

Gathered in the Spirit; Sent to Love and Serve



**Holy Spirit
Academy**

I would like to extend a warm welcome to all the parents and students of Holy Spirit Academy. I am looking forward to a great year of working with an outstanding group of teachers, committed parents, and wonderful children. Holy Spirit Academy is committed to providing quality Catholic Christian Education. We focus our teaching on the development of the whole child in relation to the values and teaching of the Gospel. We emphasize the importance of academics and strive for excellence in a safe and caring environment. A major focus of our school is the teaching of our Catholic heritage and the forming of values and morals that are consistent with our Christian beliefs.

We rely on the support of both home and parish to meet the goals set forth by Alberta Learning and our school board. We strongly encourage you to become involved in your child's education and welcome you to join us in our celebration of learning. You are welcome as a visitor and/or as a volunteer in our school.

I pray your child has an excellent 2018-2019 school year at Holy Spirit Academy. We pray for all the members of our school community and ask Jesus to watch over us as we embark on our academic and spiritual journey this school year.

Sincerely Yours in Christ,

Pat MacDonald

Principal
Holy Spirit Academy-403-652-2889

Mission Statement: The Light of Christ is inherent in our every word and gesture as we prepare our children for life's journey. Our school is Christ centered, student focused, academically challenging and authentically Catholic.

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

Monday - Thursday			Friday	
Warning Bell	8:45		Warning Bell	8:45
Opening Exercises	8:50-9:00		Opening Exercises	8:50-9:00
Period 1	9:00-9:35		Period 1	9:00-9:35
Period 2	9:35-10:10		Period 2	9:35-10:10
Period 3	10:10-10:45		Period 3	10:10-10:45
Period 4	10:45-11:20		Period 4	10:45-11:20
Recess	11:20-11:35		Recess	11:20-11:35
Period 5	11:40-12:15		Period 5	11:40-12:15
Period 6	12:15-12:50		School Wide Reading	12:15-12:30
Lunch	12:50-1:10		Dismissal	12:35
Lunch Recess	1:10-1:25			
Warning Bell	1:25-1:30			
School Wide Reading	1:30-1:45			
Period 7	1:45-2:20			
Period 8	2:20-2:55			
Period 9	2:55-3:30			
Homeroom/Dismissal	3:30-3:35			

SCHOOL PICTURES

Please mark the following dates on your calendar, as **School Pictures** will be taken Tuesday, October 2nd am, and Wednesday, October 3. Retakes will take place on Friday, November 2. This year we are very pleased to have **Lifetouch** doing our school pictures

SCHOOL SAFETY

RECESS

All children are expected to go outside during recess breaks except in the case of inclement weather. Please ensure your child dresses appropriately for the weather. Students remain indoors if the weather is -21 degrees Celsius or colder.

ATTENDANCE AND CHILD SAFETY

Parents are asked to call the school at 403-652-2889 or submit an absence form online from our website if their child will be away for any reason. Please notify the Office if you are planning a long-term holiday and/or absence. If a student is absent and the school has not been notified, parents will be called. This is done to take every precaution to protect our students.

LATES AND ABSENCES

Students are expected to be on time for school and all classes. Chronic absences and lates put any child at risk and habitual lates interrupt class instruction. It is important for children to recognize the importance of attendance and arriving to school on time. Habitual lates and absences will result in discussion and/or consultation with parents and/or Christ the Redeemer Attendance Office.



STUDENT DROP OFF / PICK UP

To ensure that classroom instruction is not disrupted during class time and for the safety of our students, parents are asked to adhere to the following rules when picking up their child:

Late Morning Arrival

If dropping your child off later than 8:50 A.M., please accompany your child into the school and sign him/her in at the office. This is done to ensure the school is aware the student is at school and is accounted for. Students arriving late will be required to get a stamp at the office, letting the teacher know that they have checked in.

Appointments & Pick-Up During The Day

1. Parent to check in with receptionist who will call the classroom to have the child sent to the office.
2. Sign your child out. If your child returns, accompany him/her back into the building and sign them in.

