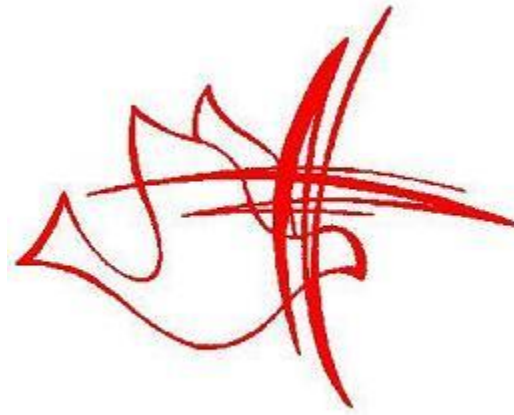


Holy Ghost Lutheran School



Parent/Student Handbook 2019-2020

Presented by the Board of Christian Day School
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Mission Statement

Holy Ghost Lutheran School exists in partnership with the families of the surrounding communities to provide a strong, Christ-centered educational environment. We strive to help children to achieve the highest levels of spiritual and academic growth by:

- Equipping students for lifelong service in God's kingdom and world.
- Providing services for building and strengthening Christian morals and values in their homes.
- Seeking to exceed the educational requirements of the State of New York.

The Board for Christian Day School of Holy Ghost Lutheran Church is charged with overseeing the direction of the school. In carrying out this responsibility, policies have been developed as guides for the operation of the school. Those that apply to the students and families of Holy Ghost Lutheran School are listed in this booklet.

Statement of the Philosophy of Holy Ghost Lutheran School

Since its establishment in 1843, the congregation of Holy Ghost Lutheran Church has understood this school and the faculty it calls, to be an important part of its Christian mission. Uppermost in its educational task is providing a clear, definite, and loving witness to Christ and the Gospel. In light of this, Holy Ghost Lutheran School takes as its goal the education and nurturing of the "total child"--spirit mind, and body. This is done through teaching the Word of God and encouraging students to follow in the ways of Christ pursuing excellence in academics and in other areas such as the fine arts and music, and providing safe and appropriate physical activities such as sports programs, recreational opportunities, and exploration of the world around them.

In order to best accomplish this, Holy Ghost Lutheran School embraces the following goals:

- Students are encouraged to live their faith and to help others, not only in school but also in the community and in the world.
- Teachers are called to recognize each student as an individual and to guide him/her in the discovery and development of God-given abilities.
- Teachers are called to be role models, living and demonstrating a Christian lifestyle.
- Qualified teachers are expected to demonstrate their passion for education by staying current with academic trends and technology, and by continuing their educational growth.
- Holy Ghost Lutheran School as an institution, is dedicated to fostering a partnership between home and school addressing the needs of students and their families.

- Holy Ghost Lutheran School provides a safe and caring environment with a clear understanding of academic expectations through the continued evaluation of the curriculum and student progress/achievement.
- Holy Ghost Lutheran School strives for excellence with students, staff and facility, and encourages all members of the school family to "learn for life".

Finally, and most importantly, this work is undertaken through faith in the saving grace of God, and with prayer, knowing that we are called above all to demonstrate and illustrate God's love in the world.



The Christian home and the Christian Church have the responsibility to provide for the children's Christian education.

God speaks directly to the parents when He says:

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 6:7, 7



God speaks directly to the Church, the body of Christians, when He says:

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.”

Matthew 28:19, 20

School Policies

Admissions Policies:

Our **Pre-kindergarten** program is for children who are four years old. Children may enroll in Pre-kindergarten if they are of age by December 1 of the year entering school. **Nursery** students must be age three by December 1 of the year entering school. Pupils entering **Kindergarten** must be age five by December 1 of the year entering school. Pupils entering into the **first grade** must be age six by December 1 of the year entering school. All students entering Holy Ghost Lutheran School need to be toilet-trained prior to the beginning of the school year.

