



Holy Spirit
Academy

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.”

I would like to extend a warm welcome to all the parents and students of Holy Spirit Academy. I am looking forward to another 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 volunteer in our school.

I pray your child has an excellent 2015-2016 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 continue on our academic and spiritual journey this school year.

School Crest: Holy Spirit’s logo was inspired by students in the primary grades. In a logo contest many students combined two symbols of the Holy Spirit: God’s Hand and the Dove. The resulting image was that of a child’s hand reaching up toward the dove as if the student was reaching out to God. The Hand and the Dove are situated inside the four “building blocks” of education, which are joined by a cruciform (cross) in the center.

Sincerely Yours in Christ,

Dorothy White

Principal
Holy Spirit Academy 403-652-2889

District Office Personnel 938-2659

Superintendent Dr. Scott Morrison
Transportation Officer Vanessa Douville

Holy Spirit Academy Staff

Dorothy White	Principal
Pat MacDonald	VP, ELL
Marie DeWitt	Pre-Kindergarten
Shirley Novak	Communication Class
Darcy Beckie	Kindergarten T/Th
Megan Anastasopoulos	Kindergarten M-Th
Kristin Ferrige	Grade 1
Kara Degenstein	Grade 1
Meghan Martel	Grade 1
Paula Hamilton	Grade 2
Lenore Herter	Grade 2
Sara Doiron	Grade 2
Kaylyn Foley	Grade 3
Jillian Kennedy	Grade 3
Christine McGuire	Grade 3
Catherine Mills	Grade 4
Alexandra Mansbridge	Grade 4
Candace McIsaac	Grade 4
Leslie Flegel	Grade 5
	Grade 5
Toni Hanulik	Grade 5
Stephanie Jellison	Grade 5
Kelsey Doolaar	Grade 6
Dennis Byrne	Grade 6
Peter Schreiber	Grade 6
Christel Hansen	Grade 6
Theresa O'Neill	P.E./Music
Sharon Lainchbury	P.E./Science
Roxanne Callender	Band
Nancy Lorenz	Learning Support/PUF
Shirley Novak	Learning Support Class

Student Conduct

A focus for our school is to create an environment where children feel safe and can learn in a risk-free manner. Our goal is to develop students that are self-disciplined and reflective of their behaviors and their actions. We ask that all students behave in a Christian manner towards each other at all times. We expect children to respect others and others' property, to apply themselves diligently to their schoolwork and to apply the teachings of Jesus in their daily lives.

Our Goal:

To continue to build a caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable behaviors.

Our Plan:

At Holy Spirit Academy we do not allow unacceptable behaviors to go unaddressed. Unacceptable behaviors are those behaviors that inhibit us from providing a safe and caring atmosphere for all members of our school community.

One kind of unacceptable behavior is **bullying**.

Bullying is:

- When a person is a target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry about the actions

Bullying can take many forms.

Physical Aggression: pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Social Alienation: Gossiping, embarrassing others, ethnic slurs, excluding from group, etc.

Verbal Aggression: Mocking, put downs, swearing at others, etc.

Intimidation: Threatening others to do something, threatening with a weapon, playing a nasty trick, etc.

Sexual Harassment: Remarks, gestures, or actions of a sexual nature.

Procedure:

It is the commitment and the responsibility of the "adults in charge" to address infractions through intervention and assign consequences if they are warranted.

Consequences may include a verbal reminder or conversation, student may be removed from the situation or activity, student may be assigned community service, student may be assigned a recess or noon-hour detention, offending property may be confiscated for a period of time, student may phone home or write letter to parents, others.

Major infractions will be referred to administration who will notify parents.

Consequences may be assigned in accordance to the Alberta School Act and can include after-school detentions, in-school suspensions, out-of-school suspensions, recommendation to the superintendent for expulsion, police involvement, others.

Our goal is to guide students toward self-regulation. We will provide opportunities for discipline to turn into learning through the use of **caring behaviors** such as a note of apology, written reflection about the incident, a student prepared lesson to teach younger students, community service, project work, others.

The Student Code of Conduct supports, and is supported by, the Alberta School Act, specifically section 12 which states: A student shall conduct himself so as to reasonably comply with the following code of conduct: a) be diligent in pursuing his/her studies; b) attend school regularly and punctually; c) cooperate fully with everyone authorized by the board to provide education programs and other services; d) comply with the rules of the school; e) account to his/her teachers for his/her conduct; and f) respect the rights of others. A principal may suspend a student if in the opinion of the principal the student has failed to comply with section 12 of the Alberta School Act, or the student's conduct is injurious to the physical or mental well-being of others in the school.

In addition, it emphasizes the self-worth and self-discipline of students, outlines the expectations for people in the school, presents a philosophy for consequences, and stresses prevention, understanding, and correction.

1. Respect for Self

Student Right: Students have the right to opportunities that will enhance or improve their skills in the physical, spiritual, emotional, and intellectual development and growth.

