



HOLY GHOST
PREPARATORY SCHOOL
STUDENT HANDBOOK
& DIRECTORY
2019-2020

HOLY GHOST PREPARATORY SCHOOL

A Pennsylvania Non-Profit Corporation

Accredited by

Middle States Association of Colleges and Secondary Schools

Member of:

National Catholic Educational Association

National Association of Independent Schools

Pennsylvania Association of Independent Schools

Advancement of Delaware Valley Independent Schools

Recognized as a Blue Ribbon School of Excellence

United States Department of Education, 1993

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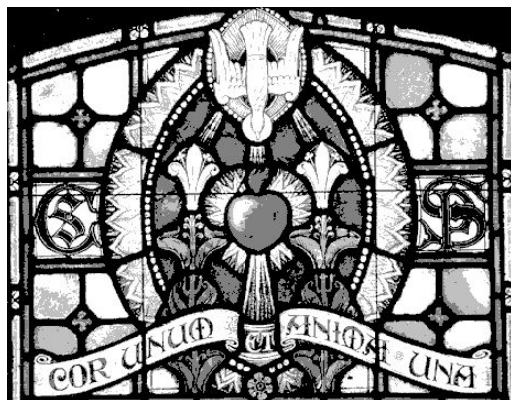
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*Stained glass panel from the clock tower entry
of Holy Ghost Preparatory School*

Holy Ghost Preparatory School

Student Handbook & Directory 2019-2020

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Student Absence Line: 215-639-2102, ext 300
www.holyghostprep.org
School Closing Number: 798
College Board Number: 390870

Mission Statement

Holy Ghost Preparatory School, founded by members of the Congregation of the Holy Ghost, the Spiritans, is a private Catholic school dedicated to the quality education of college-bound young men.

With Christ at the center, Holy Ghost Preparatory School aspires to form young men morally, intellectually, and spiritually

in the Spiritan tradition. This tradition fosters the development of community in "one heart and one mind," the cultivation of each student's unique gifts, academic excellence, and generous service to the poor.

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Philosophy of Holy Ghost Preparatory School

Holy Ghost Preparatory School is a Roman Catholic secondary educational institution founded by the members of the Congregation of the Holy Spirit, the Spiritans. Holy Ghost Preparatory School serves God by serving each student through a commitment to excellence in liberal arts and sciences education and through a deep concern for moral, spiritual, and ethical values, grounded in the traditions of Roman Catholicism and the Congregation of the Holy Spirit.

The motto of Holy Ghost Preparatory School is *Cor Unum Et Anima Una*, which means, "One Heart and One Mind." This is the cornerstone of the institution. It is the mission of the school to form the heart in the values of the Roman Catholic religious tradition and the mind, the complete individual, in the teachings of the Gospel as reflected in the Spiritan tradition. This tradition calls for a particular concern for the poor and oppressed. Thus, One Heart and One Mind leads to the total educational experience: diversity in thought, openness to new possibilities, impetus for change, and service to the poor in the spirit of the Gospel.

We, at Holy Ghost Preparatory School, feel that this diversity in thought originates in the classroom. We reject the notion that the basic purpose of education is job training. We firmly believe in the value of the study of arts and sciences in the development of a thinking person whose beliefs and values are not subject to the whims of current opinion, but rather are based on a knowledge and critical evaluation of the past and its lessons for the present. We strive to develop a student who is capable of approaching an issue with an appreciation of its complexity and a rejection of the superficial, the simplistic or the merely expedient.

The liberally-educated mind should be able to bring to a discussion knowledge and insight from several disciplines and synthesize these in a genuine quest for truth. Holy Ghost Preparatory School pursues the truth, and sees God in all that it undertakes. It is our age-old belief that a solid, Catholic education in the modern era must seek to inculcate in each student a firm appreciation of and an unwavering fidelity to the beliefs and principles taught by Christ through the Catholic Church while also imbuing within each student a deep respect for the beliefs of others. Such an education must strive to fill a student with a sense of humanity and justice, a concern for the downtrodden and oppressed, and a Christ-like love for all people.

Holy Ghost Apostolic College & Holy Ghost Preparatory School

Holy Ghost Preparatory School was founded in 1897 as a preparatory and junior collegiate seminary for young men who were studying to become members of the Congregation of the Holy Spirit. At that time, the school was called Holy Ghost Apostolic College and educated seminarians from first-year high school through second-year college. Each student lived at the seminary in areas that today have been made into classrooms.

In the 1920's the name of the school was changed to Holy Ghost Missionary College, a reflection of the important Spiritan apostolate in the African missions that continues to this day.

In the late 1950's, the Holy Ghost Fathers undertook a major revamping of their educational program. At this time, all first and second-year college seminarians were moved from Holy Ghost and sent to Duquesne University in Pittsburgh, Pennsylvania. For the first time in its history, the school would open its doors to a high school student who was interested in preparing himself for college without entering the seminary program. It was at this time that the name became Holy Ghost Preparatory School.

The first group of day students entered in 1959 and attended class side by side with the high school seminarians. During the following years and as the school's population grew, its reputation for excellence became synonymous with its name. Improvements were made in both the physical plant and the educational and extracurricular programs. The construction of the gym (1962), the addition of new math, science and language programs, the expansion of the interscholastic sports program and non-athletic activities such as dramatics, newspaper, yearbook, and forensics have all served to further the school's aim of providing a well-rounded educational experience for each student. In 1968, the Spiritans discontinued the seminary program so that, at present, the entire enrollment of Holy Ghost Prep consists of nonresident, college-bound students.

In 1970, Holy Ghost Preparatory School was formed as a non-profit corporation. The Provincial Council of the Congregation of the Holy Spirit, U.S. Province-East, served as Board of Directors for the school until 1992, when a Board of Trustees was created by them. This Board consists of a minimum of eleven and a maximum of seventeen members, and is composed of Spiritans and lay men and women.

In the 1990's, the school began a long-range planning process, which resulted in significant structural enhancements to the campus. Initially, all science labs were renovated and a state of the art computer lab was added. Subsequently, major additions and renovations to the athletic facilities were accomplished. A 400-meter all weather track and field event complex was built, surrounding a new soccer field. An additional baseball field was added and the existing field was redone. Founders' Hall, containing a new library, classrooms, and computer labs, was built to enhance the educational opportunities for all students. Lastly, the entire Firebird Fieldhouse was renovated in 2003, including a new maple hardwood floor, new locker and bathroom facilities, a new weight and fitness center, and full climate control.

Since the arrival of Gregory J. Geruson, a 1979 alum, as the school's first lay president in 2015, the school has experienced some obvious forward momentum. Enrollment numbers are heading steadily upward, and the school's "Vision 2020" Strategic Plan called for the building of a new STEM Tower. Step One of the STEM Tower, the Brennan Innovation Center, opened in August 2017. The rest of the STEM Tower will be ready for the start of the 2018-19 school year. In early 2018, the school also opened the Holt Center, a campus jewel that includes the Frank Frederico '00 performing arts theater, a multi-purpose gymnasium called the Di Paolo Family Gymnasium, music instruction rooms, and special training areas for baseball, track and field, golf, lacrosse, and rowing.

The Corporation

Holy Ghost Preparatory School is a non-profit corporation organized under the laws of the Commonwealth of Pennsylvania (the "Corporation"). The control of the Corporation is vested in its members consisting of the Provincial Superior and members of the Provincial Administration of the Congregation of the Holy Spirit of the United States Province, East (the "Members"). The members are responsible for the integrity of the institution as well as the appointment of the Board of Trustees and Spiritan personnel.

Administration

Holy Ghost Preparatory School is administered by a Board of Trustees, President, Principal, Chief Financial Officer, Director of Institutional Advancement, Dean of Academics, Dean of Students, Admissions Director, Athletic Director, Director of College Guidance, Director of Counseling, Director of Information Technology,

Director of Campus Ministry, Academic Committee, Discipline Committee, Placement Committee, Faculty, and others collectively referred to as the Administration.

Religious Activities

Consistent with the Mission of the school to form the student's heart and mind in the values of the Roman Catholic religious tradition and in the teachings of the Gospel as reflected in the Spiritan tradition, all students are required to attend any and all religious activities sponsored as part of a school function or activity. This requirement includes, but is not limited to, attendance at certain school celebrations of the Eucharist (Mass) as well as attendance and full participation in all proscribed Religion classes. This requirement is intended to honor our Roman Catholic identity and exhibit our fidelity to the beliefs and principles taught by Christ through the Catholic Church. Every effort will be made to administer this requirement in a manner which manifests a deep and genuine respect for the beliefs of others.

The liturgical celebrations of the school are seen as opportunities for all students and faculty to reflect on their relationship with God. At Eucharistic celebrations, mindful of the unfortunate divisions that exist among denominations, and following the guidelines of the National Catholic Conference of Bishops, November 8, 1966, Holy Communion may only be received by Catholics properly disposed to the reception of the sacrament. At liturgies all students are encouraged to pray for a oneness of faith

I. ACADEMIC PROGRAM

Academic Philosophy

Academic life at Holy Ghost Prep articulates the pastoral message on Catholic education "To Teach as Jesus Did," a message which fulfills the dignity of the person and the building of community, a message which equates that community with service. Therefore, Holy Ghost Prep students are exposed to a rigorous liberal arts and sciences core curriculum which teaches critical thinking skills, enabling students to critique moral issues through the Gospel message, fellowship in the life of the Holy Spirit, and service to the human community.

In keeping with our mission statement, Holy Ghost Prep seeks academic excellence by challenging all students to strive to reach their maximum level of academic ability and to make use of the unique gifts given to them by God. As a college preparatory school, Holy Ghost Prep is committed to preparing students for the rigors of a competitive and demanding collegiate career. As such, Holy Ghost Prep students will be expected to think rationally, to compute patiently and accurately, and to reason creatively. They will understand the importance of technology in today's society and will become comfortable with the use of this technology. They will learn to appreciate the beauty of creation through a comprehensive program in the humanities. They will learn to communicate clearly and effectively while always being sensitive to the needs of their fellow men and women. They will strive for an understanding of and an appreciation for people different from themselves in race, gender, ethnic background, or social status. They will seek to understand their particular role in God's master plan.

