. The ARP is a computerized reading enrichment program which allows each student to move at his or her own pace and level of ability. The goal is to have children select better books and read more, thus becoming better readers and better students.

Abridged versions of the books are not allowed. Most books are available in the school library, however some books may have to be obtained from the public library. Each book has been evaluated on the factor of reading level and length and assigned a point value. After reading the book, the student uses the computer here at school to take the test, which measures comprehension. Students receive points based on the point value of the book and score on the test.

Special prizes, as well as doughnut breakfasts, are available to motivate the children to read. Once a trimester the Accelerated Reader Store is open for students to purchase prizes with the earned points. The librarians and teachers encourage the students to participate in this program. The librarians will answer any questions you might have about the program. This program has been widely used throughout the United States and has been proven successful in encouraging children to read.

### **LOST AND FOUND**

Lost and Found items are placed in a box outside the school office. Lost articles will be kept for two (2) weeks only. After that time, they will be placed with items set aside for the poor. We have an exceptionally large number of items that appear in the Lost and Found. Parents are asked to help their children become responsible for their belongings. All items should be marked with the student's name so that they can be returned whenever misplaced.

### **MILK PROGRAM**

White and chocolate milk is offered on a yearly basis for all students. An order form for milk is included in the summer mailing.

Checks should be made out to Holy Ghost School. Please indicate the name and grade of the child for whom milk is being ordered on your check (or envelope, if cash payment is made) and whether your child wants white or chocolate milk.

### **MONEY COLLECTION PROCEDURES**

When money is collected in advance for any school activity, a marked envelope is requested. Please observe the following:

1. Each child is to have the exact amount of money in an envelope with his/her name, grade and exact order when applicable, clearly written on the envelope.
2. Change will not be returned. (Overages will go to the Assembly Fund used by the entire school.)
3. Envelopes must be submitted before the deadline requested, or may be returned to the student.

## **OUTDOOR EDUCATION PROGRAM**

A three-day (two night) outdoor education program at Nature's Classroom in Muckwanago, Wisconsin is planned for the 5<sup>th</sup> and 6<sup>th</sup> Grade classes during Monday, Tuesday and Wednesday of Thanksgiving week. All subject areas of the curriculum are integrated in outdoor learning activities. Students are challenged to apply what they know to practical problem solving in the natural environment. (See Field Trips regarding attendance.)

## **PARTIES OUTSIDE OF SCHOOL**

In the event that a student invites only some of his classmates to a home party, parents are asked to have these invitations delivered outside of school and school gatherings (i.e., parking lot) in sensitivity to the feelings of students who are not being invited.

## **PARENT/TEACHER CONFERENCES**

Conferences are scheduled in November for all parents. Parents should feel free to request a conference with their child's teacher whenever a need arises. Any questions regarding progress, effort, homework, teacher-pupil relations, classroom discipline, etc., should be taken first to the teachers. They work most closely with your child in the school environment and, therefore, are best able to help you. Parents are requested not to see a teacher during school time or at dismissal for a conference unless previously arranged. Teachers are willing and anxious to discuss the progress and problems you wish to bring to their attention, but not during those times when they are responsible for a class. After discussion with the teacher, if you feel the need for further consultation, arrange for an appointment with the principal.

## **PAYMENTS**

Any payments sent to the school office must be placed in a sealed envelope indicating the student's name, grade, dollar amount enclosed (cash or check), and purpose for payments. PLEASE NOTE: A \$25.00 charge will be incurred for any check returned due to insufficient funds.

## **PLAYGROUND REGULATIONS**

Students may arrive on the school grounds after 7:45 AM. All students remain outdoors on the south blacktop in designated (with cones) area until entry bell rings. Students may not enter before the entry bell to deposit books, use bathrooms, bring notes to the teacher or any other non-emergency reason.

Students may bring soft rubber balls, jump ropes, etc. from home to be used on the playground. Skateboards, Heelys, scooters, and roller blades are never allowed on school grounds. Tackle football and Red Rover are not permitted on the school grounds. Play weapons are not permitted at school. Students are never to play in or around cars.