Student Responsibility: Students will take full advantage of the opportunities to enhance or improve their individual physical, spiritual, emotional, and intellectual domains

2. Respect for Others

Student Right: Students have the right to be treated with respect, to be in a classroom environment conducive to learning, to walk to and from the school and class without hindrance, and to be free from any activity which has the potential of being disruptive.

Student Responsibility: Students will, at all times, treat each other with respect in word and gesture, recognizing the worth of each person as a unique gift from God and ensure their conduct does not violate the rights of others. To avoid injury to anyone, students are expected to walk, not run, in all corridors and classrooms. The throwing of snowballs, rocks, and other dangerous objects is not allowed in the school or on the school grounds

3. Respect for Authority

Student Right: Students have the right to be treated in a just and fair manner by school personnel and other members of the school community including visitors and guests

Student Responsibility: Students will treat school personnel and other members of the school community including visitors and guests with respect. They will be polite and courteous at all times.

4. Proper Dress

Student Right: Students have the right to be in an environment that promotes modesty, respect for self and others.

Student Responsibility: Students are attending a Catholic Christian School and are required to dress in an appropriate fashion. Dress should be in good taste and appropriate for the activities of the school. Questionable slogans or pictures are not permitted. Health and Fire

regulations mandate the wearing of proper footwear in schools at all times. As the tracking of mud through the school is a problem, all students are required to have outdoor footwear that must be removed at the door and indoor shoes for internal use only. Head wear and sunglasses are not to be worn in the building, and outdoor jackets are not to be worn in class. Students wearing inappropriate apparel will be asked to change.

5. Attendance and Punctuality

Student Right: Eligible students have the right to attend school.

Student Responsibility: Eligible students will attend school regularly and punctually.

6. Respect for Property

Student Right: Students have the right to enjoy a safe, secure, orderly, and aesthetic school environment

Student Responsibility: Students will treat property with respect and with the care given to his or her prized possessions. Students responsible for willful damage to any school property or that of fellow students will repair or replace the damaged property. Graffiti is classified as "Damage to the School Property". Students should keep their possessions, playground and classrooms in a neat, tidy manner.

7. School Bus

Student Right: Students have the right to use the school bus to and from school and to be free from any disruptions, distractions, or conduct which may jeopardize their safety and well being.

Student Responsibility: Students will conduct themselves in an appropriate manner to ensure the safety and well being of all passengers. Students will comply immediately with requests made by bus drivers. Students riding on the bus must remember that they are responsible for their conduct to the bus driver and through him/her to the Principal of the school. Violation of any of these rules may lead to a bus suspension.

Student Absenteeism

As guardians, "in loco parentis", staff members are required to know the whereabouts of students at all times. To assist us in this important task we ask that you please contact the school as soon as possible if your child will be absent from school. The school will monitor student attendance and in all situations where a student is unaccountably absent, the school will contact the parents.

If a student becomes ill during the day, he/she will have the opportunity to contact a parent/guardian for permission to come home. If a student is ill, the safest and most comfortable place for him/her is at home. Students who miss an unreasonable amount of school time place their academic success in jeopardy. When any time is missed the student will be required to make up all missed work. This will help compensate for the missed class time but it does not address the lost opportunity of being involved in classroom experiences and discussions.

Students Leaving the School Grounds

The school is responsible for the safety of the students during the school day. Therefore all students are to

remain on the school grounds during the school day with the exception of students going home for lunch and students who have signed out from the school with parental consent. Students must have a written note from their parent if they wish to leave the school grounds for any particular reason.

Dress Code

Students are attending a Catholic School and are required to dress in an appropriate fashion. Dress should be in good taste and appropriate for the activities of the school. Questionable slogans on shirts are not permitted. The school’s administration will deem appropriate dress and may have the student change into more suitable clothing if required.

As the tracking of mud through the school can be a problem, all students are required to remove their outdoor footwear at the entrances and put on a pair of indoor shoes, which will be stored in their classrooms. Headgear can be an important part of a child’s outdoor dress, but **hats must be removed** upon entering the school.

Fieldtrips

Fieldtrips are planned to enhance the instructional program by providing opportunities for learning, which cannot be replicated in the “regular” classroom. A letter will be sent home for each trip to outline the details regarding departure and arrival times, purposes, curricular relevance, location and cost. All students are expected to participate in these learning activities unless a health concern exists, or a student is under disciplinary consequences. It is naturally expected that students will represent our school well by demonstrating responsible and mature, productive and Christian behavior in the community.