If Your Child Becomes Ill

If a student becomes ill during the day, parent or guardian will be contacted to pick them up as the safest place for an ill student is at home.

SUPERVISION

School supervision by staff begins at 8:30 and ends after the busses have left at 3:45. Students who walk to school are asked to arrive no earlier than 8:30. Supervision during recess and noon hour is provided by an adequate number of staff members at all times.

EMERGENCY PROCEDURES

In the case of an emergency situation, the school will contact parents by email. All parents will be informed of the nature of the emergency and the school's action plan to deal with the situation. As a proactive measure to an emergency situation that requires the school to be evacuated, we will have a minimum of six evacuation drills as well as a number of school lock-down exercises. These will provide the students and staff the opportunity to become very familiar with the routine and expectations in the event there is a real emergency.

CELL PHONES AND CAMERAS

We are asking your help in ensuring that your child does not take their digital camera to school to take snaps of their friends. We want to ensure that photos or videos of students will not end up on the internet unknown to them or their parents. Secondly, we ask that cell phones remain turned off and in your child's backpack from the moment they step onto the bus in the morning until they get off the bus at night. All classrooms have phones and there are several at the office your child is welcome to use, with their teachers' permission.

MEDICAL ALERT AND ADMINISTERING MEDICATION

There are a number of students in our school who have severe allergies or medical problems. One identified condition at our school is anaphylaxis (severe allergic reaction to peanuts, citrus fruit, shellfish, or bee stings). The most common form of this in our school is an allergy to peanuts. To decrease the likelihood of an emergency medical situation, our school will strive to create a safe environment for these students. Therefore, we have made our school a "**nut-free zone**". Please refrain from sending foods containing nuts or peanut products to school.

The administering of medication to a student is the responsibility of the students' parent and physician. If possible, medication schedules should be arranged so that students take the medication at home. When no other viable alternative exists to a student requiring medicine during the school day, school staff may be requested to provide such assistance in accordance with Board Policy. All requests for the administering of medication to students shall be made through the office. The office will require a signed request from the parent and physician indicating the type of medication to be administered, time, and manner of administration, required dosage, and action to be taken in the event of possible hazard of side effects.

COMMUNICATION

STUDENT ASSEMBLIES

At selected times throughout the year, the school will meet as a single body to celebrate academic achievements (curriculum sharing, class projects), spiritual celebrations (Liturgies, Remembrance Day), individual talents, and student accomplishments (talent shows, awards). Parents will be informed of the times of these assemblies and they will be posted on the calendar on our school website.

REPORT CARDS

Report cards are a formal method of communicating your child's progress. We ask that you discuss your child's report card with them. Report cards will be available online on Friday, November 23, 2018, Friday, March 22, 2019, and Thursday, June 27, 2019.

PARENT/STUDENT/TEACHER INTERVIEWS

We encourage our teachers to make parental contact when student successes and problems arise. We also believe that it is of utmost importance that parents initiate contact with the school if they have any concerns.

Parent/Teacher/Student Interviews have been set for the following dates:

Thursday, November 29, 2018 from 1:00 until 9:00 p.m., and Thursday, March 28, 2019 from 4:00–9:00.

AGENDA COMMUNICATION BOOKS

The main form of communication between the school and the home will be through the use of the Student Agendas. Each day the students will be required to write in the books highlighting important information, upcoming events, and homework assignments. The teachers are required to check the agendas on a regular basis and will write notes when required to the parents. We encourage all parents to use the agenda books to communicate any minor concerns or questions to the teacher.

SCHOOL NEWSLETTER

The school newsletter will be emailed on the first school day of each month. The purpose of the newsletter is to inform parents of the special happenings and upcoming events for the school. The newsletter is also available on our website.



CLASSROOM CURRICULUM LETTER

At the beginning of each month, teachers will be emailing a curriculum letter that outlines the activities, themes, and objectives for each of the core subjects that will be studied that month.