All students are to proceed directly home at dismissal time. They are not to remain in the building or on the school grounds unless supervised by a teacher or authorized adult. If a child has not been picked up by 3:00 PM (11:20 AM on morning dismissals), that child will be sent to DOVE. The school building closes at 3:30 PM (or 30 minutes after dismissal.) The school office closes at 2:45 PM on Wednesdays and Fridays.

Pets are not permitted on the school grounds. If you bring a pet to school, it must remain in the car at all times.

## **PROTECTING GOD’S CHILDREN**

The Diocese of Joliet and Holy Ghost Parish recognize the importance of keeping our children safe. For this reason, all clergy, religious, employees and volunteers who come into contact with children while working or volunteering in any diocesan or parish institution and/or program will have a criminal background check and attend the required workshop.

Holy Ghost Parish will require that if you, in your role as a parent or family member, want to volunteer in any capacity (room mother, driver, coach, classroom helper, lunch helper, etc.) at Holy Ghost School you will need to sign a form giving the school permission to conduct a background check and will be required to attend a three hour class, Protecting God’s Children, developed by the Virtus organization. This program has been adopted by the Diocese of Joliet in order to offer a comprehensive sexual abuse prevention and education program to all diocesan and parish employees, and also to all volunteers who work with children. These forms and a schedule for volunteer workshops will be included in the July mailing and will also be available in the office.

## **PROTECTION OF PERSONAL PROPERTY**

Articles of clothing, boots, gym shoes, lunch boxes and books should be marked with the student's name and grade so these items may readily be found and returned whenever misplaced. Since all classrooms are also used throughout the week by other parish groups, no valuable items should be left in the student’s desk or locker. The school cannot be responsible for lost items.

Portable radios, stereos, cassette players, electronic games, laser pointers and any other forms of portable entertainment are not permitted in the building other than for specific educational use. Prior approval by a teacher is necessary to bring such equipment into the building at any time. Students must have advance permission to bring a cell phone to school. Cell phones may not be used during school hours. Students not complying with this rule will have the device confiscated and sent to the school office and must be reclaimed by a parent.

**Cell phones: SEE APPENDIX D**

## **SACRAMENTAL GRADES**

Preparation for the Sacraments is a special time for students to grow in their relationship with Jesus and to develop an understanding and love for the Sacraments He gave us. Preparation and procedures for receiving Sacraments are determined by the Pastor with input from the Director of Religious Education (DRE) and the Principal. All parents whose children are to receive a Sacrament for the first time are required to attend all informational meetings arranged by the DRE for parents. This meeting is intended to assist parents, as primary educators, with their involvement in the religious instruction of their children.

First Communion: Grade 2      Reconciliation: Grade 2      Confirmation: Grade 8

## **SCHOOL MASS SCHEDULE**

The development of a Catholic attitude is strengthened by student participation in Masses and paraliturgical services. Our students are actively involved in planning meaningful liturgical experiences. Students in Grades 1-8 attend Mass Wednesday mornings at 9:30 AM. Special School Masses are held for specific occasions. Dates for weekly and Special School Masses are noted on the monthly school calendar. Parents are always welcome to attend all Masses.

### **SERVERS FOR MASS**

Your son or daughter may be a server at Mass if he/she:

1. has a sincere interest
2. is at least in Grade 5
3. is reliable and self-disciplined
4. has your written permission
5. is trained by the altar server coordinator
6. attends Mass on Sunday

### **EUCCHARISTIC MINISTERS**

An eighth grade student may be trained to serve as a Eucharistic Ministers if he/she:

1. has a sincere interest
2. is reliable and self-disciplined
3. attends Mass on Sunday
4. is trained by the Parish liturgist

### **SCHOOL SUPPLIES**

A letter is sent home informing you of the school supplies your child will need. We ask you to see that your child has all his supplies by the first full day of school. Please check these supplies periodically during the school year and replace items as needed.