Holy Ghost Prep provides an environment whereby students and teachers positively challenge themselves and one another through a variety of activities both academic and extracurricular. As true education requires interaction, teachers and students thrive in the atmosphere of interaction and mutual respect. The faculty of the Holy Ghost Prep views parents as vital partners in this educational process.

Academic Life and the Daily Schedule

To achieve the best possible education, each student is expected to spend a minimum of three hours per night preparing, studying and writing. The daily schedule is composed of seven academic periods, a break, and a lunch. Each academic period meets seven of eight days of a rotating cycle, in which every class moves to each time of the day

REGULAR DAILY SCHEDULE

Period 1	8:00 – 8:45	Period 6	11:45 – 12:20
Period 2	8:45 – 9:45	Period 7	12:20 – 12:30
Period 3 (Break)	9:45 – 10:15	Period 8	12:30 – 1:05
Period 4	10:15 – 11:00	Period 9	1:05 – 1:50
Period 5	11:00 – 11:45	Period 10	1:50 – 2:30

Make-Up Policies

Students are responsible for making up all work missed during an absence. Long-range assignments, class work and homework assignments missed are due the day that a student returns from an absence. Tests and quizzes must be completed within one week or sooner after the absence at teacher discretion. See also information on Family Vacations under Attendance.

Academic Integrity

Holy Ghost Prep views academic integrity in the broadest sense. The entire educational process needs to be an honest encounter between students and teachers, between students and assigned tasks.

Claiming authorship for another's work is unethical and is not accepted at Holy Ghost Prep. Cheating on tests, quizzes, or homework, abuse of the internet, or plagiarism will result in extremely serious consequences, including failing grades in major assignments or courses, disciplinary and/or academic probation, and/or possible dismissal from school. Removal from positions of honor such as leadership in student organizations, membership in the National Honor Society, participation in Student Government, or other such positions, may also occur.

It is the student's responsibility to understand what constitutes plagiarism, cheating, and other improper academic behavior. Freshmen will be presented with a definition and examples of appropriate and inappropriate academic behavior and will learn appropriate ways of using material for resources for papers.

Students are not permitted to give hard or soft (electronic) copies of assignments to other students. Students are encouraged to study together for the purposes of helping each other, but if written information is passed from one student to another and that student uses that information as if it were his own, both students will be penalized academically and disciplinarily for a lack of academic integrity.

Open Study Program

In an effort to foster independence and to better simulate the college experience, Holy Ghost Prep provides students with Open Study time during the course of each day. It is the student's responsibility to make the best use of his free time by studying, meeting

with teachers or utilizing varying student resource centers which are designated as allowable places for open study.

Academic Requirements

The minimum requirement for graduation at Holy Ghost Preparatory School is 24 units as outlined below. A unit is earned by completing assigned work satisfactorily. A senior who fails a course in his senior year may not graduate from Holy Ghost Prep. All students must fully participate in Christian Service, non-credit guidance courses, and the following to fulfill our academic requirements for graduation:

SUBJECT AREA	# OF SEMESTERS REQUIRED PER YEAR	# OF YEARS REQUIRED	TOTAL SEMESTERS REQUIRED	# OF UNITS
English	2	4	8	4
Mathematics	2	4	8	4
Religion	2	4	8	4
World Language*	2	3	6	3
Science	2	3	6	3
Social Studies	2	3	6	3
Core Electives	6	1	6	3

**6 semesters of the language begun upon entrance to HGP*

Additionally, as part of our liberal arts education, all freshman students are required to have exposure to the Fine Arts in our curriculum. To fulfill this requirement, all freshmen are required to take either Introduction to Studio Art or one of the other Fine Arts Department offerings; Instrumental Music, Jazz Band, Chorus/Music Theory, or Intro to Drama may not be included in the required 24 units, though they are credit courses.

They are also introduced to concepts in computer applications through our required Information Literacy class. This course meets one period per cycle to ensure an educated technological transition of students from elementary school to high school. All freshmen are scheduled for Introduction to Engineering Design and have the opportunity to develop critical thinking skills while working on design concepts in the Innovation Lab. This class meets for one semester, three times a cycle.

All students must take a minimum of 6 full credit (0.5 unit) courses per semester during each year of their attendance at Holy Ghost Prep. Except for Portfolio Art and AP Music Theory, music and art courses are given transcript credit, but are not included in the calculation of a student’s grade point average.

All students must take Biology, Chemistry, and Physics to meet our graduation requirements.

Course Registration

Each student registers for courses for the next academic year during late winter. After information regarding course offerings is made available, a student must return a signed Course Registration Form to the Dean of Academics. Every effort is made to schedule students for their requested courses. However, due to scheduling conflicts, staffing

changes, or section enrollment, these course requests are not guaranteed. The Principal is the final recourse in course placement decisions.

Honors and Advanced Placement Courses

As each course in our curriculum would be considered an honors course at many other schools and as many academically talented students attend Holy Ghost Prep, Honors or Advanced Placement courses are not for everyone. For incoming students, enrollment is limited to those students who have performed well on our placement test, our entrance test, on standardized tests administered at their elementary schools and who have achieved high standards of performance in their elementary school as evidenced by their elementary school transcript.

For sophomores, juniors, and seniors, Honors and Advanced Placement courses are limited to those students who have demonstrated in their course work at Holy Ghost Prep a commitment to the highest level of achievement possible. Specific placement decisions are made by the Placement Committee, composed of the Principal, the Dean of Academics, and the Director of College Guidance, in consultation with present subject teachers, department heads, and members of the Academic Committee.

Any student approved for and accepting admission into an Advanced Placement course(s) must complete the full AP course (in most cases, two semesters) and take the corresponding Advanced Placement exam(s) offered in the spring in order to receive AP credit for each semester of the course. Students are responsible for the fee associated with each advanced placement exam.

At the end of Progress 2, a student with a “C” or below in an AP course may be asked to withdraw from the course. If the student withdraws at this time, he will not register for the AP exam. However the student will remain in the course until the end of Semester 1 and then be moved to another course for Semester 2. The course on his transcript will be changed to non-AP and GPA points will be adjusted accordingly.

At the end of Semester 1, if the student withdraws from an AP course or is asked to withdraw due to poor class performance, and has already registered for the test, then he is responsible for the test cancellation fee and will be moved to another course for Semester 2.

A minimum score of “3” on the AP exam is normally required for subsequent enrollment in an AP course in the same subject area. Probationary enrollment in a course may be granted if a student scores below a “3.”

Any withdrawal requests from or probationary enrollment in an AP course are at the teacher’s discretion.

Independent Study and Seventh Courses

Highly motivated upperclassman who would like to study some field not offered in the curriculum may propose an Independent Study. Proposals must be made to and approved by the Principal during course registration. Independent Study classes are taken as a seventh course and not considered part of the six core classes.

A student may also apply for a seventh course during the course registration period if he has demonstrated strong motivation and has the approval of his College Guidance Counselor, the Department Chairperson, and the Dean of Academics. Instrumental Music, Jazz Band, and Chorus are exceptions.

Student Schedule Changes

In an effort to allow students a wide range of possible success, they may change their schedules to fit their needs given constraints of class size. Schedule changes are made at

the discretion of the Principal considering class sizes and appropriateness of a course for a student. Most schedule changes should occur during the summer. Schedule changes beyond the first two full schedule cycles in the first semester (i.e. 16 class days) will generally not be made, unless the school views it to be in a student's best interest to move to a lower level course within the same department and no courses from other departments are affected. To receive AP credit, students in AP courses are required to complete the full course and take the appropriate AP test for that course. At the start of the second semester, schedule changes will not be made beyond the first full cycle (i.e. the first 8 class days).

Semester and Final Examinations

Examinations are administered at the end of each semester. Once an exam begins, a student is not permitted to enter the room without authorization from the Dean of Academics. If a student must miss a midterm or final for reasons other than illness or special school function, the parent must notify the Dean of Academics in writing to make a formal request to reschedule. The student should plan to take the exam before his classmates by making arrangements with the teacher. Failure to follow this procedure may jeopardize a student's right to take a makeup exam.

A student who is absent or late for a midterm or final without a doctor's note risks receiving a zero grade that may lead to course failure. Parents/Guardians are required to alert the Dean of Academics of the absence.

Extended Time Testing and Other Academic Accommodations

In cases of documented learning difference, extended time testing or other academic accommodations may be provided to students upon formal request. No student may obtain extended time for an SAT or ACT Test without prior documentation for a minimum of one semester of extended time testing at Holy Ghost Prep. Obtaining accommodations for the SAT or ACT Test requires a formal application including an up-to-date psychoeducational assessment, neuropsychological evaluation, or other formal medical documentation.

Students who have been diagnosed with a concussion by a treating physician or neuropsychologist may also be eligible for temporary academic accommodations. Any recommended accommodations related to concussion must be formally communicated to the school, in writing, by the treatment provider. Accommodations due to concussion will remain in place until the treatment provider notifies the school, in writing, that student is deemed to be asymptomatic and is cleared to return to regular academic activity.

Report Cards and Grading

Official Report Cards are distributed in school in January and mailed home in mid-June. Progress grades will be issued on-line twice each semester. Progress Grades, which are not recorded on the transcript, are posted on-line for parent communication purposes. Parents of students and students experiencing difficulty within a particular subject are encouraged to schedule individual meetings with the teacher. Parents and students are urged to check the on-line grading systems.

