



Holy Spirit High School
Ecole Secondaire Saint-Esprit

2694 Topsail Road
Conception Bay South, NL
A1W 4B1

Telephone - (709) 834-1031
Fax - (709) 834-1040

Student Handbook

2016-17

David Locke
Denise Oldford
Austin Keeping
Administrative Team

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I. Message from the Administration

Holy Spirit High School uses this online Student Handbook. The information in it will inform you about school policies and student expectations. We hope it will help you become more organized which in turn, will help you achieve better academically.

The primary focus at Holy Spirit High continues to be academic excellence. Students are expected to work to their potential. However, in addition to academics, students are strongly encouraged to become involved in co-curricular activities and school life generally.

Whether you are a new student at our school, or returning for another year, we wish you a happy, safe and academically successful year. We especially welcome ninth grade students to our family – we are delighted to have you sharing the school with us!

II. Mission Statement

The mission of Holy Spirit High School is to create a safe, caring and socially just learning environment where students aspire to high standards of personal and academic achievement, and lifelong learning, while developing respect for self and others.

III. Important Dates, 2016-2017

September	6	Administration Day
September	7	AM Level 2 and Grade 9 Assembly/Registration PM Level 3 and Level 1 Assembly/Registration
September	9	All 7 Classes – Textbook Distribution (Day2) Level 4s Student/Parent Meeting. (7:00 pm)
September	12	Regular classes - Textbook Distribution (Day 3) Level 4s Begin classes
September	16	All Optional Text/Materials Costs Paid
September	22	Curriculum Night (7:00)
October		Run for the Cure
October	5	Atlantic Province Career Fair
October	10	Thanksgiving Day Holiday
October		Walk to Breakfast
October	24	MADD Presentation
October	28	Metro Region Close-Out
November		Heritage Fair
November	11	Remembrance Day Holiday
November	24	Reports Release
November	24	Awards Night
December	1	Parent Teacher Conferences
December	2	Professional Development
December	2-18	Food Bank and Xmas Hamper Collections
December	14	Christmas 'Lessons & Carols'
December	21	Last Day/Closing for Christmas
January	3	School Re-opens
January	19	Final Date for Submission of Outstanding Term 1 Assignments
January	23-27	Midyear Exams
January	30	Term 2 begins
February	3	Midyear Reports home
February	9	Parent Conferences
February	10	Professional Development Day
March		Science Fair
March		Cabaret
April	6	Reports Released
April	13	Last Day before for Easter
April	24	School Re-opens
May	25	Senior Prom
May	26	PD Day
May	22	Victoria Day
May	31	Final Date for Submission of Outstanding Term 2 Assignments

June	1	Orientation Meeting Grade 9 Parents
June	12-22	Final/Public Exams
June	22	Report Cards Year End Assembly
June	23	Administration Day

IV. School Departments

Any student who encounters problems during the school year should feel free to visit our school counselors. However, if the problem concerns a specific subject area, then the student may wish to see the appropriate Department Head or subject coordinator:

Mathematics	- Ms. D. Lynch
Science	- Mr. P. Wells
English	- Mr. M. Goulding
Social Studies	- Mr. L. Cowley
French	- Ms. M. Vincent
Special Services	- Ms. S. Tippet
Athletics/Active Living	- Mr. J. Desai
Instrumental Music	- Ms. M. Brennan
Choral Music	- Ms. G. Carroll
Visual Arts	- Mr. L. Jackson
Family Studies	- Ms. M. Edstrom
Learning Resources/Technology	- Mr. D. Kearney
Guidance	- Ms. A. Crews
	- Ms. G. Reddick

V. The Guidance Center

The Guidance Center is the hub for student services at Holy Spirit High. It's not just a place to go for individual counseling and referral; it offers everything from course selection advice to information on post-secondary institutions and scholarships to career counseling and job shadowing opportunities. The Guidance Center is located across the hall from the Home Economics Lab and Classroom 123. When you visit you will see an array of posters on various student opportunities from part-time jobs to university and college materials. Students should feel free to drop by prior to homeroom in the morning, during the recess and/or lunch breaks, and after dismissal at 2:15 p.m. To make an appointment a student must request to speak with a counselor in person at the Guidance Center or make the request at the General Office or through a classroom teacher. The following is a list of community-based agencies that provide expertise in a number of counseling related areas. There is NO CHARGE to call any of these numbers.

POLICE:

RNC.....729-8000
RNC (CBS).....834-6137
RCMP (Holyrood).....229-3892

COMMUNITY INFORMATION/SERVICES:

AIDS/STD'S HOTLINE.....1-800-563-1575
AIDS Committee.....579-8656

BIRTH CONTROL INFORMATION/COUNSELING:

Planned Parenthood.....1-877-666-9847
..... 579-1009
Summerhill Medical Clinic.....834-2039
Paradise Medical Clinic.....782-3883

PREGNANT TEENS:

Planned Parenthood.....579-1009
Elizabeth House.....726-0731
Morgentalor Clinic.....754-3572

SEXUAL ASSAULT REPORTING/COUNSELING:

Rape Crisis Center (24 hrs.)...1-800-726-2743
.....726-1411
RNC.....729-8000
RNC (CBS).....834-6137
Sexual Assault Crisis/Prevention.....738-2770

CHILD ABUSE/SEXUAL ABUSE (REPORTING):

Children's' Protection Services.....570-7819
After Hours.....752-4619

... community-based agencies continued...

COUNSELING SERVICES FOR TEENS, PARENTS, FAMILIES:

Community Mental Health Services...777-2013
Mental Health Services (CBS).....834-7906
Adolescent House.....777-5180

SUICIDE/CRISIS INTERVENTION LINES:

Mental Health Crisis Line.....737-4668
Kids Help Line.....1-800-668-6868

SHELTERS:

Naomi Center (for young women).....579-8432
.....579-8641
Kirby House (for battered women)....753-1492
.....753-1461

DRUGS/ALCOHOL ADDICTIONS:

Al-Ateen & Al-Anon.....722-2666
Alcoholics Anonymous.....579-6091
.....579-5215
Drug Dependency Services.....752-4919

POISON CONTROL CENTER:

Information.....722-1110

VICTIMS SERVICES:

Provincial Court.....729-0900

CRIME STOPPERS:

Reporting.....1-800-363-8477

LEGAL SERVICES:

Legal Aid.....753-7860
Lawyer Referral Services.....722-2643

SOCIAL SERVICES/HUMAN RESOURCES & EMPLOYMENT:

Manuels Office.....834-6100
Mount Pearl Office.....729-2089
Hire a Student.....722-3764

CANADA & NF STUDENT LOANS PROGRAM:

Information.....1-888-657-0800
Local Information Line.....729-4244

VI. The Way of the Falcons – Student Code of Conduct

At Holy Spirit High School, our primary focus is student achievement. We believe in a safe and caring school that allows for a positive learning environment that promotes student learning and improves student achievement. The following is a student generated and teacher / administration approved code of conduct:

We are students of honour and we will be honest with each other.

We are students who are punctual and we will attend all classes on time and apply ourselves to all learning activities.

We are students who are committed to the learning process and we will be prepared for class with the appropriate materials and assigned activities completed.

We are students of integrity and we will not participate in cheating or plagiarizing our work or the work of others.

We are students who are positive communicators and we will express ourselves without the use of profane language or offensive gestures.

We are students who are practitioners of healthy lifestyles and we will refrain from using alcohol, tobacco or drugs.

We are students who promote healthy community relationships and we will participate in positive group activities for the good of our school community and will not be involved in any swarming, bullying, intimidating, teasing, cyber bullying, sexting, ridiculing or harassing of others.

We are students who are accepting of differences and we will show respect for the diversity of all persons regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identification, age or ability.

We are students who respect the beliefs and feelings of others and we will show respect by not wearing sexually explicit clothing or clothing with inappropriate messages (i.e., profane language, racial or sexual references, references to alcohol/illegal drugs).

We are students who are good stewards and we will respect the personal property of others and the district school board/employer.

We are students who are courteous and we will conduct ourselves appropriately in the hallways to avoid blocking others and to ensure safe travel in and around our school.

We are students who are safety-minded and we will respect the security of others by not bringing real or imitation weapons to school or school related events and by not tampering with any life safety equipment.

We are students who are inclusive and we will involve all others in activities and be positive and supportive of individual differences and ensure that everyone feels comfortable at school.

We are responsible and responsive students and we will respect and follow direction from all staff of the school.

VII. Student Expectations

These are normal expectations for students at Holy Spirit High. Persistent disregard of these expectations may result in any co-curricular activity being denied, and/or suspensions being imposed:

- Students are expected to be in their classrooms before 8:20 a.m., 9:33 a.m. & 12:19 p.m. (Warning bells at 8:15 a.m. & 12:15 p.m.).
- Students are expected to be in their seats until the bell rings to end classes.
- Students should refrain from going to lockers between periods 2-3-4 and 5-6.
- Students are expected to avoid frequent requests to go to a locker or use the washroom during class time, but not at all during periods 1, 2 and 5, except in case of emergency.
- Students are permitted to use the vending machines in the cafeteria prior to class in the AM, and during recess/ lunch. The cafeteria is closed during classes.
- Students are expected to listen to PA announcements.
- Students are expected to arrive prepared for class, with texts and materials.
- Students are expected to use their lockers to store coats and book bags. Book bags are not permitted in the cafeteria or instructional areas for safety reasons and limited space.
- Students are expected to follow specific directions or instructions given to them by any teacher.
- Students are expected to always use proper language.
- Students are expected to work only on the material assigned by the teacher in any given class.
- No food or beverages (other than bottled water) are permitted in the classrooms.
- Students are only permitted to use their cell phone during instructional time for instructional purposes with teacher's permission. Students are not permitted to listen to iphones and/or I-Pods during instructional class time with out teacher permission, Digital cameras (cellphone cameras) and other recording devices are not permitted to be used in the building or at school-sponsored events during the school day, UNLESS the Assistant Principal grants permission. If a cellular phone, MP3 player, or I-Pod is used illegally, it may be confiscated by the teacher and returned at the end of the day on the first occasion; an entry will be made in PowerSchool Conduct and a parent may be contacted. On a second occasion with the same teacher, it may be given to the Administration, and a parent/guardian must pick up the item. There may be a 5-day suspension if there is ever any infringement upon the privacy rights of students and/or teachers resulting from the use of any recording device.
- NO student should use cell phones during testing times.