DISCIPLINE POLICY PREAMBLE

Christ The Redeemer Catholic Schools Discipline Goal Is To Build A Caring Culture Within Our Catholic School Community, Where Students, Staff, And Parents Encourage, Value, Support, And Feel Safe.

Christ the Redeemer Catholic Schools and Holy Spirit Academy believe that Catholic values provide the foundation for promoting a safe, secure, caring school environment. We believe that the basic long-term purpose of discipline is development of the capacity for self-control leading to self-direction, leadership and discipleship. This policy has been developed in accordance to the Code of Student Conduct as stated in the School Act and Christ the Redeemer Catholic Schools' Policy for Safe and Caring Schools.

Section 12 Of The School Act States: A Student's Conduct Must:

- 3.1.1 Be diligent in pursuing his /her studies.
- 3.1.2 Attend school regularly and punctually.

- 3.1.3 Cooperate fully with everyone authorized by the board to provide education programs and services.
- 3.1.4 Comply with the rules of the school.
- 3.1.5 Account to his/her teachers for his/her conduct.
- 3.1.6 Respect the rights of others.

STUDENT CODE OF CONDUCT

STUDENT BEHAVIORS

Behaviors ranging from **verbal** (name calling, teasing, gossiping, manipulating, threatening, extortion, etc.), **physical** (pushing, kicking, defacing property, threatening, etc.), and **relational** (gossiping, ignoring, isolating, excluding, shunning, rolling of eyes, sighs, etc.) will be addressed. Administration and/or teachers will intervene whenever such behavior is witnessed or reported. Depending on the intent, severity and frequency of these behaviors, escalating consequences will apply.

CONSEQUENCES AND INTERVENTIONS

Students are responsible for their behaviour and any behaviour that disrupts or distracts from the educational atmosphere of our school is unacceptable. The expectation is that students will follow reasonable rules and regulations, which are in place to benefit all the students in the school community. It is an expectation that all students will behave in a manner that is courteous, respectful and in accordance with the goals of Catholic education. When the conduct of a student is detrimental to him/herself, others or the school, or when a student refuses to comply with defined expectations, corrective measures will be taken with the expectation that parents will support school discipline procedures.

HOME AND SCHOOL COMMUNICATION

Parents who wish to discuss a matter of student conduct or discipline should first contact the child's teacher. Further inquiries should then be addressed to Holy Spirit Academy Administration. If the matter cannot be resolved by Administration, the parent/guardian may contact the Superintendent.

ATTENDANCE

Attendance is monitored daily and students are required to attend school consistently. Parents will be contacted to discuss students' attendance when attendance is irregular and absences are deemed excessive.

DRESS CODE

All students are expected to dress in a manner that is not degrading to the student or the nature of our Catholic school. Students are asked to dress appropriately for the weather.

The following clothing has been determined unacceptable at Holy Spirit Academy; revealing or see-through shirts, skirts or shorts that are more than one-hand length above the knees, clothing with inappropriate slogans, words or pictures. Students will be asked to call home for appropriate school attire. Jackets or hoods are not to be worn during class time.

All students are required to have a pair of indoor gym shoes. Hats and caps are to be removed before entering the school building and hung on their coat hook.

PROHIBITED ITEMS

Laser pens and any item deemed dangerous (knives, guns, lights, etc.) are banned.

Smoking and/or being under the influence or possession of drugs or alcohol on school property is prohibited.

RESTRICTED SCHOOL ITEMS

The following items will be stored in student knapsacks during the school day: ALL PERSONAL ELECTRONIC DEVICES (including games, cell phones, audio players, etc.) The school will not be responsible for lost, stolen or damaged personal items

CRCS TRANSPORTATION POLICY

BUSES

Christ the Redeemer Catholic Schools has a contract with Southland Transportation to provide bussing for students. Bus routes have been determined in consultation between the bus company and our district office taking into account safety of students, rider-ship time and economics. Should you have questions or concerns, please contact Vanessa Douville at our Central Office (403-938-2659).

BUS PROCEDURES

The busses will drop passengers off in the bus loop each morning and students will proceed to the assigned student doors. Adult supervisors from the school will be present.