GRADING SCALE

Letter Grade	Range	Grade Points	Honors Grade Points	AP Grade Points	Description
A	94-100	4.0	4.5	5.0	Superior
A-	92-93	3.75	4.25	4.75	Excellent
B+	89-91	3.5	4.0	4.5	Very Good
B	86-88	3.0	3.5	4.0	Good
B-	84-85	2.75	3.25	3.75	Good
C+	80-83	2.5	3.0	3.5	Above Average
C	77-79	2.0	2.5	3.0	Average
C-	75-76	1.75	2.25	2.75	Average
D+	73-74	1.5	2.0	2.5	Below Average
D	70-72	1.0	1.5	2.0	Poor
F	69 and below	0.0	0.0	0.0	Failing

An “I” may be given for students who, **for approved reasons**, do not complete all their required work prior to the end of the grading period. A student must complete all missing work within a two-week period following the distribution of report cards, or else the incomplete grade becomes a failure. Co-curricular courses are graded simply “E” for Excellent, “S” for Satisfactory, or “U” for Unsatisfactory.

Academic Probation

At semester time, as well as at Progress Report time, any student who earns below a 2.0 average or has one or more failures is placed on Academic Probation. The student and his parents/guardians are sent a letter informing them of his status. The student is required to meet periodically with his Guidance Counselor to monitor progress. Clearance from Academic Probation is determined after meeting with the Principal.

The student may also be asked to withdraw from or limit his participation in extracurricular activities. The Academic Committee, upon recommendation of teachers, may require of the student summer school, tutoring, or, if it seems in the student's best interest, may recommend to the Principal withdrawal from Holy Ghost Prep.

Transcript Grades and Summer School Review Courses

A student who receives a failing grade for a core course must make up the lost credit for that course through additional coursework in a Holy Ghost Preparatory School approved summer school program. The grade earned from the summer school program is averaged with the original, failing grade and that average is included on the transcript with the remediated course. Once the lost credit is earned the failing grade will be removed from the transcript.

Awards

Awards are presented at different functions honoring students throughout the school year. Three special senior awards presented at Commencement are the following:

The *Sedes Sapientiae* Award for Scholarship, Leadership, and Achievement, the highest award given by the school, is presented to the student who excels in all three of these attributes.

The Holy Ghost Fathers' and Brothers' Award for Christian Living is presented to the student who has exhibited a real sense of the Christian ideal in his life: service inside and outside the school, courtesy, respect, and a deep sense of Christian values.

The School Spirit Award is presented to the student who has exhibited outstanding spirit and dedication to Holy Ghost Prep and its ideals. The winner of this award is a student who has actively contributed to the betterment of the Holy Ghost Prep School Community.

The Paul J. Pomeroy Student Marshall Award is presented to the student who has achieved the highest cumulative average during his four years at Holy Ghost Prep.

The Rev. Jeffrey T. Duaime, C.S.Sp. '76 Award for Service Leadership in the Spiritan Tradition is awarded to a senior who has demonstrated service leadership by initiating a major service project or transforming an existing service project activity. Through his unique leadership, the winner of this award has motivated other members of the HGP community in Christian Service.

Academic Department Awards are presented at the Annual Honors Convocation. The various school departments traditionally recognize excellence in various subjects at all grade levels. A group decision by members of a department based upon strength of schedule, creativity, both written and verbal, love of the subject, effort, and commitment, determines award honorees.

At the Athletic Banquet, the **Ted Grabowski Scholar-Athlete Award** is presented to that athlete who has best served his school with his athletic prowess over his four years while maintaining academic performance indicative of the highest standards of the school.

At the Fathers' Association's Communion Breakfast, the **Father Brown Award** is presented to the student who best exemplifies the Christian ideals which denote what is best about a Spiritan education at Holy Ghost Preparatory School.

A Student who earns a grade point average of 4.2 or above on his semester report card achieves Distinguished Honors; a grade point average of 3.8, First Honors; and a grade point average of 3.4, Second Honors.

For membership in the National Honor Society, students must have cumulative GPA equivalent to that required for first honors.

II. STUDENT LIFE

Campus Ministry

The Campus Ministry Program promotes the spiritual welfare of the school Community, providing opportunities for spiritual nourishment and growth. Students assist in planning and implementing liturgical celebrations, retreats, enrichment programs, and the maintenance of the Chapel. Special roles include **Liturgical Ministers, Peer Ministers and Retreat Leaders**. Mass is celebrated each day in the Chapel, usually before school begins. Opportunities for celebrating the Sacrament of Reconciliation are also frequently provided. Students and all other members of the community are encouraged to visit the Chapel for prayer at any time.

Retreats

All classes participate in retreat days throughout the year. Seniors are encouraged to participate in a special off-campus overnight retreat.

Peer Ministry

Junior and Senior Peer Ministers serve in a variety of capacities including the retreat programs, the Ring Mass, the Red Mass, and Freshman Orientation.

Christian Service Program

The mission and purpose of Holy Ghost Preparatory School is the same as the mission of the Spiritans -- to serve the poor in a spirit of "practical union with God." To this end, all students must participate in the Christian Service Program. In keeping with the Spiritan Mission of the school, All service performed by students must directly benefit people *in need* and must involve student *interaction with* those being assisted. Each project must have been approved by the Christian Service Coordinator. Consult the Christian Service Program Brochure for specific information on acceptable service.

Freshmen and Sophomores will complete **ten hours of service**. Freshmen are encouraged to participate in projects directly benefiting poor or disadvantaged children; sophomores, in service benefiting the elderly. Freshmen will have the opportunity to learn about the Christian Service Program during Freshmen Orientation.

Juniors and seniors will complete **twenty hours of service** at a location off campus to be chosen by each student. Juniors and seniors are *strongly encouraged* to complete at least half of the required hours over the summer.

The Christian Service Coordinator will not assign students to sites. It is the full and complete responsibility at all times for all students to discern what service they want to perform, to make all contacts, to provide their own transportation to and from the site, and to provide all necessary documentation to the Christian Service Coordinator. If a student cannot be present for a service activity to which he has committed, it is his responsibility to notify the agency in advance. Volunteer agencies and Holy Ghost Prep will not tolerate unexcused absences.

National Honor Society

The National Honor Society is based on character, scholarship, leadership, and service. Holy Ghost Prep's charter is the Venerable Francis J. Libermann Chapter.

A student who, at the end of the first or second semester of their junior year, has received a cumulative Grade Point Average at the First Honors Level or above is eligible academically for membership. Quality participation in at least one activity from the beginning of the sophomore year and satisfactory participation in the Christian Service Program are required. An application form must be completed by an academically eligible student and must include a recommendation from their activity moderator(s). Once a student has demonstrated the criteria for application into the

National Honors Society, his application is reviewed by the Faculty Council, which consists of members of the Academic Committee appointed by the Principal. Selection of each member to the chapter will be by a majority vote of the Faculty Council. The results of the Faculty Council's deliberations are reviewed by the Principal prior to candidate notification. Students must also sign the Contract of Commitment to the ideals of the society as determined by our chapter.

An excellent disciplinary record over one's career at Holy Ghost Prep is also expected; students on disciplinary probation are not eligible. Once selected, a student must maintain the personal and academic standards for which he was chosen in order to remain a member in accordance with national guidelines. Once dismissed, the student is not eligible again.

Clubs and Activities

Extracurricular activities take place during the day, after school, and on weekends. Students are encouraged to listen to announcements at AM Assembly and look to the daily announcement boards in the Dining Hall. New clubs may form, formally and informally, throughout the year, in consultation with faculty and the approval of the Principal.

Admissions Ambassadors

Students assist at Open House, Frosh Welcome Night and during interview season.

Art Club

Meets once per month to investigate interests in fine arts beyond the curriculum.

Astronomy Club

The mission of this club is to promote an interest in the science of astronomy, as well as to discuss current topics in the field.

C.A.F.E.

Holy Ghost Prep's Cultural Awareness For Everyone (CAFE) group seeks to bind together a stronger campus community one person at a time, fostering a community environment that is welcoming, responsive, and invested in everyone's success. We believe that diversity enriches a community. To advance the cause of diversity in our community, we seek opportunities to learn from each other, empower one another, and spread our vision of diversity whenever possible.

Campus Ministers

Students assist with a full range of liturgical functions and events that support our faith community.

Chess Club

Open to all. Meets in library on selected days after school.

Chorus

Students sing at school functions and in the community. Audition and training.

Christian Service

From serving the homeless at St. Francis Inn to building projects as part of "A Taste of Mission" in West Virginia, promotes and enables widest sense of Spiritan service.

Classics Club

Classics Club - Organization that celebrates the languages, culture, and history of ancient Greece and Rome.

Dominoes Club

Students meet once a cycle to play dominoes and enjoy snacks.

Drama

Each fall, students act in a serious and/or comic play. Audition and training.

Environmental Club

Promotes awareness of environmental sustainability.

First Thursday

Artists, musicians and poets perform monthly in the Geruson Gallery.

Forensic Society

Nationally renowned HGP Forensic Society enables students to develop leadership and public speaking through competitive performance in Current Affairs, Persuasive Oratory, Lincoln-Douglas Debate, and Single or Duo Performance of Humorous or Dramatic Literature.

French Club

Students and faculty present French Week and monthly French-speaking luncheons. Students experience the French culture through music, crafts, food and games.

French Honor Society

Students who wish to become members must be taking a French class at the time of their application for membership. They must have completed level 3 and maintained an "A" average in French classes.

Ghost Around the World

Promotes connections with Spiritan Apostolates worldwide.

Intramurals

Several times each academic year, sports opportunities for non-varsity athletes ranging from basketball, flag football, wiffle ball.

Jazz Band

Top student musicians perform at HGP and in the community.

Kendo Club

Kendo, the Way of the Sword, is the art of Japanese Samurai rooted in the traditions of Budo, the Martial Way. The club meets and practices under the direction of a skilled faculty practitioner of Kendo.

Latin Honor Society

Latin Honor Society - Holy Ghost's chapter of the NJCL for students who have achieved excellence in their Latin classes.

Literary Magazine, *EMBERS*

Student-produced literary works, essays, poems, cartoons, and more.