Specific Student Expectations:

1. Signing In/Signing Out (Grade 9 & Level I-II-III)

All students are expected to be on time for both the morning and afternoon sessions of the school day. This means that students are to proceed to their classes immediately after the ringing of the 8:15 a.m. and the 12:15 p.m. warning bells. Students are to be seated and ready for first class instruction at 8:20 a.m.

Any student not in their classroom before the 8:20 bell rings is late for school, and must 'sign in' at the first class before 8:35, and at the General Office after 8:35. Whenever a student does not arrive at class prior to 8:35 a.m., that student MAY not be permitted entry to the school UNLESS the student first provides a written note from a parent /guardian giving a valid reason for the lateness.

If a note is not provided, or if the reason for lateness is not valid, the student may be refused entry to the school and be required to leave the school grounds. A lunch-hour detention may also be assigned for the next day.

Students who are habitually late for school and/or classes will be required to give an explanation to the

Administration for the late arrival(s). Persistent unexcused late arrivals will result in a parent conference, and may result in a suspension.

Students must have permission to leave the building. Legally, the school is responsible for all students in attendance between the start and the end of the school day. Therefore, if you must leave the building during the school day you must 'sign out' by first contacting your parent/guardian by phone and letting a school official speak with them; then the student must leave the grounds, and is not permitted bus transportation home. If a contact cannot be made, the student will NOT be given permission to leave the building. (Note: Students are not supervised outside the building).

Once a student does sign out, a parent or other designated adult must sign that student back into the school.

- Students who leave without permission ("skip") will go through the following process:
- Contact to inform the parent/guardian by any or each of PowerSchool entry, Synrevoice, telephone, or e-mail. Lunch hour detention and/or full-day suspension may result.

2. Dress Code

Students are expected to dress neatly and modestly. Students not dressed modestly may be sent home for more appropriate clothing. Pajamas, and T-shirts with inappropriate sexual or drug-related references, are not permitted. Outside jackets cannot be worn in the classroom. Students involved in Physical Education classes must wear appropriate gym attire (shirt, shorts, and sneakers). Hats are not to be worn by students engaging in sports activities in the gym.

3. Smoking

The teachers and administration of Holy Spirit High strongly encourage students not to smoke. **STUDENTS ARE NOT PERMITTED TO SMOKE ANYWHERE ON SCHOOL GROUNDS**, as per provincial and District policy. Students found smoking anywhere on school property may be suspended for a minimum of ONE day. Subsequent offences may result in a parent conference, longer suspension and/or loss of school privileges.

4. Student Vehicles

Students who have a valid driver's license and vehicle insurance may park their cars on school property provided they sign the Student Driver Contract. All student vehicles must be parked in the area designated for students, on the church parking lot, **AT THEIR OWN RISK**. Speeding and reckless driving anywhere on school grounds will be immediately reported to the RNC.

Villanova Parish kindly lets Holy Spirit use their lot. Any issues with illegal parking, blocking bussing or Villanova School fire lanes, will be dealt with through the Town of Conception Bay South Traffic Enforcement.

5. Lost/Damaged Personal Items

Students are advised that Holy Spirit High, its staff and administration, will not be responsible for any loss or damage that might happen to a student's personal effects. Students are asked to report any loss or damage to the General Office. The administration will attempt to find those responsible and will deal with those students.

6. Lockers

Student lockers remain the property of the school. Students may be required to open them at anytime, with sufficient reason. Students are expected to clean out their lockers regularly, and empty their lockers prior to the start of final June exams and return locks to their homeroom teachers. The school will discard contents not removed by students in June. The General Office has the combinations to all locks and may enter the locker at anytime, with good reason.

7. School Dances

The purpose of these rules is not to curtail students from having fun at school dances. Indeed, the purpose is to provide an atmosphere in which those attending do feel safe. These rules are intended to provide the opportunity for students to enjoy dances to the utmost and to ensure that dances continue.

- To participate in a school dance, a student must be in attendance at school on that day, unless there is a valid reason for the absence. Absenteeism will negatively impact a student's ability to participate in school dances.
- Only Holy Spirit High School students may attend school dances.
- Entrance to the dance will be through the main doors so as to avoid congestion and to more adequately check students attending.
- Doors will close at 8:00 PM. A late list will be used for those students who have an approved reason to arrive later than 8:00. Students must be on this list in order to be permitted to enter after the doors close.
- All coats and purses/bags must be left at the Coat Check.
- Once a person leaves the building for any reason, unless approved by a dance supervisor, s/he may not re-enter.

8. Alcohol and drugs:

If it is believed that a student is under the influence of drugs and/or alcohol, parents will be called first and police may be contacted. S/he will be seen by the administration and suspension from school and future dances that year may occur.

- Verbal/physical altercations or inappropriate language is always reason for perpetrator(s) to be ejected and for possible police intervention.

VIII. Athletic & Extra-Curricular Participation/ Code of Conduct/Fees

Students are encouraged to become involved in some of the many activities available at Holy Spirit. In addition to the many sports teams, students may also wish to become involved in the numerous groups and activities such as Public Speaking Competitions, Art/Writing Contests, Mathematics Competitions, Improv Games/Theater, Cabaret, Show Choir, Concert/Jazz Bands, Robotics Competition, Skills Canada.

Subject to your acceptance of the terms of this contract you have been selected as a potential member of a Holy Spirit High team/extra-curricular club. You have demonstrated your skill and desire to participate and therefore deserve an opportunity to play for your school. Now that you have reached this stage of your athletic development where you will represent Holy Spirit High inter-school competition, you must be fully aware of the privilege which is yours as well as the responsibility that accompanies such a privilege.

At Holy Spirit High we have every right to be proud of the accomplishment of our athletic program and of the scores of athletes who have worn the "Black, Red and White" with distinction. It is now your task to carry on

this very proud tradition. Your selection to the team has made you eligible for participation. Your coach/moderator/teacher sponsor has the final say in the technical and performance aspect of the co-curricular program but the School Administration has the final say regarding your continuance with the team.

The following is expected of all participants in any extracurricular activity:

1. A Holy Spirit High School participant must recognize that his or her primary function in school is to achieve academically. To remain on the Holy Spirit High team/group you are required to be academically up to date and working to the best of your ability.
2. Attendance, good behaviour and cooperation at school and with your team are a must. Non-compliance on this matter may result in a temporary suspension or even dismissal from the team/group.
3. Any member of any team or club that is found to be participating in any activity that is contrary to the Holy Spirit Code of Conduct may be removed from that team/club.
4. If you are too sick to attend school, then you are too sick to play a game/ attend that rehearsal etc. later that day. You must be in attendance at school on that day in order to participate in inter-school school activities.
5. When you are on a Holy Spirit High team/group you are a representative of this school. Remember... People are watching your behavior. They may not remember you, but they will remember what school you attend. Represent us well!
6. Holy Spirit High Participants are expected to be responsible, courteous and respectful. Abusive language will not be tolerated. Smoking, drinking and drugs (substance abuse) is not permitted. You shall behave at all sport functions as you would be expected to behave during regular school.
7. No school team is permitted to fundraise without the express permission of the School Administration.
8. No school team shall set up a social media account (ie facebook, twitter, etc) or webpage without permission of the School Administration.
9. For athletes, any and all equipment and uniforms which have been issued to you from the school must be returned immediately upon the conclusion of each game or sport season. Should you not comply with this, your parents will be billed.
10. You are perhaps one of the students in our school who benefits most from our co-curricular program and from the monies raised by the entire school. Remember, this is not your right but your privilege. When the school has a fundraiser, you are expected to do your part realizing that you will ultimately receive your fair share in benefits.
11. For athletes, to run a school sports program, it is very costly. With assistance from the school for the purchase of uniforms and registration fees there are also additional fees (School Sport Newfoundland and Labrador, officials, tournament registrations, etc.). Here at Holy Spirit we have a player registration fee for miscellaneous costs related to each sport (equipment, referees, jerseys, etc.)

Fees are to be paid before the first game.

1. Sr. Volleyball	\$100.00	6. Girls Hockey	\$200.00
2. Jr. Volleyball	\$100.00	7. Cheerleading	\$60.00
3. Sr. Basketball	\$100.00	8. Soccer	\$40.00
4. Jr. Basketball	\$100.00	9. Softball	\$10.00
5. Boys Hockey	\$700.00		

In addition, Fees will be determined for Golf, Cross Country, Track and Field, Ball Hockey, Indoor Soccer and any other sports as necessary. Any individual or “extra” games and tournaments (over the \$100 – BB and VB) are above these costs and registration fees will be charged accordingly

NOTE: Any student who participated on more than one team must pay the associated fee for each sport.