Acceptance Guidelines: Guidelines for acceptance will be based on Christian commitment, academic potential, behavioral attitude, and emotional maturity. Upon review of records and other pertinent information the Board for Christian Day School does reserve the right to refuse admission in cases where the school's program is determined to be incompatible with the child's needs, or to grant admission on probationary terms only. Probationary terms will be given in writing at the time of admittance to the parents and teachers. The School Board approves all applications for enrollment to Holy Ghost Lutheran School through the principal.

Application: An application for enrollment must be made before a child will be considered for enrollment.

Welcome

New Students: All new pupils enrolling in Holy Ghost for the first time must present a birth certificate and immunization record upon application for enrollment. Forms for immunization records are available in the school office and will be kept on file. A physical exam is also required. A series of standardized tests may be required before a student is accepted for admittance. Tests are primarily in the areas of reading and mathematics. A personal interview with the prospective student and his parents is required and can be arranged through the office. The records of each student transferring from another school will be reviewed, if areas of concern are found additional information may be required.

Notice of Non-discriminatory Policy: Holy Ghost Lutheran School admits student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and athletic and other school-administered programs.

Order of Acceptance Policy: Holy Ghost Lutheran School reserves the right to consider applicants according to the following priorities on a space-available basis:

- 1) Students presently enrolled in Holy Ghost Lutheran School.
- 2) Children of members of Holy Ghost Lutheran Church congregation.
- 3) Younger brothers/sisters of students currently enrolled in the school.
- 4) Children from the surrounding communities by order of application.

In order to enroll your child at Holy Ghost Lutheran School, please contact the office. The phone number is 731-3030.

Re-Enrollment Policy: An annual re-enrollment application must be submitted from February 1 to March 15 of the school year for all students planning to return to Holy Ghost Lutheran School the following school year. This permits the school to furnish a listing of students requiring transportation prior to April 1 to the Niagara Wheatfield, Starpoint, and Wilson school districts. It also enables the school to adequately plan for the coming school year's program and materials.

Upon review, the Board for Christian Education must approve all re-enrollment applications. Students whose status is not considered that of a "student in good standing" will be treated on an individual basis. Such treatment may include Board consultation with the parents and/or student prior to a final decision.

Guidelines for acceptance will be based on Christian commitment, academic potential, behavioral attitude, and emotional maturity. The Board for Christian Day School does reserve the right to refuse admission in cases where the school's program is determined to be incompatible with the child's needs, or to grant admission on probationary terms only. The Board approves all applications for re-enrollment to Holy Ghost Lutheran School.

Any applications for enrollment or re-enrollment may be refused for any of the following reasons:

- 1) Refusal on the part of the student and/or his parents/guardians to comply with the requirements of the total school program.
- 2) Lack of space, facilities, or staff
- 3) Incapacity on the part of the school and/or its facility to adequately meet the special need of the pupil (physical, mental, academic or emotional).

Student Transfer: Students transferring from other schools must present a transfer card and report card upon application for enrollment. Standardized test scores are also helpful. Transfer cards are available through the school office.

Other Policies:

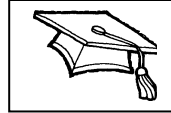
Activities Policy: Holy Ghost Lutheran School participates in extra-curricular inter-school activities with other Western New York Lutheran and Catholic Schools. These activities include Soccer, Basketball, Cheerleading, Track and Field, Volleyball and others. Participation in these activities requires that a (C) overall grade point average be maintained as well as no failing grades. Any incomplete assignment may result in a student not being able to participate in an activity. Any student not in school on the day of practice or a game may not participate in that activity that day. See the Athletic Handbook for more information regarding the Sports requirements at Holy Ghost.