Liturgical Ministers

Training and service as sacristans, lectors, musicians, servers, Eucharistic distributor, and hosts.

Math Modeling Team

Top math and science students solve problems in international competitions.

Mock Trial

Students interested in law and related pursuits prepare cases to argue before a sitting judge for regional and state competitions.

Movie Club

Screenings of classics and contemporary films with lively and informed discussions.

Mu Alpha Theta National Math Honor Society

Students who meet the eligibility requirements are dedicated to promoting mathematics both in school and in the community.

Musical Theater

Each spring, HGP musicians and actors produce classic and contemporary musicals.

National Art Honor Society

Nominated through the art program, plan exhibits locally and regionally.

National English Honor Society

The National English Honor Society is an international foundation for high school students and faculty who have achieved a high level of success in the field of English.

National Honor Society

NHS is based on character, scholarship, leadership and service which includes key events and tutoring at HGP. NHS raises funds annually for a number of single-year scholarships for members of the rising sophomore class.

Newspaper, *The Flame*

Writers, artists, and photographers are welcomed to contribute to the publication of news, opinion, sports, and features six times yearly for the HGP Community.

Peer Ministers

Key Campus Ministry Students stress leadership in service to the HGP Community.

Poetry Club

Hear original works by students and teachers. Meets weekly. Performs monthly. Open to all.

Respect Life Club

Promotes awareness of a consistent ethic of life, from conception to a natural death, through education, advocacy, and prayer: the unborn, euthanasia, persons with disabilities, the elderly, the poor, HIV/AIDS, and the environment.

Science National Honor Society

Students who meet the eligibility requirements are dedicated to promoting science practices and knowledge both in school and in the community.

Social Studies National Honor Society

Rho Kappa students create and curate historical documents and recordings to tell the story of a local community that has been historically, socioeconomically disadvantaged; is historically significant; or has a historic connection to HGP and/or the Spiritan community. Upon successful completion of an assigned capstone project students will be inducted into the Honor Society.

Spanish Club

Students engage in the rich, varied Spanish culture through art, film, food, games, and music.

Spanish Honor Society

Sociedad Honoraria Hispanica is a nationally recognized honor society for high school students studying Spanish. HGP's chapter is called Juan Diego. Eligible students should be at the end of Spanish 3 Honors, have committed to taking AP Spanish and have maintained a B+ or higher average for each semester of Spanish classes. Students should be willing to be an active member of the Spanish Club and be actively involved in Spanish-related community service including peer tutoring.

Student Film Club

Students write, edit, produce and direct short films.

Student Government

Elected student government members are directly responsible for the concerns of the student body and their appropriate presentation to administration to effect change. Promotes healthy and spirited participation for attendance at sports and other school events. Conducts various dances throughout the year, including prom and date dances.

TEAMS

Introduces high school students to various engineering disciplines and real-world applications of math and science concepts. Builds problem-solving and teamwork skills to solve engineering problems. Participates in annual regional and state competitions.

TRI-M

Nominated students in the musical arts perform and do community service.

TUNED IN

Invites students to create and share uses of technology on campus.

Unum Orientation Team

Students work with freshmen students to assist them with assimilation to the Holy Ghost Prep community and welcome them into the Spiritan tradition.

Ultimate Frisbee

Spring competition on campus and off.

VEX Robotics Club

Students will become familiar with the engineering design process, and will use it as a guide when designing/building/programming/testing their robots. They will build a world-class robot, by utilizing advanced mechanical and programming techniques, testing designs extensively, and with particular attention to detail in all aspects. The club is split into Varsity and Junior Varsity sections, and any student interested in Varsity Robotics is required to participate in summer try-outs.

World Affairs Club

Sponsors events for student participation including the World Game, We the People 2000, the Model Senate, the World Court, and the Model United Nations.

World War II Club

Sponsors events to share and increase knowledge of this period. Open to all.

ATHLETICS

Various intramural sporting and fitness opportunities are available for student participation. Interscholastic athletes are not allowed to participate in intramural activities. Please note that before beginning his participation in a particular interscholastic sport, a student must provide proof on a Pennsylvania Interscholastic Athletic Association form that he has had a physical examination in the six weeks prior to the starting date of the sport.

Holy Ghost Prep offers the following interscholastic sports:

SPORT	SEASON		SPORT	SEASON
Soccer	Fall		Ice Hockey	Winter
Cross-Country	Fall		Swimming	Winter
Golf	Fall		Tennis	Spring
Rowing	Fall/Spring		Ultimate Frisbee	Fall/Spring
Basketball	Winter		Outdoor Track	Spring
Bowling	Winter		Baseball	Spring
Indoor Track	Winter		Lacrosse	Spring

Eligibility for Interscholastic Athletics and Activities

In order to be eligible for an interscholastic activity or sport, a student must pass six full-credit subjects each week during a grading period. Failure to meet these standards means that a student may be ineligible to participate in an extracurricular activity. Each student is reviewed for eligibility regularly. A student *at each marking period* must pass all full-credit courses and have a Grade Point Average of 2.0. Failure to achieve these criteria means that a student will lose his eligibility for a period of time determined by the Principal, in consultation with guidance counselors and the Athletic Director.

If a student is absent from school, he may not participate in any school-related activity that day, even as a spectator, without being considered truant. To participate in an activity, a student must be in school by 10:00 a.m. the day of the activity. Excused absences may be exceptions.

Supervision of Athletics and Activities

It has become a necessity to formalize and enforce policies restricting unsupervised activity on campus even as we emphasize the freedom that we expect our students to enjoy in a responsible way. Should your son experience an unexpected injury, we need to have a staff member who is directly responsible for your son's appropriate care.

To this end, please note that only students under the direct supervision of a staff member may stay after school. Supervised study is available in the library from dismissal until 4:45 p.m. From 4:45 p.m. until late bus pickup at 5:00 p.m., students are to wait in the Firebird Fieldhouse Main Lobby Area for their transportation home. With the exception of the library, the academic buildings close at 4:00 p.m. No one may be on campus after 5:00 p.m. who is not under the direct supervision of a staff member.

The Holt Center is NOT open to students after school UNLESS you are part of an organized sport or activity. You MUST be monitored by a Coach or a Faculty Member

or another adult who heads an activity. No students are to be in the Holt Center without supervision. Students may not enter any storage or office areas, nor be given keys to enter such storage or office areas. For monitored activities, the Holt Center will be open for use after 3:00 PM. All moderators/coaches are required to remain until ALL students have left campus.

No one may wait at school for activities that begin beyond 5:00 p.m. The campus may not be used for athletic “pickup” games of any kind or any other sports activity not under the direct supervision of a staff member.

Once a student has finished an activity, he must either get transportation off campus or report to the library if prior to 4:45 p.m., or the Firebird Fieldhouse Main Lobby if between 4:30 p.m. and 5:00 p.m. Students remaining on campus beyond 5:00 p.m. must be under the direct supervision of a staff member or they risk disciplinary action.

III. FACILITIES

Holy Ghost Prep expects students to treat all school environments with appropriate respect, care, order and cleanliness. During the school day, use of the school grounds is limited to an approximately 50-yard perimeter of the main school building, within the area bordered by the gazebo and the outdoor basketball courts. For proper supervision and security, students are not permitted on the Route 13 side of the campus, in the Fieldhouse parking lot or in any of remote wooded areas of the campus at any time during the day. Only students involved in supervised classes and/or activities involving the Holt Center may be on the opposite side of Route 13 from the main campus.

Campus Boundaries and Facilities Use

Holy Ghost Prep is located on Bristol Pike (Route #13) in Bensalem, Pa. The North end of the Property begins immediately South of Woodbine Avenue and continues on the East side of Route #13 to Clovernook Avenue. The Eastern boundary of the property extends to Route #95. The Holt Activity Center is the only Holy Ghost facility located on the West side of Route #13. The North end of the Holt Center is located directly across from the Firebird Fieldhouse. The South end of the Holt Center is bordered by East Bensalem Avenue.

Holy Ghost Prep has a Closed Campus Policy. Students are expected to remain on the school property from the beginning of school (8:00 AM) until the close of the school day (2:30 PM). A possible exception to this would be Seniors being allowed to leave after their 9th period class if they do not have a 10th period class OR after their 7-8 period class if they do not have a 9th AND 10th period class. This privilege for seniors could also be extended to allow seniors to come in by 8:30 AM if they do not have a first period class.

Students who are participating in activities after the close of school at 2:30 PM must remain on campus until the end of the activity. Students are NOT permitted to leave campus after school and return to participate in or attend an after school function.

The Holy Ghost school day ends at 2:30 PM. Students who do remain on campus after school continue to remain the responsibility of the school and must be supervised.

In early 2018, the school opened the Holt Center, a 25,000-square building in the other side of Bristol Pike that includes a performing arts center, a multi-purpose gymnasium, music instruction rooms, and special training areas for baseball, track and field, golf, lacrosse, and rowing. The Holt Center is part of the Holy Ghost campus, even though it is separated from the remainder of the campus by Bristol Pike. Students may cross Bristol Pike at the crosswalk in order to participate in monitored activities in the Center but may NOT go anywhere beyond the Holt Center. Violation of this rule could result in disciplinary action.

Crossing the Street

For use of the Holt Center, ALL students must use the crosswalk connecting the Firebird Fieldhouse exit ramp and the Holt Center entrance in order to use the Holt Center. Students observed and/or reported crossing at any location other than this are subject to disciplinary action.

Bulletin Boards and Posters

To hang posters anywhere in the school, a student needs permission from the Dean of Students. Only in those areas designated by the Dean of Students will a student be permitted to hang posters, signs, or the like.

Dining Hall

Holy Ghost Prep offers hot and cold breakfasts, lunches, and snacks. Each student is assigned periodically to help clean the Dining Hall, but all students are expected to clean their immediate eating area once they have finished. Food or drink may not be taken above the ground floor of Cornwells Hall.