If you are willing to accept the above terms then we will be pleased to have you represent Holy Spirit High School in extra-curricular activities. By signing this document you indicate your willingness to abide by the terms outlined herein and recognize that the Administration of the school has final say in your participation in school related activities.

Thank you for your cooperation.

Please sign below and return the entire contract to the Teacher Moderator

Student Name (please print) _____

Date: _____

Telephone #: _____

Emergency Contact Number (Parent/Guardian): _____

Address _____

Student Birth Date: _____

Student MCP Number: _____

Expiry Date: _____

Student Signature
 (to acknowledge awareness of this document)

Signature of Parent or Guardian

IX. Safe School Policy

The administration must know exactly which students are in the building at all times. That is why registration during morning homeroom period is critical, and equally important is the task of 'signing in' and 'signing out'.

1. Bus Transportation/Student Conduct

Student cooperation is requested on the buses. Students who are unwilling to cooperate may have to provide their own transportation. Students who travel on buses are subject to the same school regulations and policies outlined in this handbook.

- The bus drivers are in charge on the bus and students must obey promptly all their directions.
- Students are not to move towards a loading zone until the bus comes to a complete stop.
- Smoking on the bus is prohibited.
- Students must never distract the driver.
- Emergency exits and equipment must not be tampered with.
- Students/parents are responsible for any damages incurred through acts of vandalism for which they are responsible.

Please note: A seating plan may be enforced in the event of continued problems on the bus. Safety and caution are of utmost importance. Therefore, student cooperation is vital. Students who abuse the privilege of bus transportation may lose that privilege for serious or repeated offences.

2. Lab Safety

Lab Safety Regulations are posted in each lab. Failure to abide by these regulations may endanger the safety of self or others and may result in the offending student(s) suspension from participation in laboratory activities. Lab teachers will review these on the first day of class; however, students must be especially aware of the following:

- Become familiar with the location and operation of any eyewash station.
- Safety glasses must be worn for the full duration of the lab when any chemicals are being used. **NO EXCEPTIONS!**
- Long hair must be tied back when using the Bunsen burner. Be careful with loose sleeves.
- If the fire alarm rings, shut off all Bunsen burners.
- Know the location of the fire blanket. If clothing should catch fire, smother the fire with the blanket.
- Report any broken objects to the teacher immediately.
- Never taste any chemicals or breathe odors directly. Waft them towards you with your hand.
- Never point a test tube in anyone's direction. Hold it at an angle and keep it moving in the flame.
- If your skin comes in contact with a caustic material such as an acid, run cold water over the area until instructed to stop. If the eyes are involved they must be flushed with water, without interruption, for ten minutes. Students must report immediately to the General Office where parents will be contacted or the student will be taken to the doctor.
- Always wash your hands after handling chemicals or animals used for dissection.
- Never bring or wear your coat to the lab. Do not wear unprotected expensive clothing if lab work is to be done.
- It is highly recommended that students wear a Lab Coat to protect their clothing when in the lab.

3. Field Trips

Prior to students being permitted to go on a school arranged field trip, written parental permission must be provided. When a school related activity involves students traveling overnight, parents must provide a signed form giving the teacher permission to authorize emergency medical treatment. During all field trips students must be with the accompanying teacher(s) and travel by bus, except in the case of extenuating circumstances, and only when approved in advance by the Principal.

4. Emergency Evacuations

In the event that the fire alarm sounds or instructions are given to evacuate the building, students must stop what they are doing and proceed to the nearest and/or designated exit.

Evacuation of the building must be orderly and follow the Emergency Evacuation Plan presented to students by teachers.

After exiting the building, students are expected to go to the area designated by their teacher, to remain together as a class and to refrain from talking and any inappropriate behavior.

Students must not re-enter the building until given instructions to do so. The signal to re-enter the building will be the sounding of the bullhorn by the administration.

5. School Closures

Holy Spirit High School is under the jurisdiction of the NL English School District. School closures and delayed openings due to poor weather, electrical power failures and/or water supply problems will be announced over local radio stations.

Unscheduled school closures during the day, when students are in the building, can also occur, for the same reasons described earlier.

Emergency closure announcements will also be made over the local radio stations, via the school's twitter account and on our webpage.

6. Life Safety Equipment

Holy Spirit High School is equipped with life safety equipment. It includes fire alarms, fire hoses, sprinkler systems, and emergency treatment equipment in the different labs.

Tampering with any life safety equipment may result in a 5-day suspension and, if deemed necessary, the matter being referred to local police for investigation.

False alarms will be treated most seriously because of the danger they impose both on the school and the community at large. A suspension for 5 days may result if a student sets off a fire alarm. This may occur regardless of whether the alarm was set off accidentally or purposely. In either case, the matter may be turned over to the police, who may lay criminal charges.

7. Acceptable Use Policy for Internet

Students are provided access to the Internet as a resource. Students must realize there is a responsibility to exercise proper conduct when using this resource. In particular, students and parents must be aware of the following:

- Student accounts are not private and school personnel can review e-mail at any time.
- The school has software that can track student use of the Internet. Use of sites by students will be monitored.
- If students receive inappropriate e-mails they are required to delete them immediately.
- If students accidentally enter an inappropriate web site, they must notify the supervising teacher and/or the network administrator immediately.
- Students are not to share their passwords or accounts with anyone else, as they are liable for information in their accounts. If they suspect that someone knows their password, they are required to change it immediately.
- Students must ensure that their accounts are used only for lawful purposes and that no material is posted or transmitted which threatens, abuses, defames, invades privacy or publicity rights or violates or infringes on the rights of others; or is vulgar, obscene, profane, or otherwise objectionable; or which encourages criminal conduct, gives rise to civil liability, or violates a law.

All expectations are clearly outlined in the school's Acceptable Use Policy, which students and parents/guardians must sign. Violation of this policy will result in a total loss of account privileges and other possible disciplinary actions. (If a student requires an account for course work, access will be greatly restricted). Note: Failure to read the Acceptable Use Policy is not an acceptable reason for its violation.

8. Safe & Caring Schools

There has been an increase in public awareness and concern regarding the societal issues of bullying and violent behaviour in recent years. There is not a major concern in this area at Holy Spirit High, but it is important to recognize the potential problems and to implement preventative measures. The Government of Newfoundland and Labrador has developed and revised a Safe & Caring Schools Policy, which can be viewed at <http://www.ed.gov.nl.ca/edu/k12/safeandcaring/index.html>

The policy deals specifically with behavior as it occurs in a school setting or any school sponsored function, on or off school grounds. This includes, but is not limited to, field trips, dances and sporting events. This policy will be strictly enforced.

Our mission statement says students learn best in an environment where they feel safe and protected. This policy deals with actions that are openly and obviously violent, and those that are subtle and less obvious.

Definition of Bullying

Bullying is typically repeated behaviour that is intended to cause harm to another person(s). A person participates in bullying if he or she directly carries out, assists or encourages the behaviour in any way. Those that engage in bullying behaviour are perceived to be in a position of power. Bullying can be physical, verbal, social and/or electronic. In some circumstances bullying is an illegal activity.

Bullying Definition Commentary

Forms of Bullying

- a. Physical bullying includes, but is not limited to, hitting, spitting, taking or damaging personal belongings and unwanted touching.
- b. Verbal bullying includes, but is not limited to, taunting, malicious teasing, making threats and racist or homophobic comments.
- c. Social bullying includes, but is not limited to, spreading rumors, excluding from a group, and manipulation of relationships.
- d. Electronic bullying involves the use of cell phones, computers, and other devices to socially and/or verbally bully another.

Typically Repeated

Bullying is essentially a relational problem. It typically involves repetition or the threat of repetition. The behaviour may be repeated by an individual, many different individuals, or a social group. It may be targeted towards one or many individuals.

Intent to Cause Harm

Bullying is intended to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property.

Power Imbalance

Bullying behaviour typically occurs where there is a real or perceived power imbalance. It involves differences in physical strength, social power or status. This power imbalance may be subtle. The student being bullied often has a difficult time reporting the behaviour or defending him or herself. It is typically attributed to factors such as differences in physical appearance, gender, ability, religion, sexual orientation, gender identity, ethnic origin and other indicators of vulnerability and marginal status. The power imbalance may be intensified when an individual is bullied by many.

Bystanders

Bystanders are those who witness or are aware of the bullying behaviour. They may intentionally or unintentionally communicate support by ignoring or avoiding the situation. Or they may avoid the situation because they are fearful of retaliation, or distressed by the behaviours. On the other hand, the bystander can help the person being bullied by redirecting the persons engaged in bullying behaviour, encouraging peers to stand up against bullying, or by reporting bullying to an adult. These responses promote a culture of non-acceptance of bullying behaviour. As outlined in this definition, those who instigate, encourage, motivate, or join in the bullying behaviour are considered participants.

Illegal Activity

While bullying is not an offence under the Criminal Code of Canada, some bullying behaviours are illegal. Some activities that may be both bullying and criminal, as defined by the Criminal Code of Canada, include:

- Criminal harassment: making a person fear for their safety or the safety of another person.
- Uttering threats: threatening to harm or kill another person.
- Mischief: damage or destruction of property.
- Assault: intentionally applying force without consent, or threatening to apply force

Sexual assault: sexual harassment, unwanted sexual touching and dating violence

These are criminal activities. They may also be considered bullying activities if they meet the criteria outlined in the definition of bullying.