Bussed students are to go immediately to their bus after end of day dismissal. The busses will depart as soon as loading and checking student attendance is complete and it is safe to proceed. Supervisors are present to ensure a safe and orderly loading takes place.

Parents should communicate directly with the bus driver and the school's office regarding times the student will not require bus transportation (e.g. sickness). In

the afternoon all students must be accounted for before each bus leaves. **If a student will not be riding the bus, parents are asked to call the office.**

STUDENT BEHAVIOR EXPECTATIONS

The behaviour of students on the bus is generally the bus driver's responsibility. If a student has a chronic behaviour problem or if the student commits a major infraction of the rules, the bus driver will communicate concerns with the school's administration and contact parents. The principal may suspend a student from riding the school bus should behaviour warrant this. Safety is very important on the bus at all times and will not be compromised because of inappropriate student behaviour. <http://www.redeemer.ab.ca/> click on the **Transportation Tab** and then on the **Transportation Pamphlet Tab**.

TRANSPORTATION SHUTDOWN

School bus operation may be cancelled when road or weather conditions are hazardous and constitute a safety risk to students. School closures are posted on the CRCS website by 6:00am <http://www.redeemer.ab.ca/> click on the **Transportation Tab** then the **Bus Route Status Tab**. Every effort will be made to contact all parents prior to dismissing students should an early dismissal be necessary.

STUDENTS WALKING & BIKING

Students walking to school are asked to use the sidewalks and to cross the street in a safe manner and then proceed directly to their door at the school. Students who ride their bike or skateboard to school must obey all traffic laws including the mandatory wearing of helmets. Students are asked to walk their bikes on the school sidewalks during school hours. Once on school grounds, students must secure their bikes.

SCHOOL PROGRAMS

HOME READING PROGRAM

There are many important factors, which contribute to improving student achievement. One is parental involvement in their children's education. A second is the development of good work and study habits for students at home. A third is the development of communication skills such as reading and writing. The Home Reading Program helps develop all these skills. We see this program as a positive step in enhancing your child's education and trust you will cooperate fully in the organization and implementation of it. Each student who attends H.S.A. will participate in Home Reading as part of their Language Arts Program.

HOMEWORK POLICY

Homework is an integral part of the learning process and has many purposes. It is an extension of what has been taught in the classroom. It develops effective work/study habits and routines. It provides students with an opportunity to

practice skills, and it is a valuable connection between teacher and parents. It also allows parents to become actively involved in their child's education. The following are some guidelines developed by the staff of H.S.A. These sound practices are based on current educational research:

1. Ten minutes of homework per grade level is an appropriate amount of time for students to spend on homework each night. Therefore you would expect **Grade 1&2** to do 10-20 min/night, **Grade 3&4** – 30-40 min/night, **Grade 5&6** – 50-60 min/night. Parents are encouraged to provide their children with a homework area and monitor their child's work.
2. The focus of homework in **Division I** is to develop solid **literacy skills** in all students. Therefore, nightly reading practice to an adult is essential for success. Other types of homework coming home may include test preparation, practice for mastery, and unfinished classroom work.
3. The types of homework coming home for students in **Division II** may include test preparation, practice for mastery, and unfinished classroom work. Mastery of literacy skills continues to be a priority at this level, therefore; nightly home-reading remains an expectation for all students in Grades 4-6.
4. Parents are not teachers, generally, and we will not ask or expect you to be teaching your child complex concepts. We do ask that you encourage your child to complete their homework, and then let the classroom teacher know if they are unable to do so.

LIBRARY

The school's library provides curriculum materials and recreational reading for student's use during class time. Each student will have the opportunity to sign out a book once a week. Students are responsible for overdue, damaged or lost library material.