Computer Technology Centers

The computer technology center is equipped with Windows-based desktops networked to a Windows Domain Controller and contain a variety of academic software. Each student has his own user account and storage space on the server to enhance his learning opportunities. Many software options, including web authoring, desktop publishing, and computer programming are available in the Technology Center. All computers have full access to the Internet through a dedicated Ethernet connection. The HGP campus is also outfitted with free WiFi for all students to use. A student may use the technology center whenever space permits.

Firebird Fieldhouse and Athletic Fields/Courts

The upper part of the Fieldhouse building includes a floating maple wood gymnasium floor with bleacher seating for almost 700; the lower part contains a fully-equipped fitness center, and locker facilities for home and visiting teams. The facility is entirely climate controlled.

Any activity in the building or on the fields must be supervised by a staff member. Deliberate unsupervised activity may result in extremely severe disciplinary action, including removal from athletic teams, and suspension or dismissal from school for repeat offenders.

Library

The library serves as the center of student learning. With over 5,000 volumes and a dozen computers for Internet Access, the library provides students with the opportunities to expand their learning. The library is located on the first floor of Founders' Hall.

Lockers

Each student is granted the permission to store his belongings in a locker provided by the school. During the school day, a student may visit his locker during break, lunch, class changes, and open study periods. The school reserves the right to search a locker for disciplinary reasons. The privilege of using a locker may be revoked in special circumstances. Lockers are located in the lower level of Cornwells Hall.

School Store

A contracted service operates our school store which **carries school supplies, clothing and specialty items**. The store is normally open until the end of the lunch periods.

IV HOME & SCHOOL COMMUNICATION/SERVICES

Bus Service

Residents of Bucks County and some nearby Montgomery County school districts receive bus service from their local school districts. Central Bucks County, Philadelphia and New Jersey residents requiring Holy Ghost Prep bus service pay an annual fee for private service. Philadelphia residents may also ride SEPTA: the Route 129 connects with the Route 66 and other bus lines at Knights and Frankford Avenues (city line); the Cornwells Heights (R7) train station is about a half mile from campus. Contact SEPTA for schedules. SEPTA bus transpasses are available for students who live in Philadelphia and can be picked up in the Main Office.

By late August, most school district bus companies send bus schedules to either Holy Ghost Prep or to the student's home. By mid-August, some schedules are published in the Bucks County Courier Times. For private busing, a letter is sent to alert each student and his parents/guardians as to the times of pickup and arrival. Late bus service is available for the following districts: Bensalem, Bristol Township, Neshaminy, and Pennsbury. A student must sign for these buses before 8:30 a.m. No late bus is provided for the Centennial, Abington, Cheltenham, Lower Moreland or Upper Moreland School Districts. Council Rock provides a late bus at on Tuesdays and Thursdays only.

Change of Address, Phone Number or Email

Students and parents/guardians are required to email the main office at mainoffice@holyghostprep.org of any change of address, phone number or email. This should be completed immediately in order to ensure continued communication between school and home.

Mothers' Guild/Fathers' Association

The Mothers' Guild meets the first Monday of each month except in January. The Fathers' Association meets as needed. In addition to the annual craft show in November, the Mothers' Guild sponsors a tea for freshmen mothers. The Fathers' Association sponsors the annual Communion Breakfast.

Lines of Communication

Please feel free to contact the school regarding questions and concerns. In addition to administrative duties, members of the Administration also teach; therefore, it is imperative to call first for an appointment. If a student's parent(s)/guardian(s) needs to contact a teacher regarding his progress, he/she may e-mail the teacher or call the school at 215-639-2102 and leave a message for the teacher to return the call or to set up an appointment. For other matters, or if after discussing the situation with the teacher a parent/guardian needs further assistance, he/she should contact an administrator.

Parent-Teacher Conferences

Parent-Teacher Conferences are held after the first progress period and after Semester 1 report cards are distributed. A parent should call the school prior to attending the designated Parent-Teacher Night to schedule an appointment. Without an appointment, a parent/guardian is not assured the opportunity to speak with the teacher in person that night. Parents/guardians of a student who is experiencing difficulty may be specifically requested to attend. The parent and school must work together to ensure the best

education of the young men entrusted to our care and the communication between teachers and parents/guardians is critical to achieve this end.

Field Trips

Written parental permission is required for student participation on field trips and only the school-issued Field Trip Permission Form is acceptable. Parents/Guardians have the right to refuse their son's participation on field trips; in such cases, students will be expected to attend school and to complete an alternate assignment. The school reserves the right to determine which students may attend field trips.

Counseling and College Guidance

Counselors provide each student with the opportunity to discuss personal difficulties, career goals and college plans. All freshman will be assigned one of two counselors, concentrating on their adjustment to high school and the pressures of the teenage years. In College Guidance, three counselors work with sophomores, juniors and seniors to navigate the college process.

All students are rostered for a counseling or college guidance class during their regular 8-day cycle. Freshmen meet with the Director of Counseling or the Assistant Director of Counseling. Sophomores through Seniors meet with a College Guidance Counselor.

Holy Ghost Preparatory School also has the availability of providing services to students in the area of study skills and organization through the Bucks County Intermediate Unit (BCIU). The BCIU provides extra assistance to students who need support. Referrals are made by teachers or members of the Guidance Department.

Health Services

Pennsylvania State Law mandates that every student has a vision, weight and measure test annually, as well as a hearing screening. Also each student is required to contact their family physicians for a complete physical exam at least once during their high school years.

Emergency medical information is kept in the main office, the gymnasium, and the student's personal file, and must be signed by parents/guardians.

A student is to report to the school nurse when he feels ill and is never permitted to leave campus during the school day without written parental permission (see section on leaving school early). Student drivers must have written permission specifying that they can *drive* themselves home. A nurse is available for emergencies on a full time basis.

If a student is required to take a prescription drug during the school day, this medication should be checked in the nurse's office with written instructions from the physician and the parent(s). No medication, including Tylenol, will be administered without the written consent of a physician.

With respect to medical marijuana, a parent/legal guardian/caregiver may administer medical marijuana to the student at the School Nurse's office provided that the parent/legal guardian/caregiver: (1) provides the Dean of Students with the appropriate state issued documentation; and (2) notifies the Dean of Students, in advance, of each instance in which the parent/legal guardian/caregiver will administer the medical marijuana to the student. The Dean of Students shall provide notification to the school nurse in each instance a parent/legal guardian/caregiver will be administering medical marijuana to the student as well. The parent/legal guardian/caregiver must follow all HGP policies applicable to visitors to the school during the school day. A parent/legal guardian/caregiver shall bring to the school and administer the medical marijuana to the student without creating a distraction, and shall promptly remove any excess medical marijuana and related materials from HGP property after the administration of medical marijuana is complete. Students themselves are prohibited from possessing any form of

medical marijuana or any medical marijuana paraphernalia at any time on HGP property or during any HGP-related activities, whether on or off campus. Students may not operate, navigate or be in physical control of any motor vehicle or operate any motorized equipment while under the influence of medical marijuana.

Homeroom

Homerooms serve as an efficient way to divide the student body, primarily for the purpose of disseminating information. They are also used for safety reasons during fire drills.

Identification Access Cards

An Identification Access Card (ID) will be issued to each student. Students are expected to carry their Identification Access Cards with them at all times. The cards are used for access into the buildings, printing and copying and for purchases from Aramark Food Services. If a student forgets to bring his card to school, he must report to the main office to notify the administration. If a student loses his card he will be charged a fee to get a replacement. Identification cards are useful for admission to other schools' libraries or social functions. Questions should be directed to the Dean of Student Affairs. If lost, there is a fee for replacement determined by the photography company.

Morning Assembly

Morning Assemblies usually occur on the second day of the week each week school is in session. They provide the opportunity for community prayer to begin the school day and for whole school assemblies which include announcements regarding school activities, celebration of student accomplishments, and explanation of special events.

School Closing - Inclement Weather

Should inclement weather cause a cancellation of school, information will be communicated via our SchoolMessenger Instant Parent Contact system, News and Events reports on our website, local television stations and KYW, 1060 AM (school snow number is 798). Latest information is also available on the school's answering machine (215-639-2102).

School Use

Upon arrival to Holy Ghost Prep, a student must proceed to one of these designated areas: the basement locker area, the library, the basement of the gym, or the cafeteria. Upon entering the campus building, students are expected to be properly attired and remain in full dress code from 8:00 a.m. to 2:30 p.m. After 7:30 a.m., a student may move to other areas of the building. The main school building officially closes at 4:00 p.m. *A student is not permitted to return to the main building during or after games, practices, meetings, rehearsals, or productions.* Any student in the building after 3:00 p.m. must be supervised by a faculty member at all times. The school is not responsible for the supervision of a student on campus prior to 7:30 a.m. and after 5:00 p.m. on regular school days.

Textbooks

Act 195 of the Commonwealth of Pennsylvania provides textbooks for student use. These textbooks are on loan and should be covered at all times. Students are responsible for the book distributed to them at the start of the semester. At the end of a course, each student is responsible for returning these and other school issued books in good condition. Each student is responsible for replacement costs for lost or damaged books. These book replacement fees must be paid promptly to avoid further fines, disciplinary

action or the holding of report cards and transcripts. All texts required by teachers will be supplied by HGP with the exception of a few summer reading books.

Visitors

If a student wishes to invite a visitor to Holy Ghost Prep, he must submit for approval a written request to the administration prior to the day of the visit.

Withdrawal from HGP

A student who wishes to withdraw or transfer from Holy Ghost Prep must present a signed request from his parent(s) addressed to the Principal. In addition, students must complete all necessary responsibilities, including payment of outstanding debts (tuition, library fees), return of all state-issued texts and school-issued athletic clothing and/or equipment. Normally an exit interview will also be required. A student who has left Holy Ghost Prep for disciplinary reasons is permitted on campus only by specific administrative exemption of the President or Principal.