Students who feel that bullying has occurred have the responsibility to notify the administration or a teacher so that action can be taken and support provided. Indeed, it is the responsibility of all students to report any incidence of bullying, harassment or intimidation against their peers.

The following steps will be taken:

- It is possible that the offending student did not realize the behavior was inappropriate; the Administration will inform the student that these actions are not appropriate. S/he will also be given official warning that subsequent harassing behavior may result in suspension.
- The student's parents/guardians will be notified and informed that further inappropriate behaviour may result in suspension.
- If the behaviour continues, the student may be suspended.
- All subsequent inappropriate acts may result in a suspension of 5 days or more. It is important that students realize that all comments relating to harassment will be taken seriously.
- Fighting in the school, or on/near school grounds or during a school-sponsored activity (regardless of location) will be dealt with as follows:
 - i. A meeting of student, parents and possibly school board officials may be required
 - ii. A suspension may be imposed
 - iii. Police involvement may result, depending on the seriousness of the situation.

There may be loss of these rights and privileges:

- i. Attendance at school dances
- ii. Participation on school teams or clubs and/or attendance at Spirit Week Activities/school travel.

Each situation will have to be dealt with on an individual basis; however, when any students, aggressor or victim, are willing participants, the above policy will certainly apply. Students must realize it is impossible to foresee at the onset of a fight the seriousness of the injuries or consequences that may result.

Weapons, of any kind, are banned. No student is permitted to bring a weapon, of any kind, onto school property. A weapon is defined as any instrument that is designed to injure, is capable of inflicting injury, or which can be used to intimidate or inflict either physical or emotional harm on students or teachers. Weapons may include, but are not limited to, the following: knives (of all types), guns of any type (including air guns, pellet and bb guns), nuchukas (martial arts sticks joined by a chain), plastic knives and guns which are realistic enough to fool the casual observer, and all other items legally defined as weapons.

Should a student be found to be in violation of the above policy regarding possession of a weapon, as described above, the weapon will be confiscated and the following steps taken:

- i. Police may be notified and a formal complaint made, requesting an investigation.
- ii. Suspension for an indefinite period may be requested of the Director of Education.
- iii. A meeting with parents/guardians may be required before the student is permitted to return to school.
- iv. If the weapon was used to threaten or intimidate a student or teacher, and that threat was witnessed by a school official, the administration may lay criminal charges against the offender and may encourage the threatened party to do so also.
- v. Notification of the school district's Director and possible involvement of school board personnel.

It is each student's civic duty and responsibility to report any violations of this policy. Reports are held in confidence unless a serious risk to personal safety exists.

9. Discipline

The administration and teachers of Holy Spirit High School believe that certain rules and regulations are necessary if the school is to function effectively. At the same time, the administration and teachers believe that students must be given freedom if they are to learn to accept responsibility.

In the school setting, both teachers and students have certain rights and responsibilities. Although every student has the right to a quality education, no student can interrupt or interfere with the rights of other students. Every teacher is required to teach diligently, and maintain order and discipline. Therefore, to protect both the rights and responsibilities of teachers and students certain rules and regulations must be followed.

Within these rules and regulations of the school, students are given the opportunity to grow both emotionally and socially. It is a strong belief at Holy Spirit High that self-discipline is the key to true personal development. Students must show a willingness to accept responsibility for their actions. Similarly, teachers are to remember, "The secret of education lies in respecting the pupil." When both teachers and students show respect for each other, the educational climate in the school becomes very positive.

a. Drugs and/Or Alcohol

In the event of an unconfirmed suspicion, by the administration, of drug or alcohol use or sale by a student during the school day or at a school sponsored event, this policy will be applied by the Administration:

- the suspicion will be expressed to the student
- the parent will be notified
- student will be suspended

In the event of a confirmed suspicion of drug use by a student during the school day or at a school sponsored event,

- the police may be notified.
- the student will be suspended, the length of said suspension may be 3 or more days

In the event of a confirmed suspicion of drug trafficking by a student during the school day or at a school sponsored event,

- Police will be contacted
- Student may be suspended for up to 10 days as per district policy

Students using prescription drugs must have on hand no more than the dosage to be taken during school hours. We encourage parents to have their son's/daughter's prescription dispensed at the General Office.

School suspensions may result from the sale, use, or association with drugs around Holy Spirit High. Students experiencing problems with drugs/alcohol should contact our Guidance Counselors in confidence.

The following information is contained in Recognizing Drug Abuse in Children, a pamphlet produced by the Royal Newfoundland Constabulary Community Services Section. Some of the obvious signs of drug or alcohol abuse are:

- Changes in school attendance and grades
- A general change in attitude
- More irritable
- Withdrawal from responsibility
- Deterioration in physical appearance and grooming
- Associated with known abusers
- Starts unusual habit of borrowing money
- Steals small items at home or school
- Acts secretly regarding bedroom or possessions

b. Vandalism, of any type, will not be tolerated. As stated in the Schools Act, 1997, "where property of a board or of an employee is destroyed, damaged or lost by the intentional or negligent act of a student, that student and his or her parents/guardians are individually and collectively liable". Students who engage in destruction or defacing of school property or other student's property will be dealt with as follows:

- i. the student's parent/guardian may be contacted.
- ii. the parent/guardian may be required to pay for the repair/replacement of the damaged property.
- iii. a suspension may result.
- iv. further acts of vandalism may result in a suspension as well as the student being required to pay for the replacement/repair of the damaged property. In any case, before the student can return to school, a meeting of the student, a parent/guardian and the administration must take place and an agreement be reached about compensation. School board personnel may be included in the meeting.
- v. the police may become involved.

c. The selling of cigarettes to persons less than 19 years of age is illegal. The administration may report any such occurrences to the police. Any students selling or buying cigarettes may have their parents contacted and may receive a suspension from school.

d. In recent years there has been an increase in the number of textbooks lost and/or stolen around the school. To help eliminate this problem, it is essential that students protect the school's books and their belongings. Students should be aware that stealing and/or destroying textbooks is a very serious offence. Indicating that such action was meant as "a joke" will not make it excusable or acceptable. Students found in possession of stolen textbooks may be suspended and may be reported to the police for further investigation.

e. Students are not permitted to order materials, solicit, or fundraise using the school's name without the written permission of the school administration. Students are not permitted to place non-school related advertisements on the walls or bulletin boards without permission from the administration.

f. Gambling is strictly forbidden in the building and on school grounds.

g. The wearing of hats and the chewing of gum are privileges provided by the school. These privileges can be revoked should the need arise. Each teacher decides whether or not these privileges extend to the classroom.

h. Any student caught cheating will not receive a grade but rather an "Incomplete" and shall write an alternate test/assignment/project for a grade; the parent will be contacted. The student may be suspended or have school privileges removed (i.e. school athletics participation, competition for internal school scholarships, etc). If a formal reporting period arrives and the alternate assessment has not been obtained, an Incomplete shall be given for that course.

10. Suspension from School

It is with great reluctance that the administration suspends any student. It is a serious decision that is only made after due consideration of the rights of an individual versus the rights of the general student body. However, students who consistently defy the authority of teachers and/or refuse to follow the school rules, or who negatively affect the teaching and learning environment, may have to be removed from school.

Any student who is suspended from school is NOT to be seen on, or near, school property (this includes the area surrounding the church). It is considered a major violation of school policy for any student who has been suspended from school to come on or near school property. Depending on the circumstances, there could be a further suspension, a parent meeting, and police or school district involvement.

Students who have been suspended from school are not permitted to attend school functions on the day(s) of their suspension. This includes, but is not limited to, field trips, sports events, and any other school events.

Notwithstanding the situations described elsewhere in this handbook, the following offences or actions may lead to suspension from school:

- theft, damage to, or unauthorized use of school or other student's property
- smoking anywhere on school grounds
- swearing, vulgar or obscene language, insolence, insubordination
- frequent absenteeism without satisfactory explanations
- leaving school building without permission (signing out)
- persistent neglect of work which is within ability of the student to accomplish
- persistent poor conduct in class which interferes with the work of the others
- violations of the school's and district's acceptable computer use policy
- misbehaving on a school bus
- intimidation of, or assault, upon students and/or teachers
- association with, use of, or selling of narcotics or alcohol
- displaying or selling of pornography
- habitual tardiness
- tampering with any life safety equipment, using any objects which could result in a fire, or bringing dangerous tools or weapons on the school grounds
- harassment and/or abuse of other students
- throwing snowballs because of the danger of injury

- refusal to serve assigned detentions or late arrival for assigned detentions
- creating social media accounts relating to school events and/or school staff without authorization.
- for other reasons deemed valid by the administration.

X. Student Evaluation

1. Reporting/Conferencing Schedule

The reporting/conferencing periods for Holy Spirit High School for 2015-2016 are:

September 17	- Curriculum Night
November 27	- Term 1 Progress Report
December 3	- Parent/Teacher Conferences
February 12	- Midyear Progress Report
February 18	- Parent/Teacher Conferences
April 29	- Term 2 Progress Report
June 23	- Final Report

PARENTS MAY E-MAIL A TEACHER AT ANY TIME FOR A PROGRESS UPDATE ON THEIR CHILD.

Within the first full week of beginning classes, teachers will provide students with a detailed description of their course evaluation including an overview of program content, intended learning outcomes, evaluation guidelines, expectations and any missed tests/late assignments penalties. This information is also posted on our school's website. In courses where district- wide policies are available, these policies will be followed.