**Liquid white-out is not permitted at school.**

### **SNACK TIME**

It will be up to each teacher's discretion whether to allow snack time for Grades K-4.

The following is a list of ACCEPTABLE NUTRITIONAL SNACKS:

Raisins, trail mix, peanuts, popcorn, cheese and crackers, fruits (oranges must be peeled and segmented) and vegetables. EXCEPTION: NO TOMATOES.

NO LIQUIDS will be allowed at snack time or as birthday treats. If you wish to bring special treats for birthdays, please check with your child's teacher beforehand. If a child bring treats, they will only be distributed in the classroom so as not to disturb other classes. If a student wishes to share treats with the teachers and staff, these treats will be put in the Teachers' Lounge for the staff to enjoy when free time is available.

Gum treats may NEVER be distributed.

### **SPECIAL SERVICES**

Special Education services, as well as psychological testing, are available for students through the Wood Dale Public School District or through Alexian Brothers Behavioral Health Center.

### **SPEECH PROGRAM**

In September, speech screening is made available to Holy Ghost students. Those with problems may attend special classes at Wood Dale Public School District.

## **STANDARDIZED TESTING PROGRAM**

Students throughout the Diocese are tested in Grades 2, 3, 4, 5, 6, and 7. In Grades 5 and 7 all academic areas are assessed, while in Grades 2, 3, 4, and 6 the Diocese will focus on assessing reading, language arts and mathematics.

Test results should not be used as the only indication of a pupil's ability or achievement. Tests do not measure creativity or many important factors of mental, physical or social development. Testing is most useful when considered in relation to the student's total performance, in and out of school.

## **STUDENT RECORDS**

Student school records consist of the permanent record card and health file and the cumulative record folder. The permanent record card includes basic identifying information and a summary of scholastic information by year and is kept on file at school. The health record includes information on required physical exams and immunizations as well as accident reports. The cumulative record includes student information, report cards, attendance records, test results, and registration and birth certificate copies. The health and the temporary records are forwarded to the receiving school when a student transfers or is graduated. Student records are considered confidential and are not released to unauthorized persons.

### **Parent Access to Records**

The school principal is the custodian of student records. Parents may request to review their child's records. The request should be made in writing to the principal. An appointment will be made where the principal and parents will review the student's records.

### **Release of Records**

Parents requesting the transfer of a student must provide information in advance as to the date of transfer and name and location of receiving school. Records will be sent to the receiving school within ten days of receiving a request from the school. Records are sent directly to the school.

## **TECHNOLOGY PROGRAM**

The technology program is another means of assisting in the education of students. The computer is used as a tool to aid in the learning process. Projects will be done in connection with the curriculum being taught in the classroom. In addition, keyboarding, word processing, desktop publishing, data base, spreadsheets, multimedia and use of the Internet will be introduced and reinforced. The Technology Coordinator, in conjunction with classroom teacher assignments, will give students technology assignments. Students in Grades 1 – 8 will receive a Technology grade on their report cards.

The Internet will be accessible both in the Computer Lab and the classroom, both controlled environments. A teacher will be present when students use the Internet.

Much information available on the Internet is educational, but information exists that is not educationally valuable. While the school administration and teachers structure the use of the Internet to direct students toward valuable information, it is the responsibility of each user to follow the policy. **The Acceptable Use Policy** details the activities that are allowed on the computer network. **See Appendix A for the Acceptable Use Policy.** No student will be allowed access to the Holy Ghost School Internet without an Acceptable Use Policy Permission Form signed by both the student and parent and kept on file in the cumulative file.

### **TELEPHONE MESSAGES AND CALLS**

Telephone messages will be delivered to teachers and students. Calling home is allowed ONLY in the case of illness. A student WILL NOT be allowed to call home if he/she forgets lunch. He/she will be given Hot Lunch, and the parent will be billed. A student WILL NOT be allowed to call home for forgotten homework, supplies, etc. Students are not allowed to possess or use cell phones during school hours. **See Appendix D for cell phone usage.**

Parents are encouraged to contact their child's teacher whenever necessary. If you call the office during class time, a message will be taken for the teacher to return your call as soon as possible. Telephone calls are not to be made to teachers or staff at their homes.