V. Emergency Response Guidelines

In the event of an emergency, on or off campus, Holy Ghost Prep will put an action plan into motion according to the specific Emergency Response guidelines. Administrators and faculty have specific responsibilities during such events, working under the general direction of the Principal and the Emergency Response Team. Throughout the school year, specific drills are put into place to practice these responses and make the adult and student community aware of procedures. All members of the school community are required to follow the exact instructions of Emergency Response Team during both the drills and actual emergencies.

Campus security procedures also involve the use of external cameras. All exterior parts of the campus, from Spiritan Hall down to the Fieldhouse and across the street to the Holt Center, are under constant surveillance via camera recordings. The cameras record external activity 24 hours a day, 7 days a week. Holy Ghost Prep installed the cameras in 2008 to maintain a constant watch on the campus both during the school day and after hours.

VI. CODE OF CONDUCT

Holy Ghost Prep aims to form young men morally, intellectually, and spiritually in the Spiritan tradition and the young men who choose to enroll at the school are expected to act at all times in a way that is consistent with the school's mission. In order to grow morally, students are expected to behave in a way that demonstrates and promotes honesty and integrity. Students are expected to regard active intellectual and academic pursuits as worthy of their strongest attention. Students are expected to encourage and support the spiritual aspirations of themselves and others. Finally, students are expected to willingly promote and respect the development of community "in one heart and one mind" on campus and off with particular attention to those most in need.

The Office of Dean of Students works with students, parents and faculty to ensure that Holy Ghost Prep students, in cooperation with the faculty and administration, conduct themselves in a way that is consistent with the stated philosophy and mission of the

school. Personal responsibility and respect are among the highest expectations for Holy Ghost Prep students.

A student is held accountable for his behavior on campus as well as off campus. **“Off-campus” behavior includes behavior and communication on-line and by means of other electronic communication devices.** The student is also accountable for the resulting consequences of his actions. Grounds for disciplinary action by the school include any activity(ies) or incident(s), on or off campus, which in the judgment of the administration endangers the safety, moral order, philosophical tenets, or reputation of Holy Ghost Preparatory School. A student's disciplinary infractions may result in detention, suspension, probation, and/or expulsion from the school.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion. In serious cases, the Principal may dismiss immediately any student whose behavior is opposed to the mission of the school as determined by the Principal.

General Conduct

Any student asked to leave a classroom must report to the Dean of Students. If the Dean of Students is not available at that time, students are to report to the Main Office. Teachers may file a written report with the Dean of Students if a student's attitude is found inconsistent with the philosophy of Holy Ghost Prep and damaging to fellow students. Some possible reasons for a report include lack of classroom cooperation, lack of concern about poor performance in a course, antagonistic attitude toward a fellow student or staff member, persistent disruptive behavior in and outside of class, or negative response to correction.

Further behavioral problems may result in suspension from school, and a meeting of the Discipline Committee to discuss the possibility of the student's dismissal from the school.

Some serious offenses are listed below. Other offenses not listed here but which are in opposition to the mission of the school may result in detentions, fines, suspension, and/or expulsion at the discretion of the Principal.

Alcohol, Drugs or Other Illegal Substances

Possession, use, sale, or distribution of alcohol or other drugs as well as the use of electronic cigarettes and/or other vaporizing devices is forbidden both on and off campus. Violation of this policy is extremely serious and may result in immediate dismissal with no tuition refunded. **Violators will receive a minimum of a two-day suspension from school, disciplinary probation for at least four weeks, a three-week detention period, mandatory assessment and counseling, and ineligibility for attendance at all student extra-curricular activities for a specified period of time.** The police may also be notified. The Discipline Committee may meet and may recommend further disciplinary action to the Principal, including immediate withdrawal from Holy Ghost Prep.

Attendance, Truancy, and Class Cut Policy

Attendance is mandatory at all times during stated school hours. The Holy Ghost Prep Campus is a closed campus and use of the school grounds is limited. No one may leave the school grounds during the school day. If a student does not attend school or a particular class on a particular day and does not have a verified absence, the student will be considered truant. Penalties for truancy include extended detentions, disciplinary probation, suspension, and in some cases, expulsion.

Bullying and Respect

Respect for others and for the community formed “in one heart and one mind” is central to education at Holy Ghost Prep. Therefore, bullying behavior or acts of bullying will be treated with the utmost seriousness. All such acts are to be reported to the Dean of Students. For purposes of this Code of Conduct, “bullying” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) Directed at another student, students or persons;
- (2) Which occurs face to face or through electronic communication;
- (3) That is severe, persistent, or pervasive; and
- (4) That has the effect of doing any of the following:
 - a. Substantially interfering with a student’s education
 - b. Creating a threatening environment ; or
 - c. Substantially disrupting the orderly operation of the school setting; “school setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Detentions, disciplinary probation, suspension, or even expulsion may be considered as punishments for such actions.

Defacing and/or Deliberate Destruction of School Property

If it is discovered that a student is involved in defacing or willfully destroying school property, including Cyber-property, detentions, disciplinary probation, suspension, and even expulsion may be considered as punishments for the action.

False Fire Alarms or Bomb Scares

Causing a false fire alarm or bomb scare is a crime and may result in expulsion and other legal action.

Fighting and Other Violent Behavior

Fighting and other violent behavior between students is in total opposition to the philosophy of Holy Ghost Preparatory School. If it is proven that a student started a fight, he may be suspended from school, required to serve an extended detention, or in severe cases, expelled.

Harassment

Any physical and verbal harassment because of an individual’s race, color, sex, national origin or disability is in total opposition to the philosophy of Holy Ghost Preparatory School. If it is proven that a student harasses another student physically or verbally, he may be suspended from school, required to serve an extended detention, or in severe cases, expelled.

Hazing Policy

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any group. Any situation or activity that, for the purposes becoming, remaining, or participating in any group, produces or could be expected to produce mental, emotional, social, or physical discomfort, fright, degradation, moral compromise, humiliation, embarrassment, harassment, or ridicule to the student is hazing. A person violates this policy whenever

he engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off campus or other School property. Hazing activities include, but are not limited to the following: Such conduct includes forced consumption of food, liquor, beverage, drug, or other substance; brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation. All members of Holy Ghost Prep community, including, students, faculty, and staff, are responsible for immediately reporting any hazing activity or plans for any hazing activity to the appropriate faculty member, coach, moderator, Athletic Director, Principal or President. The failure to make such a report is also a violation of this policy. All members of the Holy Ghost Prep community are responsible for ensuring Holy Ghost Prep remains free of hazing. Any athletic team/sport, club, association, organization, or other group who authorizes hazing or violates this policy may be sanctioned by the School. A student's violation of this policy could result in the student's suspension or dismissal from the team or organization, as well as disciplinary action from the school administration up to and including suspension or dismissal from school.

Privacy/Personal Property

Any personal property which a student brings on campus may be temporarily confiscated by a staff member and searched if necessary for disciplinary reasons. All students must respect the property and rights of others to attend school in a safe and drug-free environment. Hence, a staff member may search a student's backpack, his notebooks, his car, or other belongings for disciplinary reasons at any time that a student is enrolled at Holy Ghost Prep.

Smoking/Vaping

Use or possession of any type of tobacco, alternative nicotine, and vapor products and/or related paraphernalia is prohibited on school grounds and at any school related activity or event. Any violation of this policy will result in immediate confiscation of any prohibited products or paraphernalia and may result in extended detention, fine, suspension or expulsion.

Stealing

If it is discovered that a student is involved in stealing at Holy Ghost Prep, the student may be suspended from school, required to serve an extended detention, or in severe cases, expelled. "Pirating" commercial software or the computer files of another is stealing.

Weapons

Possession of any type of weapon on school grounds, at school activities, or in transit to or from school or school activities is forbidden. All cases involving possession of a weapon must be immediately referred to the Dean of Students and to the Principal. Violators will be dismissed and the school will make appropriate reports to the local police.

DISCIPLINARY ACTIONS

Detentions

Faculty members may impose a detention as a punishment for a particular offense. The faculty or administration member will give one day's notice so that transportation arrangements can be made on the day of the detention. The Dean of Students as punishment for offenses may use daily, weekly, or even monthly detentions. Detentions are usually served from 2:30-3:15 p.m.; however, this length could vary. Weekend or holiday detentions are also possible.

Punishments

Disciplinary fines in reparation for damages, written assignments, restrictions, and other punishments may be given in relation to a particular offense.

Suspension

A student suspended from school must leave the school grounds. He will be suspended for one or more days depending upon the severity of the infraction. He may not attend classes or any school activity until he is removed from his suspension. His parents/guardians are required to meet with the Dean of Students, and if necessary, the Principal, for a conference. While he is responsible for class work missed, he will not receive passing credit for tests, quizzes, papers or other graded work during the suspension period.

Discipline

A student on disciplinary probation will not be permitted to participate in extracurricular activities for the specified period of the probation. He may be subject to other restrictions or punishments, including loss of eligibility of attendance at dances and proms. At the end of the probation period, the student's behavior will be reviewed and it will be determined if and when he should be removed from probation. Disciplinary Probation and accompanying restrictions, in some cases, can carry over to the following school year.

Suspension from Graduation Ceremony

Participation in the graduation ceremony is a privilege, not a right. In certain discipline situations, graduating seniors will not be permitted to take part in the Baccalaureate Mass and graduation ceremony. Only a student who has fulfilled all academic, discipline, and financial requirements may participate in the commencement exercises.

Disciplinary Procedures

Every staff member at Holy Ghost Prep serves as an official of the school in the implementation of our discipline policies that have been established to promote a Christian environment reflective of our mission and values. Procedures for disciplinary situations vary by severity and are at the discretion of the Principal and his appointed Dean of Students.

Teachers are encouraged to handle minor discipline infractions in their own classroom as part of their general classroom management. Students with recurring minor classroom infractions or behaviors beyond minor infractions are referred to the Dean of Students.