EXTRA-CURRICULAR CLUBS

The school is committed to providing the students with a wide variety of extracurricular activities that will enhance their school experience. The school will operate clubs that are formed based on student and teacher skill and interest. The focus of all extracurricular clubs is to provide students with opportunities to develop skills in specific areas. As these clubs are dependent on the teachers' participation, all school rules will be in effect during their operation. Parents with special talents are encouraged to talk to the

PARENTS IN THE SCHOOL

VOLUNTEERS

At Holy Spirit Academy we welcome and encourage our parent community to become involved in volunteering at the school. All parent volunteers will be asked to read our [Volunteer Program Handbook](#) and sign the **Volunteer Confidentiality Form**. A variety of volunteer opportunities exist at H.S.A.

SCHOOL COUNCIL

The school council is an advisory group who consults with the principal on issues at the school and meets on a monthly basis. Please see our School Council page on our website.

Holy Spirit Academy Staff

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Pat MacDonald	Principal	Catherine Mills	Grade 4
Peter Schreiber	Vice-Principal	Azure McNeil	Grade 4
Marie deWitt	Pre-K	Erin Doyle	Grade 4
Paula Hamilton	Kindergarten	Leslie Flegel	Grade 5
Darcie Beckie	Kindergarten	Stefanie Jellison	Grade 5
Megan Anastasopoulous	Kindergarten	Toni Hanulik	Grade 5
Kristin Ferrige	Grade 1	Gaby Garcia	Grade 5
Meaghan Martel	Grade 1	Rachelle Hitchner	Grade 6
Kait Lefavre	Grade 1	Christel Osmachenko	Grade 6
Laura Byers	Grade 2	Dennis Byrne	Grade 6
Kathryn Pezzaniti	Grade 2	Lacey Dubeau	Grade 6
Jessica Byrne	Grade 2	Sharon Lainchbury	Science
Kaylyn Foley	Grade 3	Sarah Doiron	Learning S.
Jillian Kennedy	Grade 3	Nancy Lorenz	Learning S.
Christine McGuire	Grade 3	Kathy Soch	Librarian/EA
Theresa O'Neil	Relief	Kelly Kerr	EA
Anne-Marie Smith	Receptionist	Lisa Grainger	EA
Ann Weston	Admin. Asst.	Marcy Jones	EA
Carla Woolridge	Admin. Asst.	Tara Nychyk	EA
Kyla Ewankow	PE	Jamie Webb	EA
Ian Harrop	Facility Manager	Annah Baldwin	EA
Cheryl Squires	Custodian	Diane Baher	EA
Gricelda Mata	Custodian	Laura Moline	FSLW

Student Covenant

The student code of conduct reflects the desire to create a positive school climate at Holy Spirit Academy. It recognizes the rights and responsibilities of others, and addresses the needs of our faith community. The code of conduct supports the Alberta School Act, specifically section 12. Because Christ commands us to live in community we need to live by the law He has given to us. Only then can we live in harmony with God, ourselves, and with other people. In the scriptures we are taught to "love the Lord with all our heart and to love our neighbour as ourselves." In our school, playground, and on the bus, we – the students, teachers, and parents – of Holy Spirit Academy covenant (agree) that we will try our best to live up to God's law.

1. I will work to **love** my neighbour (classmates, brothers/sisters, friends, teachers, and parents) regardless of what they have or what they can do. Jesus loved rich and poor, important people and outcasts.
2. I will work toward **being happy** when my neighbour does well in school or at sports, and I will work at not being jealous. Jealousy destroys joy.
3. I will work toward **getting along** with my neighbours and try to help them to get along with each other. Jesus wants us to live in peace with each other.
4. I will work toward being **patient** when my neighbour is slower at learning in school or less able at sports than I am. Helping instead of condemning is what Jesus would do.
5. I will be **kind** to my neighbours and treat them in the way I would like to be treated.
6. I will work towards **obeying** God, my parents and my teachers in all that I do and say.
7. I will work toward being **gentle**, as Jesus was, not aggressive or insisting on my own way.
8. I will work to **control my temper** when someone insults me or treats me cruelly. I'll try to work for justice, not revenge.
9. I will work to **follow Jesus' example**, to be faithful to His teachings, and to show the fruits and gifts of the Holy Spirit.

I agree to the nine points above and will commit myself to try my best, with God's help, to live up to His laws for my life.