### **TEXTBOOKS**

Textbooks are lent to students. All students are responsible for the care of their books and will be fined for damaged and lost books. It is the teacher's responsibility to evaluate the condition of books assigned to students and to assess fines for wear beyond that which is normal. All hard cover texts which may be taken out of the building MUST be covered.

### **VACATIONS**

Regular school attendance is imperative to the student's progress. Assignments may be made up; however, class discussion, interaction and teacher instruction cannot be made up. Parents are strongly encouraged not to unduly interrupt their child's academic schedule. Teachers are not responsible for assigning ahead of time work which will be missed during a special vacation period. The work missed will be completed by the student upon returning to school.

### **VISITORS AND SECURITY**

For security purposes, all school doors are locked during the day and all visitors must report to the office immediately upon entering the building. Volunteers and visitors who plan to remain are required to sign in and out and wear an identification tag while in the building.

In order not to interfere with the academic environment, alumni, family and friends are asked not to visit the school during school hours.

### **PRINCIPAL'S RIGHT TO AMEND**

The school principal retains the right to amend the Parent/Student Handbook at appropriate times to provide additional procedures to be followed in relation to the specific policies of the diocese, the local school board and state regulations.

**APPENDIX A**  
***Acceptable Use Agreement***  
***for***  
***Internet Access and Related Technology Use***  
Diocese of Joliet Catholic Schools Office

**Student Agreement for Internet Access and Related Technology Use**

The Catholic Schools Office of the Diocese of Joliet and the Parish School Holy Ghost Catholic Academy support the use of technology in the instructional program through individual computer workstations, notebooks/tablets, lab networks, school-wide networks, school owned handheld devices, the Internet, including Web 2.0 tools (sometimes collectively referred to as “Technology Resources”), as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School’s goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

Student users must also agree to and acknowledge the Terms and Conditions below. Both the Parent/Guardian and Student user acknowledge that the Code of Conduct herein also applies to privately

owned electronic devices, including, but not limited to cell phones and other handheld devices, laptops or desktop computers and notebooks/tablets (“Privately Owned Devices”).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

**TERMS AND CONDITIONS**

1. **Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

**Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a students’ family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the School network system.

The students, teachers and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The Principal or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, use the accepted rules of network etiquette and follow federal and state law as well as the terms of this Agreement. Outside of School, it is expected that families bear the same responsibility for such guidance of their child(ren).

The Principal has the right to intercede when the Parish, School, their employees, volunteers, Administration or students are affected by the inappropriate use of Technology Resources or Privately Owned Devices which are governed by the terms of this agreement including, but not limited to the following:

- a. All users are to be polite and use appropriate language. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for blogging. While we encourage students to engage in debate and conversation with other bloggers, we also expect that they will conduct themselves in a manner reflective of representatives of this School.
- b. No inappropriate, obscene, or pornographic pictures or drawing are to be downloaded, displayed, printed, or communicated through any electronic or handheld device.
- c. No School related picture, video, or other digital images of students, School employees, volunteers and/or School related activities are to be uploaded to any site on the Internet, including video sharing sites, such as You Tube, without the expressed permission of the Principal or Principal's designee.
- d. No offensive, harassing or threatening remarks or comments related to another student, teacher, administrator, employee or volunteer of the School or Parish are to be placed on the Internet, personal websites, blogging sites, social networking sites, or sent via texting, instant messaging, email or on handheld devices.
- e. Cyber bullying is not tolerated. No student shall participate in communication that spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
- f. No students shall transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through Technology Resources or Privately Owned Devices.
  - g. No student shall upload, download, copy, forward or transmit any copyrighted material or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.
  - h. No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.
  - i. The use of the School network shall not disrupt the work of other users and this includes, but not limited to disrupting the School network's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.
  - j. The personal address, phone number or social security number of any student, administrator, teacher, volunteer or staff member is not to be used in email or on the Internet.
  - k. The School network may not be used for the purchase of any type of merchandise, services, copying of copyrighted material or to send material or communication likely objectionable to the recipients.
- l. At School, no user shall be involved in or participate in, chat rooms, blogs or discussion groups without the express permission and/or supervision of the teacher/system administrator.
- m. No student shall post or send defamatory comments regarding the Diocese, School, administration, faculty, staff, or other students comments or materials that could damage the reputation of the Diocese, School administration, faculty, staff or other students.
- n. No student shall install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT administrator or IT staff.
- o. No student shall use or disclose someone else's code or password without authorization.