The Dean of Students manages all discipline incidents that are referred to him, in consultation with the Principal when appropriate. Most incidents are handled by the Dean in ways found to be just and effective by him in the deterrence of further unwanted behavior. Sometimes, usually in more serious cases, the Dean of Students may refer students to the Discipline Committee, a small group of faculty and administrators who serve in an advisory capacity for the Dean of Students and the Principal.

The Principal may seek advice from the Discipline Committee, but he is not bound by it. This committee is an advisory body that allows a student an opportunity to explain his actions to someone other than the Dean of Students. Only students may appear before the Discipline Committee; parent participation is not permitted. Some incidents are so severe that a meeting of the committee is not held. The decision whether to bring an incident to the committee is at the discretion of the Dean of Students and the Principal. The Principal reserves the right to handle any disciplinary incident in a way he believes to be in the best interest of the school.

Dress Code

Holy Ghost Prep requires conservative attire. The dress code is in effect during the school day from the beginning of the school day and during special events, such as Masses or assemblies with guest speakers. Upon entry into campus buildings, all students are expected to be properly attired.

The Dress Code is as follows:

- All clothes are to be worn in the manner in which they were intended.
- Conservative dress pants of a single color worn at the waist are required. The pants must be black, navy blue, gray, dark brown, or khaki. Unusual styles such as baggies, tapered pants, pants with rolled cuffs, pockets on the side of the legs, etc., are not permitted. Belts are mandatory at all times. The color of the belt must be appropriate to the color of the blazer and pants.
- A conservative oxford cloth dress shirt, short or long sleeve, is required. Visible writing underneath the dress shirt is not permitted. All shirts must be tucked in. Ties are mandatory at all times. Ties are to be worn in fashionable accord with the rest of the student's attire. Ties with offensive representations are not permitted.
- A **neat** and conservative cut blazer must be worn throughout the months of October through April. **The exact dates for this requirement will be announced by the Dean of Students.** The color of the blazer may be navy blue, gray, dark brown, tweed, black or another conservative color. Waist coats, oversized coats, or coats of an exaggerated style are not permitted. Sweatshirts, with or without hoods, are not permitted. **Excessively wrinkled or damaged blazers are not permitted.** Conservative v-neck sweaters may be worn in addition to but not in place of a blazer.
- Socks are mandatory at all times. The color of the socks can be black, dark blue, white or some other conservative color. Standard oxford or loafer-type shoes are required. No shoes resembling sneakers, boots, sandals, slippers, or clogs are permitted. Also, canvas shoes are not permitted. Laces are to be tied. Eccentric style shoes of any sort are not permitted.
- A student's hair must be neatly trimmed at all times.
- Eccentric hair styles, facial hair (including lengthy sideburns), or earrings are not permitted. Tattoos are not permitted.
- Visible jewelry is restricted to wristwatches for punctuality and Holy Ghost Prep Class Rings. Other jewelry is not part of our dress code and may be temporarily or permanently confiscated. The wearer of jewelry not in accordance with the Dress Code may also face detentions or other penalties as the Dean of Students determines appropriate.

- Sometimes, for specific purposes, a “Dress Down Day” is scheduled. At these times, the formal dress code is temporarily suspended and a more casual dress code is allowed. This casual dress, however, does not suspend all dress code regulations. Rather only the formal dress shirt, pant, and shoe may be substituted by a casual replacement still in the spirit of a college preparatory school such as Holy Ghost Prep.

Final determination of acceptable dress rests with the Dean of Students and the Principal. Violators of the dress code may be subject to various disciplinary actions. Frequent offenders are in opposition to the ideals of Holy Ghost Prep and may be removed from the community through suspension and/or expulsion.

Attendance

When a student is absent from school, parents/guardians must call the school office before 9:00 a.m. the morning of the absence. On the day he returns to school, the student must bring to the Dean of Students a signed note stating the reason for the absence.

If a student is ill for an extended time, parents/guardians are encouraged to call the Guidance Office for assignments. In such cases of extended illness, a doctor's note is required to be re-admitted to classes and special consideration of the situation will be given by the Principal. If it is viewed to be in his best interest, the student will be asked to withdraw from Holy Ghost Prep.

A student who misses school excessively is in serious danger of failing. If a student is absent more than eighteen (18) days, the student's continued enrollment may be jeopardized and/or summer school may be required for re-enrollment. Disciplinary action could also be taken for excessive absences and/or tardiness.

Students who know they will miss school for some reason MUST obtain a Class Release Form from the Dean of Students. This form must be signed by all the student's teachers and his parents and then returned to the Dean of Students prior to the absence. If the absence is in accordance with school policies, consideration will be given to the student academically for work missed. Failure to complete a Class Release Form may result in no credit for missed work and no opportunities for make-up work.

Lateness

All students are expected to be on time for all classes. A student who is more than fifteen minutes late for the start of school will not be admitted to classes without a parental call or note, even though the lateness will be unexcused. Without a note or a call, a student will be asked to contact a parent prior to being admitted to classes that day in order to verify the lateness.

A student who arrives late for school will be considered late unless a doctor's note is presented on the day the student arrives late. No parental notes will be accepted – only a doctor's note. Excused lates will be issued for unforeseen circumstances with private and township busing.

A student who is late excessively (6 or more times per semester) may be suspended, may be required to have a conference with the Dean of Students, and/or may be required to have their parents/guardians attend the conference. Detentions, suspensions, and/or other punishments may also be given for each additional late.

Leaving School Early

A student who needs to leave school early for reasons other than illness must bring a written note or have an email sent to the Main Office or Dean of Students from a parent or guardian stating the reason for the early dismissal, specifying that he can drive himself, and requesting permission to leave. The student must remain in the school

office until the driver reports there to take the student home. The student is to sign out on the attendance clipboard. He is responsible for all work missed. Requests for leaving school early may be denied.

If a student becomes ill and must leave school, he is to report to the nurse's office or the school office. The student is to remain in the nurse's office or the school office until the end of the school day or until his parent/guardian comes into the school office to take him home. No ill student who has driven to school may leave early without written permission from a parent **specifying that he can drive himself home.**

If it is discovered that a student has left school without a valid reason, it will be considered a cut for each class missed.

On some occasions, a senior may have the privilege of leaving school early due to a last period study in our rotating schedule. This privilege is not available to seniors on Academic Probation or Disciplinary Probation.

Extended Family Illness and Funerals

Parents/Guardians should notify the school office if a family member is ill so that we can remember him/her in our prayers. Classmates generally attend the funeral service of a fellow classmate's immediate family on a school day and will be transported to and from the service by school bus. If a student must be absent to attend a funeral, the standard procedure for absences described previously is to be followed.

Family Vacations

Due to the rigors of the academic program at Holy Ghost Prep, *family vacations, and other unauthorized absences during the regular school year* are unsanctioned. These include but are not limited to absences for athletic, dramatic, or other activity events not sponsored directly by Holy Ghost Prep. Any student missing school for a vacation is expected to complete all work and assignments on time. It is also the responsibility of the student to get all notes, copies of handouts, etc. that he has missed while on vacation. It is not the responsibility of the teacher to re-teach all the missed material. Tests and quizzes missed during a vacation are to be made up at the discretion of the **teacher but within one week of the student's return to school.** See also Make-Up Policies under the Academic Program.

Acceptable Use Policy: Internet, Technology and Personal Electronic Equipment

Internet and network access is available to students and faculty at Holy Ghost Prep. The purpose of this access is to support research and education consistent with the mission of the school. **The network and internet are community resources and thus are to be handled with the highest degree of respect for the entire community.** This access is a privilege, not a right. Inappropriate use may result in the revocation of the privilege, extended detentions, suspension, or expulsion.

The same responsible behavior expected from a member of the Holy Ghost Prep community in regular school settings is also expected in Cyberspace. It is, therefore, inappropriate to invade the privacy of another by accessing his computer files without consent. "Pirating" software, the illegal use or transferal of stolen software, is a form of stealing and hence is unacceptable.

Appropriate use takes into account but is not limited to the following items: politeness and use of proper language, a respect and a responsibility for the security and integrity of the system, including but not limited to the spreading of viruses, the use of proxies or the changing of system settings; and a respect for the system data and the data of others. For a student's own safety, he should never pass along personal information to anyone through Cyberspace.

Using a computer inappropriately is a disciplinary offense. Game playing is not permitted. The Statement of Understanding for this Policy Handbook serves as a commitment to abide by the Acceptable Use Policy stated here.

Use of Electronic Equipment

Holy Ghost Prep recognizes the widespread use of electronic equipment for both study and entertainment and as an emerging part of instructional techniques. With the BYOD policy, students will be required to bring a personal device to enhance the formation of young men at HGP. Students bring electronic devices to school at their own risk and take full responsibility for the care and maintenance of the device. The school accepts no responsibility for the loss or theft of any personal property on school grounds at any time. Students are reminded to lock valuable possessions in their locker and should not share locker combinations, usernames and passwords with others.

During the school day, use of a personal electronic device is restricted. Cell phones must be off or on vibrate during the school day; students who need to make emergency and/or other important calls during the day are to come to an administrative office to make the call. All sound on personal electronic devices is to be muted.

Teachers remain in strict control of their classroom atmospheres and may allow or ban the use of any or all electronic devices in their classrooms at their discretion. There remains no allowable use during regular classroom time that is not done at the specific request or permission of the teacher. There is no allowable use during any and all assemblies especially including liturgies/prayer services.

Use must never be disruptive, distracting, or disingenuous, no matter where the setting. However, excepting that already noted, there is no restriction on the quiet student use of personal electronic devices in the following situations during the school day: outdoors, in the Dining Hall, in the Locker Room, and during Open Study time in the Computer Labs.

Students in violation of the rules on electronic devices are subject to a loss of the device for a minimum of three days beginning the morning after the device is taken. This would include weekends or other days where school would not be in session. Parents are asked to be aware of these rules and plan accordingly.