Attendance Policy: Punctual and regular attendance cannot be over-emphasized in a child's growth. All absences for grades K-8 are to be explained in a written excuse signed by the parent/guardian. All students are to be at their desks and ready for classes to begin at 8:30 AM. Students who are habitually late, who miss more than 15 consecutive days excused or unexcused (legal or illegal), or who have missed more than 30 nonconsecutive days excused or unexcused will have their attendance record examined by the board of education. Appropriate steps will be taken by Holy Ghost Lutheran School, which may include retention at the same grade level. All missed work during an absence is to be completed by the student in a timely manner.

Signed written excuses from parents/guardians are **required** for the following:

- 1) Tardiness.
- 2) Absence for the entire school day.
- 3) Leaving school early or during the school day.

Awards Policy: Awards are presented to students in various areas of student life to encourage excellence and recognize achievement.



These include, but are not limited to:

- Academic Awards (Grades 5-8)
 - High Honor Roll – maintaining a GPA of 95%+ or higher
 - Honor Roll – maintaining a GPA of 90-94.9%
 - Merit Roll – maintaining a GPA of 85-89.9%
- Athletic Awards
- Other awards as deemed advisable by the faculty

Bicycles and Roller Blades Policy: Bicycles are to be kept in the space provided for that purpose. They are not to be ridden during school hours.

Bus Conduct Rules Policy: The conduct rules for Holy Ghost Lutheran School students riding the bus are the same as for our students on Holy Ghost premises.

Church Attendance Policy: Family worship, joint attendance in Sunday School and Bible Classes, praying together are all important steps in “bringing up the child in the nurture and admonition of the Lord.” Holy Ghost Lutheran School is concerned with the total development of the child. While the primary responsibility in this development rests with the parents of the child, we serve, with the family, in the development of Discipleship in Christ. We use our Church Attendance Policy as a “barometer” of the development of Discipleship, and of the commitment of the family to the same Christian principles and ideals that we hold here at Holy Ghost Lutheran School. Families without a church home are cordially invited to worship with us. Sunday School is at 9:00 A.M. and Sunday worship is at either 8:00 A.M. or 10:30 A.M. The Saturday worship service, which includes Sunday School, is at 6:00 PM.

Discipline Policy: The term discipline means “following” (discipleship). All students are expected to follow in the footsteps (teachings and example) of our Lord Jesus Christ. A major thrust of the School's program is to lead each student toward a positive attitude in a Christ-like way of life.

God has placed both parents and teachers in a position of opportunity and responsibility over the children He has entrusted to their care. In order to maintain order in the school, parents must allow for teachers to exercise a certain amount of authority, tempered with love, over the disciplinary area of the child's school day. When exercised in accordance with God's will, a position such as the teacher's demands and commands respect, and obedience from the students.

Parents, teachers, and children are expected by God to live with the common bond of love that Christ gives to His people. It is this love that should motivate all relationships.

When such motivation and response lapses and the relationship breaks down, it is the duty of both parents and teachers to assist the child in recognizing this lapse and lead him/her into corrective measures. All this must be done in a spirit of Christian love, concern, and forgiveness. The goal is to re-establish the proper relationships of the child with God and all others involved.

Staff members employ their Christian and professional expertise in meeting the situations related to normal classroom control. In a spirit of Christian love, they may employ those means necessary to remedy the given situation. As a matter of information to parents, the principal/teacher may notify them if their child is in need of disciplinary action.

If the student refuses to conform to acceptable standards, the matter is brought to the attention of the Principal. The principal is empowered to take whatever steps are necessary to remedy the situation. These steps may include, but are not limited to parental conference, detention, in-school suspension, and out-of-school suspension.