Before midyear and final exams are written, students will be provided with specific information on examination format and percentage breakdown. This information will be available to parents at our Curriculum Night on September 17th.

As well, information regarding the appeal process respecting decisions made by the school related to assessment, evaluation, and student placement shall be provided to parents and students.

In the case of internal & external comprehensive examinations if a student achieves lower than 50% on combined marks for the year, but passes on a final comprehensive examination, then that student shall receive at least a 50% grade and a pass in the course.

To be eligible for Summer School, students must have:

- been enrolled previously in the particular course.
- received a minimum of 35% in the summative evaluation in the particular course or been recommended in writing by the school principal using the registration form sent home to parents with the final report in June.

Only those students who have completed a course and its assigned work shall be permitted to write Supplementary Examinations in non-public courses. Any exemptions to procedures outlined above may require students to follow an appeal process.

2. Academic Programs

All full-time students must take a 14-credit program unless there are special circumstances (i.e. IEP, ISSP), and permission has been given in writing by the administration to do otherwise.

3. Policy on Late Assignments

Prompt submission of assignments by students develops both organizational and time management skills. It fosters greater independence and higher levels of individual diligence. It also teaches students to accept responsibility for their education. There are consequences for submitting late assignments.

- Papers must be submitted in the class they are due.
- If the student is absent on the due date, s/he must make arrangements to have the paper brought in on that day.
- If a student fails to pass in his/her assignment on the due date, the teacher will contact home and discuss alternatives for the student to complete the work and receive a grade. If after the second due date, the assignment is not submitted, the teacher may record zero until such time as the work is submitted or the student meets the outcomes covered by the assignment by other means deemed acceptable by the teacher. If these procedures still fail to produce the assignment prior to the start of formal exams in Term 1 and/or Term 2, the teacher may enter the student's exam mark/grade in that vacant space. In courses where there is no exam, or the exam does match the outcomes of the assignment, teachers may submit a mark of zero for any assignments that have not been submitted by January 21nd, 2016 for Term 1 assignments, and by May 31st 2016 for Term 2 assignments.
- No marks will be deducted when a paper is submitted late because of extenuating circumstances. It is the student's responsibility to inform teachers of these special circumstances before the deadline if possible.

Some assignments, especially in the areas of Science labs and Mathematics, have definite answers associated with them. Students who submit an assignment after it has been returned and discussed (not before three days) with the class will not receive credit for that assignment, but receive an 'Incomplete'. Teachers shall assign an alternate assignment if an assignment has been returned before the student was able to complete it. If there are extenuating circumstances, the student's evaluation will not be negatively affected.

4. Policy on Missed Tests

Students must make every effort to be present for all assigned, scheduled tests during the school year. If a student is absent:

- Students must provide a note from a parent (medical note required for formal midyear/final exams) stating awareness of the missed evaluation.
- Teachers may provide one alternate date for a MAKE-UP TEST for students who miss scheduled tests/quizzes. If a make-up test is scheduled and the student refuses to write the make-up test at the designated time, the grade may be Incomplete until such time that an alternate assessment is given by the teacher, at a time of his/her choosing, but before the next formal reporting period, whenever possible. Disciplinary procedures may be followed.
- In courses where there are FINAL EXAMS (either public exam courses or courses where there are school final exams at the end of a term) the procedure shall be that the value of the 'midyear or final' exam may be inserted as the mark of the 'excused' missed test(s). This would apply regardless of the number of evaluations missed.

- In courses with ‘continuous evaluation’, the teacher may:

1. In the case of one missed test only per term, the teacher may average the remaining tests and arrive at a final mark. Or in the case whereby a teacher chooses to drop the lowest mark the teacher may use the ‘missed test’ to represent the evaluation that has been dropped and average the remaining tests or quizzes.
2. In the case of one or more missed tests, and where the teacher feels it would provide a more accurate evaluation near the end of a term, a cumulative test or assignment may be given to a student to complete the evaluation process. The test or assignment may be specific to a particular amount of material or may be a general review of all work covered for a given term. The value of this test or assignment will be determined by the amount of evaluation that has been missed.
3. If the student has not completed sufficient evaluations within a reporting period during the year for a teacher to provide an indication of academic standing, no formal report grade will be provided and the comment shall state ‘Unable to Evaluate’. At year’s end, with a course grade not reported and an ‘Incomplete’ awarded, it will mean the student cannot attend Summer School in that course or write a supplementary examination.

5. Notice of Tests

Students will be given 5 school days notice or 7 calendar days (one week) in class that a test is forthcoming. This can be waived, under special circumstances, if there is agreement between the teacher and the class.

6. Policy on Academic Dishonesty

Students should make every effort to do their best and always be prepared for tests and assignments. Students should also be aware that if they are found cheating on a test or an assignment, they must write an alternate assessment AND parents/guardians will be contacted. The students may be suspended and/or have school privileges removed (i.e. school athletics participation, competition for internal scholarships, etc.).

7. Advanced Placement Policy

During 2015-16, students registered for AP Psychology and are required to write the school’s formal midyear exam AND the external College Board final exam in May. The cost is \$130.00 per course, and must be paid by September 19.

The last day for dropping an AP course without academic penalty is one school day after the November parent conferences. Any student who decides to drop an AP course in November will immediately be placed in a two-credit course. Consequently, there will be no loss of any credits for the student.

8. Formal Exam Regulations (Midyear, Final)

Formal midyear and final examinations are administered in designated courses.

- There will be a copy of the exam schedule posted.
- Outside the gymnasium there will be a list of exams for each morning and afternoon session with the appropriate rows in the gym to be used.
- Students receiving modified evaluation must proceed to the designated area.
- Once seated you will find a booklet and the exam on the desk. Check to see that you have the correct exam but do not begin until you are told to do so. Students must immediately complete the coloured attendance sheet. These will be collected once the exam begins.

- There is to be ABSOLUTE QUIET once students enter the gym area. Students who distract others may be sent to the General Office.
- All morning exams begin at 8:30. The first dismissal is 10:00. Students may be granted extra time if needed. Three-hour exams will end at 11:30. All afternoon exams begin at 12:10. The first dismissal in the afternoon will be 1:40 p.m.
- Exams are to be collected at the front of the gym.
- Students arriving late for any reason must report to the General Office for permission to enter the exam room.
- Students who miss any exam must provide a doctor's note indicating that they were unable to write the exam or they may receive a '0%'. If a student is unable to write an exam, a parent or guardian must contact the school immediately, and arrange for a medical note.
- All examinations except Mathematics are to be written in ink unless otherwise stated or instructed. Only blue or black ink is permitted.
- Students must come to the examination room prepared to write an exam. Students will not be permitted to borrow liquid paper etc. As well, students will not pass anything or speak to one another during the examination.
- No hats, jackets, book bags or purses are permitted in the gym.
- A teacher will accompany any student who must leave the examination room.
- No scribbling paper, notebooks, textbooks or anything of the kind is allowed to be used during the examination period. All required paper will be provided.
- Any student discovered to be cheating during the exam will be sent immediately from the exam room and receive a grade of '0%' on that exam.
- Students are reminded to wear appropriate, modest clothing, as per school policy.
- Students who come to school in the morning but do not have an exam until the afternoon must go to the appropriate designated study area for either silent study or quiet study.
- During exams, students must be in the designated area. Classrooms will be locked during exams.
- A student who leaves the exam room early without teacher permission may have their mark negatively impacted.

In the event of school closure during exams:

- If school is closed for a full day, the exams missed will be written on the next day that school is open. The exam schedule will then take up where it left off.
- If school is closed for a half-day, in the AM or PM, the exams missed will be written at the end of the schedule.

9. Graduation Requirements

Requirement Group		# of credits required
Language Arts	Core Lang. Arts	6 credits
	Optional Lang. Arts	2 credits
Mathematics		4 credits
Science		4 credits
Social Studies	World Studies	2 credits
	Canadian Studies	2 credits
Career Education		2 credits
Fine Arts		2 credits
Physical Education		2 credits
Other Required Credits (Enterprise Education, French, Religious Education, Technology Education, Family Studies)**		4 credits
Any subject area		6 credits
TOTAL		36 credits

In addition:

- at least 20 credits must be either Level II or III credits
- at least nine credits must be Level III or beyond
- a student cannot use more than 4 local course credits (including alternate courses) to contribute to the 36 credits to graduate

Please note that these regulations govern the awarding of a Provincial High School Graduation Certificate. They are not intended to satisfy entrance requirements to post-secondary institutions. Students wishing to attend post-secondary institutions should consult entrance requirements to the particular institution and select appropriate courses from those available.

a. Local Courses:

A local course is a senior high school course that has been developed at the school level. The content in a local course focuses on a particular topic deemed important by the school. A maximum of four local course credits, within the minimum 36 required may be used for graduation purposes.

The four-credit limit does not include 4000 Level courses in Advanced Placement courses. The following local courses may be offered at Holy Spirit High:

AP Psychology 4220
Workplace Safety 3203
Theater Arts 3220

b. Graduation Status of Students:

The Official Transcript of Senior High Results contains a complete record of final marks and credits awarded, and a detailed evaluation of the total record with respect to the graduation requirements. Graduation status is summarized on the transcript using only one of the following designations, listed in ascending order of usage:

FIRST YEAR INCOMPLETE

Student has achieved fewer than 12 credits.

FIRST YEAR COMPLETE

Student has achieved 12-23 credits

SECOND YEAR COMPLETED

Student has achieved more than 23 credits but has not graduated.

GRADUATED

Student has satisfied the minimum requirements for graduation.