#### 4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication shall immediately bring this to the attention of a teacher or Principal.

5. **Internet Filtering**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act**(CIPA) to protect minors and all users against access through such computers to visual depictions that are violent, obscene, constitute child pornography, or are otherwise harmful to minors.

6. **Privacy**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the School network and/or email. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all emails entering, leaving or stored and all files created and saved in the system. The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

7. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files. Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

If a user mistakenly accesses inappropriate information, the user shall immediately inform the teacher or adult supervisor.

8. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

9. **Hand-held Devices**

The use of hand-held devices for educational purposes is limited solely to those devices approved by or distributed by the School. All rules of conduct shall apply. The beaming of information that is considered threatening, unwelcome or inappropriate shall be reported to the teacher or adult supervisor immediately.

10. **Personal Electronic or Cellular Devices**

Students may not carry Privately Owned Devices with them during School hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other handheld devices (which exception to those covered in #9 of this agreement).

11. **Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

12. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

13 **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

**APPENDIX B**  
**Permission to use Personally Identifiable Student Images and Work**  
**Joliet Diocesan School System**

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines. However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

I. Videotapes, photographs, digital images of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the school website shall not be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of education videotapes/photographs include documenting science experiments, presentations, etc.

• A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

IV. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping, photographing of students are not required from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.

2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.

3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.

4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.

5. Video cameras are in use to monitor public areas of a school/church facility or bus.

## APPENDIX C

# Parent Guide Understanding & Preventing Child Sexual Abuse

## Diocese of Joliet

425 Summit Street, Joliet, IL 60435

[www.dioceseofjoliet.org](http://www.dioceseofjoliet.org)

Read the brochure at <http://dioceseofjoliet.org/protecting.asp>

Dear Parents and Guardians,

The Diocese of Joliet is committed to our efforts The Diocese of promoting an environment that will help ensure the safety of children and young people. If you have participated in a *Protecting God's Children* session, you have already received much information.

This brochure is the next step in to help keep children safe. You are the primary educators of your children, so it is important that you talk with them personally about their safety. The material in this brochure is designed to give you background information about sexual abuse, to inform you about other ways to keep your children safe, and to provide you with tips for talking to your children.

Staff members at the Religious Education Office (815-727-6411) and at the Catholic Schools Office (815-838-2181) are available to help you. Please call them if you have any questions about the material contained in this brochure or if you need more information.

Sincerely,  
Sister Judith A. Davies, OSF  
Chancellor

## **SOME BACKGROUND INFORMATION**

### **What Is Child Sexual Abuse?**

Child sexual abuse is the use of a child for sexual purposes by an adult or an older, more powerful person, including an older child. *It is a crime in all 50 states.* Sexual abuse is called incest when it happens between family members.

### **Who Are the Offenders?**

- oMost sexual abuse is committed by a person the child knows and trusts.
- oOffenders come from all walks of life and from all social and ethnic groups.
- oOffenders actively work to develop trusting relationships with children.

### **Who Is At Risk?**

- Sexual abuse happens to boys and girls from all social and ethnic groups from infancy to 18 years.
- Young children are especially at risk.