Student Conduct Policy:

- 1) As the Bible says, *“Do to others as you would have them do to you.” Luke 6:31*
- 2) Walk in the halls and in the classrooms; no running is permitted.
- 3) Toys and other items which would distract students from schoolwork are to remain at home.
- 4) Items that could pose a threat to the student, classmates or the staff are not permitted; parents will be notified if such a situation occurs.
- 5) All coats, lunches and book-bags are to be kept in the area designated by the teachers in a neat and orderly fashion.
- 6) Students are not to arrive at school before 8:15 AM or remain after school later than 3:10 PM, unless they ride a bus or have school business involving a teacher or the principal.
- 7) A written excuse signed by parent/guardian must be presented to the teacher in order for a student to leave the school grounds after arrival or before dismissal.
- 8) A written excuse signed by parent/guardian must be presented to the teacher after an absence (no more than 3 days) or it will be considered unexcused (illegal).
- 9) All students will attend chapel services on Wednesday at 9:15 AM. Parents are always welcome to join the students.
- 10) Bikes, scooters, and roller blades are only to be used to come to and to leave school, not during school hours. They are to be kept in designated areas during the day.
- 11) Students arriving or being picked up by car will be dropped off and picked up via the Luther Street entrance.
- 12) Students waiting for their rides are to follow teacher instructions while they wait for their rides.
- 13) Lunches are to be eaten at lunchtime only and to be free from excessive sweets.
- 14) Respect is expected from every student at Holy Ghost. Respect means courtesy at all times, speaking well of others, and being helpful. Respect is also expected toward books and other school property/items.
- 15) *“As I have loved you, so you must love one another” John 13:34.* Physical or verbal aggression with the intent of hurting others will not be tolerated. Acts such as social exclusion, taunting, threatening, teasing in a mean way, starting rumors, name-calling, belittling, pushing, kicking, hitting, punching, biting or any other act of bullying or violence is strictly forbidden.

Student Phone Calls Policy: Pupils may use the telephone only with the permission of a teacher. Teachers are not to give permission except in cases of emergency. Students must make arrangements for social activities at home.

Dangerous Items Policy: All items that pose a danger to the student or others will be confiscated. Parent conferences will be held for any student bringing this type of item into the school. These items include: anything considered a weapon, pen-knives, knives, flammable materials.

Grading System Policy:

The following Grading Scale applies to academic subjects for Grades 1-8.

%	Letter Grade		%	Letter Grade
100	A+		80-82	C+
96-99	A		76-79	C
92-95	A-		73-75	C-
89-91	B+		70-72	D+
86-88	B		67-69	D
83-85	B-		65-66	D-
			BELOW 65	F

I: INCOMPLETE

Two weeks are usually given to make-up for an incomplete grade. When an incomplete grade is not made-up, the grade becomes an F.

Kindergarten is partially graded on a Pass/Fail System using these letter designations:

- O: Outstanding
- S: Satisfactory
- N: Needs Practice

Home-to-School Communication Policy: Using the guidelines offered in Matthew 18 by our Lord Jesus Christ, the Board for Christian Day School has established the following procedures for effective communication between school and home:

- 1) Ideas, concerns, and suggestions should be taken directly to your child's teacher.
- 2) If desired, the principal can become involved after the first step has been taken.
- 3) The Director of the Board for Christian Day School may be contacted after steps one and two have been taken if the situation has not been resolved to the parent's satisfaction.
- 4) In the case of a parent who is unsure what steps to take in a particular situation, the parent may call the Director of the Board for Christian Day School for guidance if he/she feels the need. A severe situation may require the immediate attention of the Board.

Medications Policy: By law Holy Ghost may not administer medicines including non-prescription items. Should your child require medications, a doctor's note is required. This note should include directions for administration of the medication and the reason for such. All medications, prescription or nonprescription (including cough drops and vitamin C drops), will be locked in the school office. Students will be excused from their classroom to go to the office and take their medicine. If your child should need nonprescription items such as cough drops during the school day, the items must be given to the teacher with a signed note from the parent/guardian as to the use of such items. Parents are strongly encouraged not to send these items to school with their child.

Parent Reports Policy: Progress reports are issued quarterly. Parents are welcome at any time to contact teachers regarding their child's progress. At the end of the first grading period, parents are expected to meet personally with the teacher to discuss progress. Schedules and information on these progress conferences are sent home to all parents/guardians. Ordinarily, it is not possible for parents to meet with teachers during the school day. It is preferred that you call and make an appointment for a mutually convenient time.