School Information

Hours of Operation

Monday to Thursday

8:45 - 9:00 Opening Exercises
 9:00 - 9:35 Period 1
 9:35 - 10:10 Period 2
 10:10 - 10:45 Period 3
 10:45-11:20 Period 4
 11:20 - 11:35 Recess
 11:40—12:15 Period 5
 12:15 - 12:50 Period 6
 12:50 - 1:10 Lunch
 1:10 - 1:30 Lunch Recess
 1:30 - 1:45 School Wide Reading
 1:45 - 2:20 Period 7
 2:20 - 2:55 Period 8
 2:55 -3:30 Period 9
 3:30 - 3:35 Agendas, Homeroom and Dismissal

Friday

8:45 - 9:00 Opening Exercises
 9:00 - 9:35 Period 1
 9:35 - 10:10 Period 2
 10:10 - 10:45 Period 3
 10:45-11:20 Period 4
 11:20 - 11:35 Recess
 11:40—12:15 Period 5
 12:15 - 12:25 School Wide Reading
 12:25-12:30 Homeroom and Dismissal

School Fees

Christ the Redeemer School Division has established a school fee of \$72.00 per child for grades 1 to 6. This fee includes textbook rental fee (\$55.00), mandatory school agenda (\$7.00), and co-curricular bussing fee (\$10.00). A maximum of \$170.00 per family will be charged for **book rental**. Student Agenda fees and co-curricular bussing fees are excluded from the family rate and are to be paid for each child. Cheques should be made payable to Holy Spirit Academy. Please pay this fee by September 30, 2015, as it is essential for the running of various school activities.

Kindergarten Fees

Kindergarten fees remain unchanged and are set at \$50.00. These fees are to be made payable to Holy Spirit Academy.

School Pictures

Please mark the following dates on your calendar, as **School Pictures** will be taken Monday, September 14 am only, and Tuesday, September 15 pm only. We are very pleased to again have **D & H School Photos** doing this year's pictures.

School Safety



School Facility Security

In order to ensure the security and safety of our students, staff and building, we request all parents and visitors sign in at the main office when they arrive. All parents and visitors are required to wear a *Visitors* badge provided by the office. This procedure enables us to minimize disruptions to our programs and ensures the safety of our students. **Parents picking up students at the end of the day are asked to remain in the central foyer near the office**

until the final bell has sounded at 3:35. All doors, except the main entrance, will be locked during the day.

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 implement a telephone fan out system that will be used to contact parents. All parents will be informed of the nature of the emergency and the school's action plan to deal with the situation. If you have any concerns with providing your phone information to an emergency school volunteer we ask that you contact Mrs. Anne Weston at the school office (403-652-2889). 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 Camera

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

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.

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

Lost and Found

Schools are great collectors of Lost and Found items. Found items will be placed in our collection boxes. Several times a year all items will be placed on display, (parent-teacher interviews, Christmas Concert and Year-End). We ask that you take a moment to peruse the display.

Transportation

Buses

Christ the Redeemer has contracted Southland Bus Company to provide bussing for eligible students. Bus routes have been determined in



consultation with our District Office taking into account safety of students, ridership time and economics.

Bus routes are advertised in the local papers. If you have any questions, please contact Vanessa Douville at (403-938-2659).

Morning Bus Procedures

The buses will drop passengers off in front of the school each morning. Supervisors from the school will be present. All students are to exit their bus and go directly to their door area or the playground.

Afternoon Bus Procedures

All buses will be lined up in an established order at the front of the school by 3:15 Monday-Thursday, and by 12:15 on Friday.

Students will board the buses directly after dismissal. The buses will depart as soon as loading and checking student attendance is complete.

Every precaution is taken to ensure that all students have been accounted for as they board their correct bus. Supervisors are there to ensure a safe and orderly loading takes place.

Transportation Shutdown

The Board Office may cancel school bus operation when road or weather conditions are hazardous and constitute a safety risk to students. Announcements will be made on the following radio stations:

High River CHRB 1180 AM
Calgary CFAC 960 AM
Calgary CBC 1010 AM
Calgary CFR 660 AM

Check out our school division's web site.

School may be open when the transportation system is shut down. Parents are responsible for the transportation of their children on those days. Please check Christ the Redeemer website for transportation alerts on snowy days.

Should it be necessary to dismiss students early from school because of inclement weather, mechanical failure, or other reasons, announcements will be made on the radio stations mentioned above and our emergency fan-out system will be put into motion.

Students Walking/Riding Bikes to School

Students walking to school are asked to use the sidewalks and to cross at the crosswalks in a safe manner.

Students may ride their bicycles to school. Bike stands are provided at the north-end of H.S.A. Once students enter the school grounds they are requested to walk their bicycles. Students should not ride bikes on the parking lot or near buses.

For safety reasons, roller blades and skateboards will not be permitted on the school grounds during school hours.

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.

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 sent out on Friday, November 20, 2015, Friday, January 29, 2016, Friday, April 8, 2016, and Friday, June 24, 2016

Parent/Teacher/Student 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 26, 2015 from 1:00 until 9:00 p.m., and Thursday, April 14, 2016 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 sent out 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.

Classroom Curriculum Letter

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

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. At the end of each month the librarian will send out notices on overdue books.

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 principal.

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 which states: A student shall conduct him/herself so as to reasonably comply with the following code of conduct: a) be diligent in pursuing his/her studies; b) attend school regularly and punctually; c) cooperate fully with everyone authorized by the board to provide education programs and other services; d) comply with the rules of the school; e) account to his/her teachers for his/her conduct; f) respect the rights of others.

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.

Student _____

Parent _____

Teacher _____