



Höly Spirit High School

École Secondaire Saint-
Esprit

www.hsh.k12.nf.ca

Student Handbook

2011-2012

Holy Spirit High School

2694 Topsail Road
Conception Bay South, NL
A1W 4B1

Telephone
(709) 834-1031

Fax
(709) 834-1040

Cecilia Kennedy
ASSISTANT PRINCIPAL

Scott Crocker
PRINCIPAL

Denise Oldford
ASSISTANT PRINCIPAL

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I. Message from the Administration

Holy Spirit High School uses just 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 and, as a result, that you will 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 Grade 9 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.

School Calendar, 2011-2012

September	6	Administration Day
September	7	AM Level III Assembly/Regist. (Day 1) PM Level II Assembly/Regist. Level IV Student/Parent Mtg. (7:00 pm)
September	8	AM Gr. 9 & Level I Assembly/Regist. (Day 2)
September	9	All 7 Classes – Textbook Distribution (Day 3)
September	12	Regular Classes, Levels I-IV (Day 4)
September	16	All Optional Text/Materials Costs Paid
September	22	Curriculum Night (7:00 pm)
October	12	Healthy Living 'Commotion Day' (Provincial)
November	9	Progress Reports Home
November	10	Remembrance Day Ceremony
November	17	Parent Conferences
November	24	Awards Night
December	18	Christmas 'Lessons & Carols'
January	27	Midyear Exams Begin (Ending on Feb. 3)
February	6	Term 2 begins
February	10	Midyear Reports home
February	16	Parent Conferences
March	24-25	Cabaret/Auction
April	16-30	Science//Heritage Fairs
April	25	Progress Reports Home (Wednesday)
April	27	Senior Prom
April	30	Volunteer Breakfast
May	?	Skills Canada
May	31	Student Recognition Banquet
June	8-20	Final/Public Exams
June	21	Report Cards/Dismissal
June	22	Administration Day

School Holidays, 2011-2012

September	6, 2011	Administration Day
October	10, 2011	Thanksgiving Day
November	11, 2011	Remembrance Day
December	21, 2011	Last Day/Closing for Christmas
January	3, 2012	School Re-opens
April	5, 2012	Last Day/Closing for Easter
April	16, 2012	School Re-opens
May	21, 2012	Victoria Day
June	21, 2012	Last Day for Students
June	22, 2012	Administration Day

V. 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. K. Fillier
Science	- Mr. P. Wells
English	- Ms. M. Clarke
Social Studies	- Dr. G. White
French	- Ms. M. Vincent
Special Services	- Ms. S. Tippett
Athletics/Active Living	- Mr. J. Desai
Instrumental Music	- Ms. M. Brennan
Choral Music	- Ms. G. Carroll
Visual Arts	- Ms. L. Kavanagh
Family Studies	- Ms. M. Edstrom
Learning Resources/Technology	- Mr. D. Kearney
Guidance	- Ms. A. Crews
	- Ms. G. Reddick

VI. 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.

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

COUNSELING SERVICES FOR TEENS, PARENTS, FAMILIES:

Community Mental Health Services...777-2011
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

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 not permitted to use cellular phones or listen to MP3 Players and/or I-Pods **during instructional class time**, 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 will be confiscated by the teacher and returned at the end of the day on the first occasion; an entry will be made in WinSchool Conduct and a parent will be contacted. On a second occasion with the same teacher, it will be given to the Assistant Principal, 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.

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 8:45. 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 Assistant Principal for the late arrival(s). When unexcused lates resulting from 'movement between' classes total FIVE in a given 5-day week, a lunch hour detention may be assigned for the next school day. 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:

- a. Contact to inform the parent/guardian by any or each of K12 Planet, Synrevoice, telephone, or e-mail.
- b. Student conference with Student Advisor and/or Assistant Principal upon return.
- c. 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 be 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.

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 any time, 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 any time, *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.

- **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 on the next school day 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.

8. Athletic & Co-Curricular Participation/ Code of Conduct/Fees

All students who represent Holy Spirit High will maintain the highest standard of personal discipline and will serve as worthy ambassadors for our school. It must be understood that students who represent Holy Spirit High in athletics and co-curricular activities carry with them a burden of responsibility for their personal behavior.

- All athletes are role models for other students and are expected to exemplify the virtues of a healthy lifestyle. This includes remaining alcohol and drug free.
- All athletes must show respect for themselves, their coaches, their teammates and all officials.
- All athletes must show a commitment to behaving with honor, dignity, respect, courtesy and pride at all times.
- It is expected that athletes will work hard at their sport in order to make the best of their ability and potential.
- Athletes should do their best to ensure that training sessions, games and other activities go smoothly. They are expected to help collect equipment and do other little tasks that help make the team a success.
- **All athletes and other students involved in co-curricular activities are expected to work to their academic potential. If absent on any day, without valid reason, they are not permitted to compete or participate in scheduled team practice sessions or competitions.**
- Students must never engage in any form of “rookie initiation” or “hazing” activity that in any way can be construed as physical or emotional abuse of a fellow student.