Personal Items Policy: Students are asked to keep non-school-related possessions at home. This includes items such as toys, dolls, stuffed items, radios, tape players, inappropriate magazines, electronic items, CD's, and any other items a staff member has specifically told a child not to bring to school. If for any reason electronic devices are brought to school, they should remain off and stored in the student's backpack. Failure to comply with this may result in the confiscation of such items. Confiscated items may or may not be given back at the teacher's discretion. Note: When specific "Show and Tell" or other activities are scheduled, such items may be brought to school and you will be notified of such activities.

School Closing Policy: School closing because of bad weather is announced: Radio: WBEN (930 AM), TV: WGRZ (2), WKBW (7) and WIVB (4). Every effort will be made to have the closing announced as early as possible. If Niagara Wheatfield public schools are closed, due to inclement weather or other problems, Holy Ghost will also be closed.

School Hours Policy: The school day begins at 8:30 AM and ends at 3:00 PM for students in grades K - 8. The school doors will be open at 8:15 AM to receive students. No students other than bus riders or those with special permission are allowed in the buildings before 8:15 AM.

Since loitering after school can create discipline problems, children will be expected to leave school by 3:00 PM, with the exception of those waiting for a bus, in conference with



a teacher or those using the Latch Key program. Those students remaining on the school grounds after 3:15 will be sent to the Latch Key program. Parents will pay the fee for the use of the program. Teachers will be available until 3:30 PM. If you need to speak to a teacher, please arrange a time with the teacher. The teachers are in devotions from 7:45 AM until 8:15 AM. The secretary doesn't start her day until 8:00 AM. If you need to contact the school please keep these hours in mind.

School-to-Home Communication Policy:

Each school week on the first school day of that week (usually Monday) a newsletter will be sent home with all students. Please be sure to read it over.



The guidelines of Matthew 18 are also used for communication in other matters between teachers and parents/guardians. The following procedures will be used by teachers:

- 1) Ideas, concerns, and suggestions should be taken directly to the parent/guardian of your student.
- 2) If desired, the principal should become involved after the first step has been taken.

- 3) The Director of the Board for Christian Day School may be contacted after steps one and two have been taken.
- 4) In the case of a teacher who is unsure what steps to take in a particular situation, the teacher may call the Director of the Board for Christian Day School for guidance if he/she feels the need. A severe situation may require the immediate attention of the Board.

Special Needs Policy: Holy Ghost Lutheran School is not equipped to meet the special needs of some children (academic, emotional, physical). In the event it is needed, psychological testing is available through the Niagara Wheatfield Public School Psychologists or the student's home district. Referrals are made by the recommendation of the classroom teacher after consultation with the student's parents. In some cases, a child may need to leave Holy Ghost to enter into a special program in the public school district which is better able to meet his/her needs.

Tuition Policy: Members of Holy Ghost Church who enroll their children at Holy Ghost Lutheran School support the school through their regular church contributions and therefore receive a tuition discount in comparison to non-members. In addition, members may be eligible for the stewardship discount program. See the school secretary for details.

Tuition is set each year by the Board for Christian Day School and is payable according to the following schedule:

- 1) In full on or by August 1
- 2) Half on or by August 1 and half on or before December 1
- 3) Three payments: August 1, December 1, and March 1
- 4) Monthly on the *SIMPLY GIVING* program. For more information on the *SIMPLY GIVING* program, call the office.

Reimbursement: School fees that are non-refundable will not be reimbursed. If a child is removed from Holy Ghost School during the school year, reimbursement of tuition is at the discretion of the Board of Education. Written requests will be considered if the student left in good standing and the request is made within 60 days of withdrawal.