Transportation for all Activities

When a student participates in a school sponsored activity or competition, he must take school provided transportation to be eligible to participate in the away activity if leaving from the school grounds. The only exception to this regulation is when it is obvious that a student could have sufficient time to drive himself to his home and then leave for the activity. A student is never allowed to drive himself to a school related activity from the school grounds when he does not have reasonable time to return to his home.

A student who takes school transportation to an away activity must take school transportation on return from the activity. There are only two exceptions to this regulation: 1) When a parent/guardian drives his/her own son; or 2) When, at least one day in advance, a student provides to the activity moderator an official school transportation permission form with a parental signature for the student to return from the activity with another student's parent. A student who takes school transportation to an activity may never leave an activity by any other means, or he risks his continued participation in the activity for the remainder of his enrollment at the school.

Driving Regulations and Traffic Flow

Any student with a license may drive to school. The right to drive brings with it the responsibility of driving according to posted regulations both on and off campus, as

students may be punished for unsafe behavior while driving off campus. The speed limit on campus is ten miles per hour.

The student is required to register his car; he must file a form for this purpose with the Dean of Students. This information must be supplied to the Dean of Students before a student is permitted to drive on campus. A student may only park on campus in the gym parking lot and should enter and leave the property via the gym gate. A designated amount of students may park at the Holt Center. Students must enter the Holt Center from Route 13 and leave by the East Bensalem Avenue Exit and turn left. **ONLY STUDENTS WITH APPROVED PARKING PASSES MAY PARK IN THE STUDENT PARKING LOT. ALL STUDENTS ARE EXPECTED TO PARK IN THEIR ASSIGNED SPOTS IN THE FIELDHOUSE LOT.**

A student is not permitted to go to his car during the school day unless he receives permission from a faculty member. Student automobiles are not permitted around the school building during the school day. No student cars should be near the school building after classes unless permission is given by a faculty member. Driving and/or parking violations usually result in an extended suspension of driving privileges, although other penalties and punishments may also be incurred.

Food or Drink Regulations

Food or drink is only to be consumed in the cafeteria area or outside. No food or drink of any kind may be brought above the ground floor of Cornwells Hall or anywhere in Founders' Hall. No food or drink is allowed in the Holt Center - athletic/theatre/office areas. Exceptions to this would be water containers allowed in the gym area. Violations may result in extended detentions or more serious punishments for repeat offenders.

VII. FINANCIAL INFORMATION

Tuition

Tuition constitutes the principal source of operating revenue for Holy Ghost Prep. It is the policy of the Board of Trustees and Administration that the school reserves the right to bar further class attendance, deny the taking of final examinations, withhold grades and transcripts, deny the granting of a diploma, and withhold the release of end of year reports if all financial obligations have not been met by a particular student.

Billing statements and/or payment coupons will be issued by Higher Education Services (HES) according to the payment plan you selected on your enrollment contract. The obligation to pay the tuition and the charges for each student for the full academic year is unconditional, without any deduction for withdrawal, absence, suspension, or dismissal, whether voluntary or involuntary, as specified in the enrollment contract.

Various tuition payment plans are available. Information regarding these plans is available from the Finance Office.

Tuition Payment Dates

Depending on the particular payment plans you have chosen, tuition payments are due throughout the year beginning May. Under all payment plans other than the monthly plan, the entire tuition should be paid in full by January. Under the monthly payment plan, the entire tuition should be paid in full by February.

Scholarships and Financial Aid

Parents/guardians may make application for financial aid with the Financial Aid Committee. Financial aid is based on need. Application submission occurs in November. A number of special scholarships are also available to help with a student's education, some of which are described below.

Presidential Scholarships are available to incoming freshman students who are top scorers on the Holy Ghost Prep Entrance Exam, have maintained a strong elementary school academic record, and display exemplary character as witnessed by recommendations, involvement in activities, and a personal interview. These scholarships are awarded for each academic year the student is in attendance at Holy Ghost Prep. To retain this scholarship, a student must maintain the highest academic standards, pursue a challenging academic course schedule, and exemplify the highest standards of Holy Ghost Preparatory School. At the end of each semester, recipients are re-evaluated by the Scholarship Committee.

The **Spiritan Scholar Program** is a direct outgrowth of Holy Ghost Preparatory School's commitment to increasing opportunities for students from a variety of backgrounds who are currently underrepresented in the school population and who would not normally be able to consider the possibility of attending the school. In line with the Spiritan mission which is rooted in proclaiming the good news to the neglected and those on the fringes of society, the Spiritan Scholar Program will seek to identify qualified students who would benefit from the strong academic program of the school. This program will also seek to diversify the student population which will enrich the educational atmosphere of the school for all students.

The awardee must be a student from an under-represented social group who has achieved excellence in academics and exhibits a spirit of service at the heart of the Spiritan mission.

The scholarship will be substantial in amount and may cover up to the full cost of Holy Ghost Prep's tuition. The scholarship is renewable annually for three years, provided that the student pursues a challenging academic roster, maintains high academic standards, and exemplifies the highest standards of the school through personal behavior and the performance of service to the greater community.

The **National Honor Society Scholarship** is a monetary scholarship awarded to that member of the Freshman Class of Holy Ghost Prep who best exemplifies the four qualities of a National Honor Society Member: scholarship, leadership, service, and character.

The **Fr. Patrick McNally Memorial Scholarship**, founded in memory of the former teacher and Headmaster of Holy Ghost Prep, is awarded to students in financial need, with special attention to improving the diversity of the student body.

The **Clare McGovern Warning Scholarship in honor of Mary Katherine Drexel** is a \$500 scholarship awarded to that member of the Sophomore Class of Holy Ghost Prep who best exemplifies the following characteristics: a love of God, demonstrated by a willingness to use personal resources for others, and a desire to bring others into the body of Christ; a faithful regard of religious obligations; a diligence toward school work; assumption of family responsibilities; reaching out to people different from himself; embracing all members of the school community; garnering the respect of peers; and a rejection of prejudicial thinking and action.

The **Thomas F. Flynn Memorial Scholarship** is a \$500 scholarship awarded to that member of the Junior Class of Holy Ghost Prep who best exemplifies the following characteristics: a restlessness, a sense of independence; an adventurous spirit; a sense of service to others; sound academic ability; financial need; a sense of service to school community; and a sense of physical and athletic rigor.

The **Downey Scholarship at Holy Ghost Preparatory School in Memory of Leona E. Downey & Edwin L. Downey** is a half tuition scholarship awarded to the student who best exhibits a blend of excellent academic ability, a sound work ethic and strong school spirit; and who fully supports and practices the Catholic beliefs and values of Holy Ghost Prep. Special consideration is given to a student who has financial need.

The **Anthony Marchione Memorial Music Scholarship** is awarded annually to an incoming freshman for exceptional music talent. Auditions are held in late winter during registration.

The **Francis J. Marx V '00 Memorial Scholarship** is awarded to a rising senior at Holy Ghost Prep with demonstrated financial need who exudes leadership and a record of service to the school, following the example of Francis Marx who said, "Do not live passively, but be extraordinary."

The **Class of 1979 Scholarship** is awarded to a student who exhibits academic excellence, shows a sincere desire to be part of the HGP community, and gives evidence to a willingness to make a meaningful contribution to the HGP community.



HOLY GHOST PREPARATORY
SCHOOL 2019-2020

VIII. DIRECTORY

FACULTY & STAFF

Administration

President.....	Mr. Gregory J. Gerson ggeruson@holyghostprep.org
Assistant to President.....	Mrs. Marilyn Wathiru mwathiru@holyghostprep.org · ext. 224
Principal.....	Mr. Kevin Burke kburke@holyghostprep.org
Assistant to Principal.....	Mrs. Patricia Esposito pesposito@holyghostprep.org · ext. 205

Academic

Dean of Academics.....	Mr. Patrick Hoelzle phoelzle @holyghostprep.org · ext. 202
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Department Chairs

Computer Science & Engineering	Mr. Brandon Petcaugh	bpetcaugh@holyghostprep.org	ext.213
English	Mr. Justin Goulet	jgoulet@holyghostprep.org	ext.284
Fine Arts	Mr. Richard Gabriele	rgabriele@holyghostprep.org	ext.217
World Language	Mrs. Claudine Nicolay	cnicolay@holyghostprep.org	ext.272
Mathematics	Mrs. Geraldine Carmine	gcarmine@holyghostprep.org	ext.271
Religion	Mr. John Fitzpatrick	jfitzpatrick@holyghostprep.org	ext.286
Science	Mrs. Elizabeth Bruno	ebruno@holyghostprep.org	ext.276
Social Studies	Mr. Thomas Eckerle	teckerle@holyghostprep.org	ext. 306

Admissions

215.639.0811

Director of Admissions.....	Mr. Ryan Abramson rabramson@holyghostprep.org · ext. 225
Assistant Director of Admissions Operations.....	Mrs. Cynthia McDonald cmcdonald@holyghostprep.org · ext 240

Athletics

Director of Athletics.....	Mr. Craig Conlin cconlin@holyghostprep.org · ext. 220
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Varsity Coaches

Baseball.....	Mr. Greg Olenski- golenski@holyghostprep.org
Basketball.....	Mr. Anthony Chapman (Faculty)
Bowling.....	Mr. Norman Muller - nmuller@holyghostprep.org
Cross Country.....	Mr. Mark Staudenmeier-mstaudenmeier@holyghostprep.org

Golf.....Mr. Mark Walder – mwalder@holyghostprep.org
Ice Hockey.....Mr. Gump Whiteside - gwhiteside@holyghostprep.org
Indoor Track...Mr. Mark Staudenmeier-mstaudenmeier@holyghostprep.org
Lacrosse.....Mr. Ryan Tessler –
rtessler@holyghostprep.org
Soccer.....Mr. Ken Lawson - klawson@holyghostprep.org
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