ACADEMIC GRADUATION

Student has satisfied the minimum requirements, and attained 550 or more marks in any seven level III or IV courses.

GRADUATED WITH HONOURS

Student must satisfy the minimum requirements, and obtain at least 10 credits in 3000 or 4000 level courses (with some exceptions) in the following areas English, Mathematics, Science, Social Studies (or French) and Electives, with an overall average of not less than 80%.

Note: The following courses do not satisfy Honors requirements:

English 3202

Mathematics 3202

Environmental Science 3205

World Geography 3200

XI. Scholarship Information

Junior Jubilee Scholarship [\$2,500] is awarded to the student who attains the highest mark in the province in the Scholarship Exam.

Constable W.C. Moss Scholarship [\$1,000] is awarded to the son/daughter of an active, retired, or deceased member of the RNC or RCMP with the highest mark in the Scholarship Exam.

Electoral District Scholarships [\$1,000] Three scholarships are awarded to the three students from each district with the highest mark in the Scholarship Exam.

Centenary of Responsible Government Scholarship [\$1,000] is awarded to 55 students with the highest mark provincially in the Scholarship Exam and who have not won the scholarships listed above.

Memorial University of Newfoundland Entrance Scholarships are awarded to students based on an overall average of 90% or more in the courses used to calculate their MUN average. These courses can be taken in Level II or Level III. The value of these scholarships can vary from \$2000 to \$4000.

Many other scholarships are available; students should contact our guidance counselor or check our web page for details.

XII. Level IV Students

In the coming years, Holy Spirit High will experience an increase in its student population. Consequently, it may prove difficult to accept and schedule all Level IV students. The following will apply:

- i. We are glad to be able to assist students who are serious about completing their graduation requirements and/or who are attempting to raise their averages to enable them to enter a post-secondary program.
- ii. As a follow-up to the first point, we make the assumption that all Level IV's are mature students who are very serious about their situation; otherwise, they should not be here.
- iii. If it is determined that this is not so in a particular individual's case (i.e. uncooperative in class, assignments not done, lateness, cutting classes, failing grades, etc.) then that student may be required to withdraw from the program.
- iv. Since we are accommodating Level IV's in a regular high school set-up, they will be expected to abide by the same rules as all other students (: i.e. signing in/out).

v. Special Conditions:

- a. Excessive unexplained absenteeism or lates might result in a Level IV student having to withdraw from the program.
- b. Before the school accepts a Level IV student, the student and a parent or guardian MUST attend an information session at the school on September 4, 2014 at 7:00 p.m. in the school gymnasium.
- c. The student & parent must sign a contract with the school.

XIII. Student Council

Elections for the Student Council will be held in late April/early May of the year prior to assuming office. The Executive will consist of the President (Level III), Vice-President, Treasurer and Secretary and Grade Level Representatives, with the Grade 9 Representative being elected in the Fall.

Each candidate must meet the academic guidelines established by the school before being permitted to run for the Student Council. A student must maintain at least a 70% average.

In addition to good academic standing, students running for student council must have demonstrated by their behavior and leadership that they can handle additional responsibilities.

All student council candidates are limited to signage only for campaigning, (ie no free food etc allowed), failure to follow regulations may result in the student being removed from the campaign.

Although all members of council will be expected to be involved in all student council activities, each student council executive member will be responsible for forming subcommittees that will oversee the following areas: Dances, Healthy Commotions, Spirit Activities and School Relations.

Candidates for all positions will present their speeches to a student assembly; all speeches/presentations will be submitted to a council of teachers 2 days prior to the assembly. This setting will allow the student body more opportunity to ask questions of the candidates so as to make better decisions relative to who will represent them during the academic year.

Students must indicate to the General Office by 12:00 noon on Wednesday, May 4th, 2016 that they wish to run for student council. All videos, speeches, posters, etc. must be approved by the administration.

XIV. Textbook/Workbooks/Optional Costs

For the 2015-2016 school year an individualized Student Booklist was not provided for school opening in September.

Students are not required to pay the costs for specific course texts and workbooks. However if books are lost or damaged students are responsible for the cost of the replacement cost. The school will provide students with receipts when monies owed have been paid. It is the student's responsibility to ensure that a receipt has been given and then to keep it on file in the event of errors in record keeping.

XV. Senior Prom

Only students who are in an academic position to graduate in June 2016 will be permitted to attend the Prom as a 'graduate' on May 25, 2017.

This means that Level III-IV students with less than 22 credits or less than 30 volunteer career hours as of Dec. 2, 2016, cannot attend prom.

Holy Spirit High policy states that Level III-IV students who miss more than 10 unexcused days and accumulate more than 10 unexcused late arrivals in Term I without extenuating circumstances may not be permitted to attend the Prom. Warnings shall be given by telephone AND in writing at the end of October and at the end of November. Notice of not being able to attend will be given by telephone and registered mail at the end of January.

XVI. Major School Awards

The following Major School Awards are presented at our Year End Assembly.

1. The most prestigious award at Holy Spirit High School is Rotary Student of the Year. The 'Ross Reccord Memorial Scholarship' is presented to a Level III student who exemplifies all that the school is trying to develop in our students: strong academic performance with an 'Honors average' of 80% or higher on the April Progress Report, with the student working to potential (not necessarily the top academic student); good attendance record; involvement in varied school-based activities; and positive attitudes towards teachers and students. The winner is an excellent role model for students.
2. The Academic Excellence Award is presented to the Grade 9 (English and French Immersion) and Level I-II-III students who attain the highest academic standing in the grade, as of the end of June and August, respectively. For Level III, this is based on the criteria required for entrance to MUN.
3. The Most Improved Student Award is given to a Junior (Grade 9 or Level I) and Senior (Level II or Level III or IV) male and female student who has made a major noticeable improvement in academics and/or work ethic and/or behavior.
4. The Most Spirited Student Award is given to a Junior (Grade 9 or Level I) and Senior (Level II or Level III) student who has shown dedication, involvement, and leadership in student affairs.
5. The award for School Ambassador is presented to a Junior (Grade 9 or Level I) and Senior (Level II or Level III) student who has represented the school proudly and with dignity at a variety of functions in the school and community.
6. The Humanitarian Award is presented to a Junior (Grade 9 or Level I) and Senior (Level II or Level III) student who has shown dedication, involvement, leadership, and a quiet dependability and commitment to school culture and mankind.
7. The Community Leadership Award (School-Based) is given to a Junior (Grade 9 or Level I) and Senior (Level II or Level III) student who has shown dedication, involvement, and leadership in school outreach programs in the community.

8. The Outstanding School Volunteer is presented to a Junior (Grade 9 or Level I) and Senior (Level II or Level III) student who has shown dedication, involvement, leadership, and dependability and commitment to operations within the school (i.e. Student Council, Athletics, LRC Program, Guidance Program, School clubs, etc.).

9. The French Immersion Student of the Year Award is presented to a Level III student who has shown dedication, involvement, leadership, and strong academic achievement in French language education.

10. The Male/Female Athlete of the Year Awards are given to Junior (Grade 9 or Level I) and Senior (Level II or Level III) male and female students. Winners have excelled athletically, performed to academic ability, and represented the school well.

11. Our Fine Arts Awards:

Instrumental Student of the Year

Choral Student of the Year

Drama Student of the Year

Performing Student of the Year

Art Student of the Year

XVII. Standards of Behaviour

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

All members of the school community are expected to:

- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.

School Zone

- Holy Spirit High School is a smoke free grounds and facility. Visitors, staff and students are reminded that all buildings, grounds and properties under the jurisdiction of the Newfoundland and Labrador English School District are smoke-free; including e-cigarettes. Please respect our smoke-free policy and support us in our efforts to create a safe and healthy environment for everyone. We thank you for “butting out” before you come onto school grounds.

School Entrance/Parking Lot Area

- The parking lot of Holy Spirit High School High School is one way only.
- Utmost caution should always be used when driving in and around the school. Adhere to the speed limit on and around the school at all times.
- When you are dropping your child/children off, unload as safely and quickly as possible by the Student Drop off Zone.
- Please avoid cutting around cars as students may not be visible.
- Be cognizant of students walking.

School Entrance Times and Procedures

- Academic success begins with attendance. Students who miss class instruction often encounter difficulty in keeping up with their school work. Classroom instruction for the morning begins at 8:15 a.m. Afternoon classes begin at 12:19 p.m. Students must be in their respective classrooms before these times. A student who is late is required to present a note to their teacher stating the reasons for lateness.
- During the start of the instructional day, parents/guardians and visitors are asked to enter Holy Spirit High School through the main entrance. District policy requires all NLESD schools to maintain security by having the school doors locked for safety purposes.
- Please ring the bell/intercom to enter the school.
- Identify yourself by stating your full name and your business at Holy Spirit High. For example, “Hi, my name is Ken Smith, I am Anna Smith’s dad and her homeroom teacher is Mr. Jones”.
- Holy Spirit High will refuse access to anyone who does not have legitimate business in the school.
- Once inside, please proceed to the office for assistance.
- For safety reasons it is important that we are aware of visitors in our school at all times.
- Parents and visitors are not permitted in the classroom areas unless permission is given by the administration.
- Please ensure that individuals (grandparent, aunt, uncle, etc.) picking up your child are familiar with this entrance and routine.
- If a student must go home during school hours (appointments, sick, etc.), and the parent/guardian has entered Holy Spirit High, office personnel will page the appropriate classroom and request that the student come to the office to meet the parent/guardian there. Cooperation in this area creates security, independence and good order for all.
- o If there is a scheduled appointment, etc., taking place during the instructional day, please provide these details to the secretary through a note, email, telephone call, or HSAttendance etc.