Failure to Pay: Accounts are considered overdue if not paid by the due date. After 10 days, a remittance statement and a *Simply Giving* program application will be mailed to the parent/guardian to act upon immediately. A 2% late fee per month will be charged to the account.

Report cards will be held for all students when financial obligations have not been met. Grades and transcripts will not be forwarded to any other educational institution until account balances have been paid in full. If an 8th grader's balance is outstanding by 30 days prior to graduation he/she will not be permitted to participate in graduation or receive a diploma. Upon payment of balance, the diploma will be given to the student.

These Policies: These policies are intended to assist parents and students, as well as teachers in being prepared and understanding what is expected from them during the school day. The Board for Christian Day School of Holy Ghost Lutheran Church reserves the right to amend or change these policies as may become necessary. Should such changes occur notice will be sent home with students.

Other School Procedures

Calendar: The school calendar is established by the Board for Christian Day School each year. If there are any changes throughout the school year, parents will be notified through the newsletter. The calendar is published each year. It includes important dates and school closing dates.

Chapel Services: In addition to the formal study of religion, the children participate in daily devotions. Special chapel services are held each Wednesday morning at 9:15 A.M. At these services the children are given the opportunity to worship as a congregation and are given the privilege to support missions and other charities with their free-will contribution envelopes. Parents are welcome to attend these services.



Chapel Offerings: Offerings are collected at Chapel Service each Wednesday. These are used to support other ministries in the church-at-large. Mission projects are published under a separate cover each year.

Damage to Property: In case of breakage or damage to school property caused by a student, the parent/guardian is responsible for paying the insurance deductible or co-payment in full for said damage. If the damage is a dollar value less than the deductible, the parent/guardian shall be responsible for paying the lesser amount.

Dress Code:

Our commitment at Holy Ghost Lutheran School is to do all things in a way that is pleasing to the Lord and that we bring honor and glory to Him. Accordingly, what we wear should direct subtle attention to the inner person, not to the physical body. The essence of our dress code is expressed in I Peter 3:3-4 “Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”

God has given parents the responsibility for the nurture and admonition of their children. Therefore we expect parents to teach and enforce God-pleasing dress and appearance. The philosophy of the dress code is to have students dress in a modest and casual way, but still offer them comfort and variety, maintaining a Christ pleasing appearance.

It is the parents responsibility to assure that student dress abides the guidelines of the dress code. Teachers will enforce the dress code. The principal will oversee the enforcement of the dress code and will make the final decision in matters of dress code compliance.

Students in grades 1 - 8

Standard to be followed are:

1. No item that constitutes a threat to the health, safety, or education of student at Holy Ghost is allowed.
2. No matter what is accepted in public or recreational areas, parents have the main responsibility for ensuring proper dress habits for their children in a school setting.
3. Cleanliness, good personal hygiene, and clean clothing are expected.
4. a. Boys and girls will wear solid khaki, navy, gray or black pants (cargo pants acceptable) shorts, skirts, skirts or jumpers. No jeans, except for designated days. No sweatpants and no stretch pants (form fitting pants not allowed - to include leggings, jeggings, yoga pants, etc.) except under skirts, jumpers, or dresses of acceptable length.
b. Collared polo shirts with long or short sleeves in any color may be worn. Quarter size pocket emblems are acceptable as are all Holy Ghost emblems. Crew neck shirts may also be worn. Writing or images on shirts is not acceptable. Patterns or designs that do not include images (cats, flowers, footballs, etc. are not allowed). Patterns or designs including checks, stripes, plaid, polka-dots, or geometric may be worn. Solid colored sweaters or fleece with no hoods may be worn over dress code approved polos or shirts for warmth. Gym clothes may not be worn except for during gym class.
5. Sneakers are acceptable daily footwear. No open toed shoes may be worn on the playground or during physical playtime. All shoes must have a back or a back strap.
6. Proper GYM clothes are required for students in Grades 5-8. Proper Gym clothes include:
 - gym shorts (fingertip length)
 - t-shirt
 - socks and sneakers
7. Hats, hoods, coats, gloves and scarves are outerwear and shall not be worn in school.
8. Proper length for skirts, dresses and shorts: determined by the end of the student’s fingertips or 3” above knee, whichever is longer when arms are held down at side. Cut-off shorts of any length are unacceptable.
9. Students are reminded to dress according to the daily dress code for formal school events such as Academic Fair, Graduation, Christmas and Spring Concerts, and plays unless otherwise specified by the teacher.
10. Pants are to be worn above the hips. Belts may be necessary.
11. Hair Styles must only include colors of natural hair color.
12. Holy Ghost will offer dress down days.