### **Why Don't Children Tell?**

Some reasons children do not tell are:

- They have been taught to obey adults.
- They promised or have been bribed to keep abuse secret.

- They are afraid to tell.
- They feel guilty. They think the abuse is their fault and are ashamed to tell.
- They are confused because the often someone whom they know and trust.
- They have been convinced that the abuse is normal or okay.
- They are too young to understand that it is not appropriate, especially if someone they know and trust does it.

## Do Children Lie About Abuse

Children rarely lie about abuse. More often, they are afraid to tell.

## Types of Touches

Teach your children the names of their private body parts. Help them understand that they are the boss of their own body. Explain that there are three kinds of touches:

○

**Safe touches.** These are touches that keep children safe and are good for their bodies. Safe touches include hugging, holding hands, pats on the back, and an arm around the shoulder. Safe touches can also include touches that might hurt, such as removing a splinter.

○

**Unsafe touches.** These are touches that hurt children's bodies, feelings, or spirits, for example, hitting, pushing, pinching, and kicking. This also includes the sexual touches described in the previous section. Teach children that these kinds of touches are not okay.

○

**Unwanted touches.** These are touches that might be safe but a child doesn't want. These include the sexual touches discussed earlier. It is okay for a child to say *no* to an unwanted touch, even if it is from a familiar person.

## For Young Children

Young children remember better how to protect themselves from sexual abuse when they learn and practice a few simple steps so they don't have to wonder what to do, or have to stop and think. Children can be taught to follow these three steps when someone breaks the touching rules.

○

Say *no* or words that mean *no*.

○

Get away.

○

Tell a grown-up.

Expand your child's understanding of the third step by teaching the following:

○

Never keep secrets about touching.

- Always tell about a touching problem even if it has gone on for a long time.

- Keep telling until someone believes you.

### **Teach Assertiveness Skills**

Children who are assertive are better able to use the safety steps effectively and resist unsafe situations.

Assertive behavior includes standing up straight, looking directly at the person and using a strong, clear voice.

### **Safety on the Internet**

It is important for parents to educate children about Internet risks and monitor use of the Internet.

Some rules:

- Never give out personal information or use a credit card online without your parent's permission.

- Never share passwords with anyone.

- Never arrange to meet someone in person you have met online unless parents go along with you.

- Never reply to uncomfortable messages. Always tell parents about them.

### **For Teens or Pre-Teens**

Honest, open discussions about sexual values/limits, healthy relationships, and personal safety can make

a difference. Teens should:

- Recall that human sexuality is a graced gift from God. Intimate touching and sexual intercourse are morally appropriate only within marriage.

- Know their own wishes, limits and values, and clearly communicate them to their dates. They should listen to their date's limits and respect them.

- Notice if their date is not respecting their limits and wishes or if their date's behavior doesn't seem right.

- Trust their feelings and intuition. If they are feeling pressured into sex, they have the right to say *no*.

- Be assertive and act immediately if their limits are reached, even if it means making a scene.

- Understand that it is never too late to say *no* and never too late to hear *no*.

### **More Safety Tips for Teens**

-

Avoid drugs or alcohol, which reduce one's ability to think clearly and manage one's behavior.

- Always pour your own beverages at a party and keep them in sight. Date-rape drugs can be put in drinks and are often undetectable.

- Go to parties with a buddy and look after each other. Always have a safe way home.

- Meet a date in a public place or stay around others.

- Tell someone about the date, where it will take place, and what time it will end.

- Take a cell phone along if possible.

## **The Bottom Line**

- No means *no* whenever a person feels pressured about anything and it should be respected!

- If a person says *no* and the other person continues to touch or to force touch it is abusive behavior.

- If a person forces another person to have sexual intercourse, it is rape, a criminal offense.

## **Safe Families**

Being a parent is one of life's greatest challenges. However, if you have a strong relationship built on a foundation of trust, and your children have skills in self-management, relationship-building, and problemsolving, they are more likely to make safe choices and set personal safety boundaries.