Student Emergency Information Sheet and Closures

- Parents/guardians should provide us with phone numbers and emergency contacts. This information is particularly helpful for situations such as unscheduled school closures due to weather or electrical failure. Phone use in emergencies may not always be possible so this information should be as up-to-date as possible. It is important that the parent/guardian informs the school of any changes in their daytime contact numbers. Please ensure that telephone numbers provided for Synervoice, our automated calling system, are direct lines. Notification of any changes in this information must be given immediately to the school secretary or the classroom teacher.
- Information regarding closures is usually tweeted out from @HolySpiritHS. Parents/Students who are not on twitter can view all tweets on Holy Spirit main webpage at www.hsh.k12.nf.ca
- When a student is absent from school, the student must provide an explanation (note, email or phone call) from the parent/guardian explaining the absence. If an explanation is not provided on the day of the absence, Synervoice will be used to inform parents of the absence and the student will be recorded as absent unexcused.

Allergies and Medication

- Holy Spirit High is an allergy aware school. We do have staff and students in our school who have allergies to latex, fish, shellfish, and nuts including peanuts.

- Some students have life-threatening reactions to snacks and food that “may contain traces of nuts”. Bringing these products to school may result in a child or adult having a life threatening allergic reaction.
- We ask for parent/guardian cooperation in keeping these items out of school.
- Scented products can be harmful to many people, and can make those who have allergies, migraines, environmental sensitivities and chronic heart and lung diseases very sick. Please refrain from wearing scented products in the school due to allergies which result in breathing difficulty in the presence of strong smelling fragrances. This includes items such as Axe Cologne and spray. Pets are not permitted inside the school building for this reason.
- If your child has any specific medical needs of which we should be aware, we ask that you notify your child’s teacher immediately.
- Students are not permitted to carry prescription or over-the-counter medication to/from school. Doctor prescribed medication is administered at the school only when absolutely necessary. For medication to be administered, parental and medical forms must be completed. The parent/guardian is required to bring any prescription medication to the office where it can be secured. This regulation is in keeping with district and provincial policies.

Miscellaneous

- Lost and found items are located in the school office and cafeteria. The Parent/guardian may consider asking their child to check periodically for items that may be missing. Lost items will be donated to local charitable organizations if unclaimed after a reasonable period of time.

Specific Standards for Instructional Areas

- Attend all classes; be on time. Doors are unlocked at 7:30 a.m. Enter the school at that time using the student entrance. If you arrive after 8:15 a.m. or 12:29 p.m., you are late. Go to the office to sign in and then to your classroom.
- If you bypass the office, your parent/guardian will receive a Synervoice message stating that you are not in school. This is why it is important to “check-in” at the office before you go to class.
- When entering your classroom, follow the seating plan. It’s there for a reason. Be sure to keep your workspace tidy.
- Have supplies with you (pencils, exercise books and textbooks, etc.). Always ask before you borrow any items or materials as this shows respect.
- Display personal pride and a positive attitude. Treat materials and equipment with respect and report damaged or unsafe property/equipment.
- Follow all directions given and take pride in yourself and your work. Not all teachers have the same approach. Respect individual teaching styles. Remember to use the teachers’ websites as they are designed to assist you.
- Actively listen and engage in learning activities. Demonstrate best effort during all school-based activities. Always try to do your best in all of your activities by listening attentively in class and seeking help when needed. Ask questions to assist in your own learning.
- Complete your own work. Complete assigned tasks to the best of your ability, do your homework, study in advance for quizzes and tests, complete and submit all school work teachers assign on its due date, catch up on missed work when absent from class and participate in all school activities.
- Allow others to learn. Respect the feelings, opinions, abilities and learning of others. Be positive about others’ work and presentations. Treat others as you would like to be treated. Speak and act respectfully using appropriate language.
- Swearing, vulgarities, derogatory comments, gestures, etc. is unacceptable.
- Proper manners (please, thank-you, excuse me, pardon me, etc.) and positive language (great job, you can do it, etc.) show good character.

- Take appropriate measures to help those in need as this shows good character. Ask for assistance when you are in need of help.
 - Leave the room only with a teacher's permission. Remember to sign in and out from classes.
 - Take care of personal issues after class.
 - Dress appropriately and be clean.
- Specific Standards for Specialty Rooms – computer labs, science labs, art, music drama, robotics, skilled trades, nutrition, etc.
- Follow all procedures specific to the room and teacher including all safety rules. These rules and procedures are put in place for your well-being.
 - Focus on learning over socializing. The ultimate goal is to achieve credit scores that reflect your ability. There's plenty of time to socialize after school.
 - Participate fully and work cooperatively. This includes doing your fair share of group work.
 - Be sensitive to others' work and abilities and positive about their contributions. It's all about personal best efforts.
 - Share equipment and treat it with respect. It's everyone's responsibility to treat the equipment and area with great care and use it properly. Respect the property of others. If it's not yours, don't touch it without permission.
 - Return items to designated areas as there is a designated spot for everything. If you notice something broken or needing repair, report this damage/vandalism to the teacher.
 - Refrain from eating and drinking in the specialty rooms.

Specific Standards for the Gymnasium and Fitness Centre

- Wear proper clothing and footwear. Suitable clothing includes shorts or sweat pants, t-shirts and sneakers.
- Participate to the best of your ability. Show good sportsmanship, follow and adhere to the rules of the activity and play fair. Respect personal space.
- Encourage and support others. Use polite and profanity-free language. Respect individual skill levels.
- Follow safety rules and use the equipment safely. When the teacher is talking, keep the equipment quiet (e.g. hold basketball, etc.) because it's a considerate thing to do.
- Help with set-up and dismantling of the equipment. Return the school equipment when finished using it.
- Keep gym and locker rooms clean. Refrain from bringing food into the gym.
- Lock valuable items in the lockers provided.

Specific Standards for the Hallways and Stairwells

Hallway Lockers

- Gather necessary items from your locker before class begins. If you need to visit your locker during class time, do so only with teacher permission.
- Use your own assigned locker and keep the combination private.
- Clean out your lockers regularly and dispose of the garbage properly.
- The locker is the property of the NLESD. It can be searched at any time if deemed necessary.

Hallway and Stairwell Behaviour

- Behave quietly in the hallways and move to destination without loitering.
- Use appropriate manners, language and voice level. This is especially important when traveling in the hall during instructional time.
- When given permission to leave the classroom during instructional time, always return to class promptly.
- Walk; do not run. Be aware of your physical presence around others. Rough-housing can result in you and others' being hurt. Refrain from it.
- Be considerate. Hold doors for others and clean up after yourself.

- Respect school property and displays.
- Do not admit students through the side doors. This violates NLESD school security protocol.

Specific Standards for the Washrooms

- Restrict washroom visits to non-class time. If you need to use the washroom during class time, sign out from the class to use the washroom.
- Use the washroom on the same floor as your classroom.
- Respect the privacy of others while in the washroom.
- Exercise proper hygiene in the washroom. Flush, wash your hands and clean up after yourself.
- Keep the washroom clean and free from graffiti. Please report any public mischief or anything in need of maintenance to a teacher.
- If you see a belonging that may have been left in the washroom, please bring it to the office.

Specific Standards for the Cafeteria

- Respect the school allergy policy. We do have staff and students in our school who have allergies to latex, fish, shellfish, and nuts including peanuts.
- Some students have life-threatening reactions to snacks and food that “may contain traces of nuts”. Bringing these products to school may result in a child or adult having a life threatening allergic reaction.
- Use the cafeteria and vending machines outside of class time.
- Respect the cafeteria staff and the duty teacher.
- Be patient and wait your turn in line. Buy only for yourself.
- Share the table space and use appropriate manners.
- Keep the area clean by disposing of garbage properly. Place garbage in the appropriate bins and recycle whenever possible.
- Use emergency exits only when there is an emergency.

Specific Standards during Lunch Time and Recess outside the Cafeteria

- Please follow all traffic safety rules and err on the side of safety when you are outside.
- Use a crosswalk to cross a street whenever possible.
- Know a crosswalk alerts drivers that someone may be crossing the road, but make sure to look left-right-left and verify that cars have stopped before crossing.
- You cannot assume that because you are on a crosswalk that traffic will stop.
- If a vehicle is coming do not try to cross, vehicles move much faster than you can run.

Specific Standards for Assemblies and Presentations

- Attend and participate in assemblies and presentations that are made available to you.
- Ensure that you sit with your class and teacher and follow the instructions of all staff members.
- No food or drink permitted
- Hands and feet to yourself.
- Respect invited guests and speakers. They have given up their time for you. Show appreciation by representing your school well.
- Please turn off your phone. It is distracting for everyone when a phone ringtone goes off in an assembly or during a presentation.
- Respect the nature of the assembly. A Remembrance Day assembly will feel different from a school spirit assembly.
- Listen attentively and use appropriate language.
- Show appreciation by clapping, cheering, etc.

Specific Standards on the Bus

- Understand the bus service is a privilege and not a right.
- Sit appropriately and remain in your seat.
- Follow in bus driver's rules.
- Model appropriate behaviour and be a positive role-model. Use polite and profanity-free language.
- Dispose of garbage properly. It should not remain on the bus.
- Report any graffiti or damage that seem out of the ordinary.

Specific Standards for School Sponsored Activities – Dances, Tournaments, etc.