Consequences for not complying with the dress code (applied for each quarter of the school year): In cases of repeat offenses the Principal may escalate discipline at his discretion.

1st infraction - written record of non-compliance sent home to parents - must be signed and returned or the student will receive a detention.

2nd infraction - student may not enter the class setting - parents will be called to bring suitable clothing in to school for the student

3rd infraction - same as 2nd infraction plus student will receive a detention and parents will conference with the teacher

4th infraction - same as 3rd infraction plus student will receive a 1 day in-school suspension and parents will conference with principal

Beyond 4th infraction - same as 4th infraction plus principal's discretion

Field Trips: Teachers are encouraged to take students on field trips. These trips must be designed to suit the subject matter of the curriculum. Teachers must keep in mind that the cost of the field trips and frequency of trips should not become a burden for parents. Parents must sign a permission slip for field trips. Teachers will notify parents of field trips by written note.

Parents or others may be asked to provide transportation to and from the trip. Drivers insurance usually covers responsibility in case of an accident. If you have concerns in this area you should contact your insurance carrier. Parents who accompany a class on a field trip need to recognize the teacher as the authority and provide common sense directions to any group of students they are accompanying. The parent pays the cost of a field trip, unless other arrangements have been made.

Students are required to wear seat belts when riding in private cars. Drivers are responsible for students while they are in the vehicle. The faculty reserves the right to ask for proof of proper license and insurance of any field trip driver. Drivers must complete a Driver Affidavit form and be approved to drive in advance of the field trip.

Health: a school nurse, supplied by the Niagara Wheatfield school system, visits Holy Ghost Lutheran School on a regular basis. Vision and hearing tests are administered for all children annually. If a serious illness or accident occurs, parents will be notified immediately. The nurse usually visits Holy Ghost one day per week. If you need to speak with the nurse you may call when he/she is at our school.

Library: Our school library is available to students in grades 1 through 8 on a teacher-scheduled basis. In addition to our central library, individual classrooms are equipped with library centers containing books for reference, enrichment and pleasure reading. It is the responsibility of each student to show special care of the materials in our libraries. Books and materials may be checked out of the school library for a period of two weeks and may be renewed for additional time. Kindergarten has a library in the classroom. If a student loses, severely damages, or fails to return a book he or she will be asked to replace the book with one similar in style and cost.

Lunches: Proper diet is important for young children. It is important that your child bring a well-balanced lunch. Excessive sweets are strongly discouraged. Students will be allowed a lunchtime as scheduled by their teacher. Most classes also have a nutrition break. There is to be no eating at other times during the school day unless a special activity has been planned. Soda is prohibited for students during school (unless a teacher is planning a special day), and there is to be no gum chewing. Students may purchase water or Gatorade from the Pepsi machine.

Parent Teacher League: The PTL of Holy Ghost Lutheran School is an organization dedicated to fostering closer relationships between the home and the school. Under the direction of the Board for Christian Day School, the PTL sponsors programs and activities that are of benefit to parents and teachers in the training and instruction of students. Each parent is encouraged to support this organization of which they become a member when their child is enrolled in Holy Ghost Lutheran School. Several meetings are held during the school year. These meetings and activities are announced in the weekly newsletter.