For more tips for parents, please visit <http://www.cfchildren.org/parents/parenttips/>

***If someone has been abused,***  
**contact the Illinois Department of Children and Family Services at**  
**1-800-25ABUSE (**  
**1-800-252-2873)**

## APPENDIX C

### Understanding & Preventing Child Sexual Abuse

#### **PROTECTING YOUR CHILDREN**

Here are some tips to help you protect your children from sexual abuse. Educate yourself about sexual abuse.

- Check the following resources for guidelines for parents and caregivers before you hire a babysitter. Look for references and check them.

- Interview potential babysitters and ask them why they want the job.

- Ask the babysitter if they have ever been in a situation where they were asked to do something that made them uncomfortable.

- Ask the babysitter if they have ever been in a situation where they were asked to do something that made them uncomfortable.

- If a parent and caregiver are dating, this brings up a lot of questions about the relationship. Parents and caregivers should discuss these questions with each other.

Here are some things you can do:

- Learn and practice specific skills for protecting children from sexual abuse.

- Talk to your children about touching safety.

- (See *Teaching Personal Safety Skills*.)

- Teach your children personal safety rules before they reach school age.

- Allow your children to participate in personal safety instruction.

#### **Safety with Babysitters**

Ask babysitters to follow these guidelines:

- Interview babysitters in person. Ask how they discipline children. Ask *what if* questions to find out how they would cope with tricky situations. Inform them about your family safety rules, including touching safety rules.

- Set other rules for the sitter. (TV, phone use, and friends)

- Make surprise visits to check on them. Ask your children what happens when a babysitter is there and whether they like her. If they don't like the babysitter, ask for reasons.

*Follow these guidelines even if the babysitter is a family member.*

#### **Guidelines for Single Parents**

If you are a single parent, be cautious about letting unfamiliar adults into your home.

- Let your new friend know your family's safety rules, especially about touching.
- Tell him or her that your children have been taught to tell if any of these rules are broken.
- Don't leave your children alone with a new friend until you know him or her well.
- Ask your children if they like the new person and why or why not.
- Watch your children's reactions for clues to how they feel.

## **TEACHING PERSONAL SAFETY SKILLS**

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- ○ ne to touch your private
- ○ nly and honestly sets a tone t

I safe and all s them to talk to ow about anything. *Talk with them about touching and private body parts.* Here are some tips:

- Make touching safety a part of your family's safety rules.
- Take advantage of everyday teachable moments: bath time, physical play situations, when a child expresses curiosity about his body or sexuality, and before a child goes out without you.
- Read a book or view a video on touching safety together with your child.
- Revisit the conversation. Don't just talk about this important matter once!

### **Teach Your Children These Rules**

It is not okay for someone body parts.

Content of this brochure is adapted from

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#### **Ke or**

With per r Children and

- It is not okay for someone to touch his or her own private body parts in front of you or to ask you to **eping Children m Abuse: Tips f Parents and Caregivers**” touch them.

It is not okay for someone to ask you to take your clothes off or to take photos or videos of you with your clothes off.

It is not okay for someone to show you photos or

videos of people without their clothes on.

**Safe fro**

©

2004 Committee for Children

[www.cfchildren.org](http://www.cfchildren.org)

mission from Committee fo

from the Diocese of Springfield, IL

**APPENDIX D**  
**Permission to Use a Cell Phone**

If a parent deems it necessary for a student to bring a cell phone to school for safety reasons, the cell phone must remain in the student's backpack in his/her locker and can only be used after school hours with permission of a teacher or outside monitor. Students may not use cell phones during school hours. If a cell phone is used during school hours, the phone will be confiscated and a parent must come in to the school office to retrieve the phone. Should a student need to place a call home during school hours, the student must call from the phone in the school office after being granted permission from the principal or school secretary.

A student must have written permission from a parent to bring a cell phone to school. This permission form, found on the handbook agreement form, should be turned in to the school office.