- Represent yourself at Holy Spirit High in a positive manner with pride. Remember The Way of The Falcon.
- Respect the site rules.
- Use polite and profanity-free language.
- Speak, dress and behave appropriately.
- Be alcohol and drug-free.
- Show respect for all spectators.
- Respect the decisions of all officials, coaches and teachers.
- Be supportive and encouraging.
- Always give your best effort.
- Respect property.

Specific Standards for the School Grounds and Parking Lot

- Follow school parking lot procedures.
- Drive safely and respect the pedestrian right-of-way.
- Interact with all on the school grounds in a positive manner.
- Do your best to keep others safe.
- Respect the drug and smoke-free policy.
- Keep the school grounds clean by placing garbage in the appropriate bins.
- Exit the parking lot only after the busses have done so.

Specific Standards for the Digital Environment

- Keep your accounts and passwords private at all times.
- Use privacy settings.
- Understand that what you share online remains public for all time.
- Adhere to the computer network policy of NLESD.
- Use electronics only when authorized.
- Obtain permission prior to taking and distributing photos of staff and/or students.
- Be respectful in the online environment.
- Respect privacy.
- Report any online activities that make you uncomfortable.

Inappropriate Behaviours

In abiding by Holy Spirit High standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws.
- Any behaviour that discriminates based on economic status, national or ethnic origin, individual differences, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm

(physically, socially, or emotionally) to another person.

- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include:
- Instant Messaging Harassment – sending hateful threatening messages, warning wars, creating a screen name similar to another person’s name (ie. adding an “e” or one less “T”) and then saying embarrassing or inappropriate things on it.
- Taking passwords - impersonating a person online, changing a person’s profile and/or locking a person out of their account.
- Profiles or blogs – using these to damage another person’s reputation or invade their privacy (writing about a relationship break-up).
- Websites or Social Media Accounts – creating a page specifically designed to insult someone, posting someone’s private information online, sending pictures through IM’s, TM’s or Emails – these include degrading pictures.
- Sending pictures of students in compromising situations (doing something illegal, drinking, private pictures, etc.).
- Taking and sharing photos of staff without their explicit permission
- Internet polling – ie. Who’s hot? Who’s not? Sharing secrets, spamming, etc.

Holy Spirit High School-Wide Behaviour Plan identifies behaviours that are unacceptable both in-school and when representing the school outside the school grounds. Inappropriate behaviours include the following represented through the PBS three tier approach:

Yellow (MINORS)

The teacher handles these behaviors. The teacher conferences with the student and records the incident in PowerSchool.

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| <ul style="list-style-type: none"> • Refusal to follow Holy Spirit Student Expectations • Derogatory remarks • Inappropriate hallway behavior (running, pushing, turning off lights, etc.) • Name calling/Rudeness/Inappropriate Language • Rough housing • Dress code violations • Refusal to follow teacher directions • "Hanging out" in areas without permission (hallways, cafeteria, vending machines, other classes, etc.) | <ul style="list-style-type: none"> • Lying • Argumentative • Failure to do assigned work (in class/homework) • Unprepared for class • Throwing objects • Refusal to listen/pay attention • Interrupting teachers & others • Distraction of others (talking, poking, hitting, gesturing etc.) • Use of electronics without permission |
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Orange (MEDIUMS)

These behaviours are initially handled by the teacher, who conferences with the student, contacts home, and records the incident in PowerSchool. If the behavior becomes chronic the student is referred to the administration (there should be repeated entries in PowerSchool).

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| <ul style="list-style-type: none"> • ANY behaviours from YELLOW level that become chronic • Abusive and/or offensive language directed at others • Cheating/plagiarism • Misuse of electronic equipment • Repeated incidents of using electronics without teacher permission | <ul style="list-style-type: none"> • Intimidation • Inappropriate physical contact • Skipped class • Truancy • Non-compliance/defiance • Habitual lateness • Disorderly conduct |
|---|--|

Red (MAJORS)

These behaviours are immediately referred to the administration, along with an entry in PowerSchool. Parents will be contacted and consequences will be put in place by administration.

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| <ul style="list-style-type: none"> • Behaviors from the YELLOW or ORANGE level that have become chronic • Physical and/or verbal aggression • Threats (physical or verbal) • Dangerous/disorderly conduct • Fighting • Forgery (i.e. parental notes excusing absences) • Possession of "weapon-like" items • Theft/Stealing • Participation in or refusal to report hazing/initiation activities • Offensive language directed towards staff • Taking and/or sharing photos of staff and students without consent | <ul style="list-style-type: none"> • Possession /distribution of drugs/alcohol • Sexually inappropriate behavior/gestures • Sexual harassment • Sexting • Smoking on school property • Malicious accusations • Property damage • Tobacco/smoking • Vandalism and/or destruction of property • Violation of Computer Use Policy • Leaving school building/ activities without permission • Skipped detention • Defiance of staff requests |
|--|---|

Proactive Strategies

Expected behaviours as identified in Holy Spirit High Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are communicated with all members of the school community through a variety of methods which may include hard copy handouts, school newsletters, parent/guardian – teacher night, school web-site postings, and/or emails.
- Standards of Behaviour for students are reviewed, practiced and discussed as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students may be offered choices, so that they can make an informed decision before acting.
- The resulting consequence of each choice is up to the professional judgment of the attending staff member.
- On-going modelling of appropriate behaviours by school staff.
- Maintaining the acknowledgement of appropriate student behaviours through a variety of methods which may include positive verbal feedback, positive non-verbal gestures, and/or contact with parent/guardian, etc.
- Parents/guardians may be contacted by teachers for feedback on student behaviour and accomplishments.
- Holy Spirit High has a number of curricular and extra-curricular programs that promote social skill development including: Gay Straight Alliance, Student Council, etc. All students will complete a Co-Curricular form.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of Holy Spirit High School shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
- The other people involved (students/staff/etc.)
- the environment
- precipitating factors
- special circumstances
- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).

SCHOOL TIMETABLE

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
PERIOD 1 9:10 - 10:08	A	F	D	B	G	E	C
10:08 – 10:23	NUTRITION & ACTIVITY BREAK						
PERIOD 2 10:23–11:21	B	G	E	C	A	F	D
PERIOD 3 11:21 – 11:31	HOMEROOM PERIOD: ATTENDANCE CHECK AND ANNOUNCEMENTS						
PERIOD 4 11:31 - 12:29	C	A	F	D	B	G	E
12:29 - 1:09	LUNCH & ACTIVITY BREAK						
PERIOD 5 1:09 - 2:07	D	B	G	E	C	A	F
PERIOD 6 2:07 - 3:05	E	C	A	F	D	B	G

9:05: First Bell – Class 1 Begins

Holy Spirit High School

2016-2017 SCHOOL CALENDAR

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7 ¹	8 ²	9 ³
12 ⁴	13 ⁵	14 ⁶	15 ⁷	16 ¹
19 ²	20 ³	21 ⁴	22 ⁵	23 ⁶
26 ⁷	27 ¹	28 ²	29 ³	30 ⁴
DECEMBER				
M	T	W	T	F
			1 ⁴	2 ⁵
5 ⁶	6 ⁷	7 ¹	8 ²	9 ³
12 ⁴	13 ⁵	14 ⁶	15 ⁷	16 ¹
19 ²	20 ³	21 ⁴	22	23
26	27	28	29	30
MARCH				
M	T	W	T	F
		1 ⁴	2 ⁵	3 ⁶
6 ⁷	7 ¹	8 ²	9 ³	10 ⁴
13 ⁵	14 ⁶	15 ⁷	16 ¹	17 ²
20 ³	21 ⁴	22 ⁵	23 ⁶	24 ⁷
27 ¹	28 ²	29 ³	30 ⁴	31 ⁵
JUNE				
M	T	W	T	F
			1 ⁷	2 ¹
5 ²	6 ³	7 ⁴	8 ⁵	9 ⁶
12 ⁷	13 ¹	14 ²	15 ³	16 ⁴
19 ⁵	20 ⁶	21 ⁷	22 ¹	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3 ⁵	4 ⁶	5 ⁷	6 ¹	7 ²
10	11 ³	12 ⁴	13 ⁵	14 ⁶
17 ⁷	18 ¹	19 ²	20 ³	21 ⁴
24 ⁵	25 ⁶	26 ⁷	27 ¹	28 ²
31 ³				
JANUARY				
M	T	W	T	F
2	3 ⁵	4 ⁶	5 ⁷	6 ¹
9 ²	10 ³	11 ⁴	12 ⁵	13 ⁶
16 ⁷	17 ¹	18 ²	19 ³	20 ⁴
23 ⁵	24 ⁶	25 ⁷	26 ¹	27 ²
30 ³	31 ⁴			
APRIL				
M	T	W	T	F
3 ⁶	4 ⁷	5 ¹	6 ²	7 ³
10 ⁴	11 ⁵	12 ⁶	13 ⁷	14
17	18	19	20	21
24 ¹	25 ²	26 ³	27 ⁴	28 ⁵

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

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| September 22 | Curriculum Night |
| October 28 | PD Day |
| November 24 | Term I Report Cards Released |
| December 1 | Term I Parent/Teacher Conference |
| December 2 | PD Day |
| February 3 | Term 2 Report Cards Released |
| February 9 | Term 2 Parent/Teacher Conference |
| February 10 | PD Day |
| April 6 | Term 3 Parent/Teacher Conference |
| May 12 | PD Day |
| June 22 | Final Report Cards Released |