Pick-Up Procedure: Parents will be asked to indicate what is to be the normal, everyday, mode of transportation to and from school. No student may leave school in other than the indicated procedure without WRITTEN permission (given by the parent or guardian).

- **Bus:** Students who normally take the bus to and/or from school will line up as assigned and will be dismissed to the bus upon its arrival. Students may ride only the bus to which they are assigned. Normally, the drivers cannot take additional students or take a student to other than the designated "home" location.
- **Car:**
 - **Arrival:** Students are to arrive not earlier than 8:15 AM unless they are enrolled in the Latch Key program. Upon arrival, students are to go to the auditorium where they are supervised. Students are expected to use this early arrival time to prepare for the school day.
 - **Departure:** Student will be dismissed to the front hallway at the end of the class day. They are dismissed by name, when their ride (designated person) arrives in the "car line" and is announced by the teacher. Students will be loaded in their parent's, or guardian's, car. Students will not be dismissed to any other than the designated pick-up person(s) without WRITTEN permission of the parent or guardian.
 - **Walking:** Students who walk home will be dismissed to the auditorium and the supervisor will dismiss them to go home. any change in these arrangements must be made in WRITING.

School Insurance: The fee for school accident insurance is included in the registration fee.

Special Milk Program: Holy Ghost Lutheran School serves milk (both 2% white milk and chocolate milk) everyday to its students on a voluntary basis. The school receives reimbursement for each carton of milk served. In the operation of the Special Milk Program, as in all Child Nutrition Programs, no child shall be discriminated against because of race, sex, color or national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250

Testing Program: Holy Ghost Lutheran School evaluates its programs and the academic growth of the students using various standardized tests. These include, but are not limited to:

- Achievement Testing: Stanford or equivalent given in the spring
- New York State testing: in the areas of Science, Math, & English Language Arts

Transportation: Bus services of Niagara Wheatfield, Starpoint, Lew-Port, Lockport, and Wilson Public School districts are limited to students living in those districts.

Transportation requests must be submitted to the transportation department of the school district by April 1 for the following school year.

If a child is not a resident on April 1, a written request must be submitted within 30 days after establishing residency. Later requests will be submitted to the District Superintendent and will be considered by the district Board of Education upon his/her recommendation.

Niagara Wheatfield bus rules are sent home with the transportation requests forms in March. Parents are reminded that children riding the bus are expected to behave in a Christian manner. Discipline problems are reported by the bus driver to Holy Ghost Lutheran School and action is taken. Parents will be notified when students are referred to the office by the bus driver

Volunteers: Most schools could not function without the assistance of volunteer services. Volunteer services include; room mothers, field trip parents, lunch helpers, library helpers, tutors, fund raising helpers, servers, coaches and assistants, etc. In the interest of good order volunteers are asked to notify the office of their presence in the school. Teachers are to assist by letting the office know when volunteers are expected. All school volunteers are subject to a background check.

Social Media Policy: Holy Ghost makes a reasonable effort to ensure students' safety and security online. Parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of social media can result in disciplinary action. We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

- Use good judgment and be constructive. (i.e., Talk about the school, student life, and teaching staff in a positive manner.)
- You must know and follow the school's Parent/Student handbook guidelines for acceptable behavior.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Always treat others in a respectful, positive and considerate manner.
- Be responsible and ethical.
- Be open about your affiliation with the school and the role/position you hold.

Do not:

- give out or transmit personal and/ or confidential information of students, parents, or co-workers.
- engage in cyberbullying, harassment, or disrespectful conduct toward others - staff or students.
- post negative comments or ideas about students, parents, teachers, or the school.
- use language online that would be unacceptable in the classroom.

Please be cautious with respect to:

- images.
- brand, trademark, copyright information and/or images of the school.
- other sites - A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Do not blindly repost a link without looking at the content first.

And if you don't get it right:

- Be sure to immediately correct any mistake and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact.