

# Holy Spirit Catholic School

(Pre-Kindergarten to Grade Four)

## STUDENT HANDBOOK



151 Crimson Drive  
Sherwood Park, Alberta  
T8H 2R2

Phone Number: 780-416-9526  
Fax Number: 780-416-9529

Website: <http://holyspiritcs.eics.ab.ca>  
Facebook: <https://www.facebook.com/holyspiritcathschool>  
Twitter: @holyspiritcs  
Email: [hs@eics.ab.ca](mailto:hs@eics.ab.ca)

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Student I.D.: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## **Welcome to Holy Spirit Catholic School**

You have selected an excellent school with strong traditions and an inclusive environment that reflects our focus on student learning.

Students at Holy Spirit have the opportunity to develop and learn in a vibrant school community. The school staff is enthusiastic and dedicated to the wellbeing of each student. Our goal regarding student achievement is to do whatever we can to assist the student in being successful. Students have the advantage at Holy Spirit of belonging to a school environment where they will be known personally and where their talents and potential are not only recognized but are also fully needed and encouraged.

Students are encouraged to participate in the spiritual, academic, and social life of the school. In doing so, they will do their part in creating a positive school community that will help them become outstanding members of our society and faith communities of tomorrow.

**To all new students: Welcome to Holy Spirit Catholic School!**

**To all our returning students: It's great to have you back!**

### **Bell Schedule (Grade 1 to Grade 4)**

	<b><u>Regular</u></b>		<b><u>Early Dismissal</u></b>
<b>Warning Bell</b>	8:40	<b>Warning Bell</b>	8:40
<b>Period 1</b>	8:45 - 9:20	<b>Period 1</b>	8:45 - 9:20
<b>Period 2</b>	9:20 - 10:05	<b>Period 2</b>	9:20 - 9:55
<b><u>Wellness Break</u></b>	10:05 - 10:10	<b>Period 3</b>	9:55 - 10:30
<b>Period 3</b>	10:10 - 10:50	<b><u>Recess Break</u></b>	10:30 - 10:45
<b>Period 4</b>	10:50 - 11:30	<b>Period 4</b>	10:45 - 11:20
<b><u>Lunch</u></b> <i>Recess 11:30 - 11:50</i> <i>Meal time 11:50 - 12:15</i>	11:30 - 12:15	<b>Period 5</b>	11:20 - 11:55
<b>Period 5</b>	12:15 - 12:55	<b><u>Lunch</u></b> <i>Recess 11:55 - 12:15</i> <i>Meal time 12:15 - 12:35</i>	11:55 - 12:35
<b>Period 6</b>	12:55 - 1:35	<b>Period 6</b>	12:35 - 1:10
<b><u>Recess Break</u></b>	1:35 - 1:50	<b>Period 7</b>	1:10 - 1:45
<b>Period 7</b>	1:50 - 2:30	<b>Period 8</b>	1:45 - 2:15
<b>Period 8</b>	2:30 - 3:10		

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### **Early Dismissal – Bell Schedule**

Staff meetings are held on the **first Wednesday of every month**. Students are dismissed earlier on that day (2:15 p.m.) - with an early dismissal bell schedule (as shown above). Notices will be sent from the school if any changes or cancellations are made.

### **EICS App**

All families are strongly encouraged to download the EICS App for quick, easy access to:

- our division attendance management program, School Messenger,
- Powerschool Portal for access to fees, report cards, and student information,
- School/division news and school handbooks.

## **SCHOOL PROCEDURES**

### **Attendance**

Regular and punctual attendance is the key to academic success. ***It is very important for students to be present on all instructional days.***

If your child is going to be absent from school for any reason, please use the School Messenger App, or call School Messenger at 1-844-478-2613.

Our answering machine is operational after 3:30 p.m. and before 8:00 a.m.

When leaving your message, please state your full name, your child's full name, homeroom, expected duration of the absence, and if the absence is flu related.

A phone call, email, or note to the classroom teacher **and the school office** in advance of an absence is greatly appreciated.

**Please note:** In the event that you cannot arrange a prolonged absence (ex. family vacation) outside of the regularly scheduled school days, students are responsible for the work missed. Teachers **will not** be providing work for students in advance to support the prolonged absence or event.

### **Communication (Phone, email, messages, etc.)**

Holy Spirit staff will make every effort to communicate with our parents in a timely fashion. ***If you require an immediate response, please call the schools office.***

Teachers will make every attempt to return phone calls and messages in a reasonable time (approx. 24 business hours).\*

\* *Staff will not respond during instructional time, evenings and weekends.*

### **Class Entry Slip**

All students arriving late are required to report to the office so their name can be removed from the absence list, **please sign in and pick up a class entry slip before** entering class.

Arriving on time assists learning and prevents disruptions to the learning of the other students. Please help to ensure that your child is at school for the beginning of the day. This helps to establish routines and gives time for your child to prepare for the day.

### **Visitors / Class Volunteers**

Holy Spirit welcomes all guests, visitors and parents. In order to ensure the safety of the students and staff we would like to please ask **all visitors to stop and check in at the office** (Everyone except students and staff are visitors).

*This includes parents bringing forgotten materials or picking up students for appointments. All students will be called to the office to pick up their forgotten items.* All visitors will be required to check in at the office and wear a "Visitor" lanyard. Checking in helps us reduce interruptions to instructional time and prevents unauthorized people from speaking with students.

### **Enhanced Education Fees (Field Trips, Student Council, Etc.)**

Student enhanced education fees are due at the end of September. Additional fees may apply for added field trips, option changes or extracurricular events. Please speak to the school Principal if there are financial concerns regarding school fees.

There is a district process in place to support families who may be struggling financially. The **fee waiver program** information can be found at **[www.eics.ab.ca](http://www.eics.ab.ca)** under the menu options Parents and Students – School Fees.

### **Parking**

Paved parking south-east of the school is reserved for the staff of Holy Spirit Catholic School.

There are limited visitor spots in front of the school. Please watch for signs as there are spaces designated for visitors and for the other users of the Trillium Centre. Please only park in designated visitor spots.

### **Allergy Awareness**

Foods such as nuts can cause **severe**, life-threatening reactions for some people, as a courtesy, we ask that you:

- Plan to not send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction to others.
- On occasion, classroom curricular activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is **the parent's responsibility** to communicate with the teacher and ensure that alternate food arrangements are made.
- Wash your hands if you eat food that may cause an allergic reaction before coming to school and throughout the day.

### **Food Sharing**

To further protect our students, **Holy Spirit has a no food sharing policy**. This relates to students sharing with each other and the bringing of food for the class for special occasions, such as birthdays. Students and staff can bring food to support curricular activities. When this is occurring, a letter/email informing

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parents of the type of food, and the curriculum connection will be sent 24 hours prior to the activity.

***Thank you for helping us provide a healthy and safe environment for all students, staff and volunteers.***

### **Dress Code**

The school is a workplace for staff and students. It is expected that a professional and respectful working atmosphere be maintained on school property and at school related events.

As a Catholic School, it is expected that students clothing be appropriate to our setting. We recognize the value of dressing in a prudent manner as this reflects the respect shown to ourselves and to others. Acceptable dress and appearance are related to neatness, cleanliness and appropriateness.

Students are asked to show good judgment by wearing suitable clothing in accordance with the policy. Clothing with objectionable lettering, cresting, or that is revealing will not be tolerated anywhere on school property or at school sponsored events and functions.

The **following are NOT appropriate** to the professional atmosphere of our school workplace:

- Clothing that exposes excessive amounts of undergarments, midriff, shoulders, back, or chest and pants below waist level exposing undergarments.
- Shorts or skirts that are revealing or are of inappropriate length.
- Clothing with inappropriate, illegal or offensive messages, images or symbols.
- Hats, hoods or headwear of any type are not to be worn in the school at any time.
- Student backpacks in classrooms.

*Students arriving at school dressed inappropriately will be asked to change into something more suitable; or alternative "lost and found" clothing will be provided for them and/or parents will be contacted.*

### **Lost and Found**

Students are responsible for all personal property. There is a lost and found box located outside of the gym.

*All unclaimed lost and found items will be donated to our local charity during the Fall Break, Christmas Break, Spring Break, and at the end of the school year.*

***Note: The school is not responsible for loss or damage to personal property.***

### **Textbooks - Lost or Damaged**

Students are responsible for lost or damaged textbooks or library books. Replacement costs are dependent upon the condition of the book.

### **Technology**

With the evolution of technology and our schools 1:1 environment in grade four, we recognize the importance of the integration of technology for educational purposes dedicated to learning and instruction.

Students are expected to follow proper etiquette in using cell phones and other electronic devices. The use of electronic devices that may disrupt the learning environment is prohibited.

Electronic devices are invited into Holy Spirit provided they are being used for educational purposes. Teachers and school administration support the use of these devices if used appropriately.

Using a cell phone in the school hallways/washrooms and texting during class time is strictly prohibited.

*All students have access to the school phone for emergency circumstances or when they have permission from their teacher or school administration.*

Students will be responsible for adhering to regular rules of respect and courtesy as well as rules related to digital citizenship.

Under the Freedom of Information and Privacy Act, it is **against the law** to take pictures, record or video other individuals without their consent. It is also **against the law to take, possess, show or distribute inappropriate media of yourself or others at any time.** The local RCMP may be contacted.

All students and parents/guardians are required to sign the EICS technology use agreement on PowerSchool. This policy is in effect for all technology use within the school. **Be RESPONSIBLE or lose your privilege!**

### **Discipline with Dignity**

At Holy Spirit Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline focuses on the belief that teaching individuals to take responsibility for their behavior is far more effective than teaching individuals to be obedient in order to avoid punishment.

At Holy Spirit Catholic School we believe in the responsibility model of discipline. By implementing appropriate and progressive consequences, and by providing students with opportunities to become responsible and caring members of the community, they will learn about their behaviors, their choices, and their impact on others while still maintaining their dignity. *Discipline matters will be handled on a case by case basis.*

**Our Goal:**

To build a safe and caring culture, where students, staff, and parents encourage, value, feel safe and support one another. Bullying, abuse, and discrimination are unacceptable.

**Bullying is:**

- When a person is the 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.

**Lockers** (Grade 3 and 4)

Lockers are allocated to each student. Each student is responsible for the condition of the inside and outside of his or her locker. **Authorized school personnel have the right to examine the contents of a locker at any time.**

**Activities****Other Activities or Clubs:**

Art Club, Bookworm Book Club, Chess Club, Choir, Craft/Fashion Club, Diversity Club, Garden Club, Intramurals, Math Games Club, PALS Program, Student Leadership, S.W.A.T. (Student Wellness Action Team), Terry Fox, Yearbook, Young Authors, Young Scientists, and more!

*Other events to be announced as per student/staff interest...*

**Student Services**

Student Services assists students with their spiritual, academic, social and psychological needs.

The student services staff include: Chaplain, C.R.C. (Collaborative Response Coordinator), F.W.W.(Family Wellness Worker), School Administration

**Information on:**

- Problem solving, decision making and goal setting
- Grade 4 to middle school transition planning

**Assisting students with:**

- support with difficult issues such as personal and family relationships
- student diversity
- remedial reading, writing or math
- enrichment programming
- course adaptations and/or modifications
- spiritual issues and struggles
- social issues

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## School Liaison Officer

The School Liaison Officer Program is a cooperative program between our school division and the R.C.M.P. Our designated Constable works as a liaison to students, staff, and parents in solving problems that may arise at school, at home, or elsewhere. Our School Liaison can be contacted through the Sherwood Park Detachment at **780-467-7741**.

## Daisy Day Care

Daisy Day Care is a private business that is housed within Holy Spirit Catholic School and available to our families. Phone number: **780-966-0087**.



2019-2020 School Year  
Sherwood Park, Fort Saskatchewan, Vegreville  
**'Final Approval'**

February 13, 2019

August 2019					September 2019					October 2019					November 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	7	8	9	10	11					
5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	4	5	6	7	8
12	13	14	15	16	16	17	18	19	20	21	22	23	24	25	11	12	13	14	15
19	20	21	22	23	23	24	25	26	27	28	29	30	31	18	19	20	21	22	
26	27	28	29	30	30										25	26	27	28	29

  

December 2019					January 2020					February 2020					March 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	6	7	8	9	10	3	4	5	6	7	2	3	4	5	6
9	10	11	12	13	13	14	15	16	17	10	11	12	13	14	9	10	11	12	13
16	17	18	19	20	20	21	22	23	24	17	18	19	20	21	16	17	18	19	20
23	24	25	26	27	27	28	29	30	31	24	25	26	27	28	23	24	25	26	27
30	31														30	31			

  

April 2020					May 2020					June 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

  

Legend				
First Instruction Day - Semester 1 & 2				
PD Days/Operational - School closed to students				
Early Dismissal/Staff Meeting				
Statutory Holiday/ Vacation/ School Closure				
Day in Lieu/ Interviews/ Operation Day - no students/staff				
Last Student Day				

SCHOOL CLOSURES		OPERATIONAL DAYS		STUDENT DAYS	
Labour Day	September 2	August	3		0
Thanksgiving Day	October 14	September	0		20
Remembrance Day	November 11	October	1		21
Day in Lieu for Interviews	November 15, March 27	November	2		15
Fall Break	November 11 - 15	December	0		15
Christmas Vacation	December 23-January 3	January	0		20
Semester 2 Starts	January 31	February	3		16
Teachers' Convention	February 6-7	March	2		18
Family Day	February 17	April	0		17
Spring Break	March 30 - April 3	May	1		19
Good Friday	April 10	June	1		20
Easter Monday	April 13	Total	13		181
Victoria Day	May 18				

  

OPENING AND CLOSING DATES	
First day for Teachers	August 28
First day for Students	September 3
Last day for Students	June 26
Last day for Teachers	June 29

  

STAFF MEETINGS	
First Staff Meeting - September 4	
All subsequent staff meetings shall be the first instructional Wednesday of the month.	
Dismissal on a staff meeting Wednesday shall be 60 minutes prior to regular dismissal time.	

  

MISSION STATEMENT	
"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"	

For Diploma Examinations and Provincial Achievement Testing Schedules, please see the Alberta Education website at [www.education.gov.ab.ca](http://www.education.gov.ab.ca)

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