Holy Spirit High, its staff and community volunteers are totally committed to helping students become better student athletes. We ask that athletes work hard, do their very best and always show consideration for others. All athletes are expected to participate in school events, such as fundraising, spirit days and other school activities, which demonstrate leadership qualities for our school and community.

The following fees charged to any students who participate on school teams. These fees help cover costs of registration; purchase of equipment; referees; and local travel.

- \$225 - Hockey
- \$35 - Jr./Sr. Volleyball and Basketball
- \$30 - Jr./Sr. Soccer

Fees will be determined for rugby, softball, golf, cross-country, track and field, and any other sports, as necessary. **Note:** Any student who participates on more than one school team must pay the associated fee for each sport.

Fees must be paid prior to participation in league/ tournament play.

VIII. 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.

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 **Eastern 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.

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. Anti-Violence

An increase in violent behavior has crept into many junior/high schools. 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 Eastern School District has developed a Safe Schools Policy.

The following policy deals specifically with violence 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.

a. Harassment of students will not be tolerated at Holy Spirit High School. This will apply to verbal, electronic, physical, emotional and sexual harassment. Verbal harassment includes threats, intimidation, "hit lists" and "picking on" students. Electronic harassment refers to harassment through the use of e-mail, Facebook, texting, etc. Physical harassment can take the form of punching, pushing, or threatening physical violence. Sexual harassment includes but is not limited to any gesture, comment, or touch of a sexual nature that makes the other student feel uncomfortable. Students who are being harassed 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 harassment or intimidation against their peers. The following steps will be taken:

i. It is possible that the harassing student did not realize the behavior was inappropriate; the Assistant Principal 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.

ii. The harassing student's parents/guardians will be notified and informed that further intimidation or harassment may result in suspension.

iii. If the harassment/intimidation continues, the student may be suspended.

iv. All subsequent acts of harassment/intimidation 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.

b. 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.

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.

c. 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. In the event of an **unconfirmed** suspicion of drug or alcohol 'use or sale' around Holy Spirit High by a student, this policy will be applied by the Assistant Principal:

- the suspicion will be expressed to the student
- the parent will be contacted and notified
- the parent may be asked to pick up their child

In the event of a **confirmed** suspicion of drug use or sale, the police may also be notified. 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 shall result from the sale and/or use of drugs around Holy Spirit High. Students experiencing problems with drugs/alcohol should contact our Guidance Counselors for help, 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
- for other reasons deemed valid by the administration.

IX. Student Evaluation

1. Reporting/Conferencing Schedule

The reporting/conferencing periods for Holy Spirit High School for 2011-2012 are:

September 22	- Curriculum Night
November 9	- Term 1 Progress Report
November 17	- Parent/Teacher Conferences
February 10	- Midyear Progress Report
February 16	- Parent/Teacher Conferences
April 25	- Term 2 Progress Report
June 21	- Final Report

PARENTS MAY VISIT K12 PLANET OR 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 22nd.

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 still 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 midyear exam mark/grade in that vacant space.
- 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 **AND** on K12 Planet 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 2011-12, students registered for AP Psychology and/or AP Biology 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 16.***

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. A bus information sheet will be posted in the student entrance. 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 R123 for silent study or to the library for quiet study.
- During exams, students must be in the library, R123, the gym, or other designated area. Classrooms will be locked during exams.
- A student who leaves the exam room early without teacher permission may receive a '0%' on the exam.

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

- 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.

b. 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
- AP Biology 4220
- Workplace Safety 3220
- Theater Arts 3220

c. 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 has satisfied the minimum requirements, and attained 550 or more marks in seven level III and/or level III honors courses, including at least one course in each of English, Mathematics, Science, and Social Studies or French.

All level III courses in the program, except those listed below, may satisfy the level III course requirement for Graduation with Honors, and are "honors courses".

The following "non-honors" courses may not satisfy Honors requirements:

English 3202	Communications Tech 3104
Physical Education 3100	Physical Education 3101
World Religions 3101	World Religions 3106
Mathematics 3206	Ensemble Performance 3105
Environmental Science 3205	Applied Music 3206

a. Memorial University of Newfoundland

<u>Admission Requirements</u>	<u>3000 Level Credits</u>
1. English 3201	2
2. ACADEMIC or ADVANCED MATH 2000 & 3000 LEVEL	2
3. Four lab science credits-2 credits must be at 3000 level Choose from: -Biology -Chemistry -Physics -Earth Systems	2
4. Two credits at 3000 level chosen from: Either: - World Religions - World History - World Geography Or: - French/Français	2
5. Two credits in elective courses at 3000 level	2

Total Credits =10

OVERALL AVERAGE MUST BE 70%.

b. Sample: MUN Entrance Average Calculation

COURSE	MARK	MULTIPLY BY
ENGLISH 3201	69	X 2 = 138
MATH 3204 OR 3205	74	X 2 = 148
LEVEL III SCIENCE BIOL/CHEM/PHY/ EAR.SYS.	69	X 2 = 138
SOCIAL SCIENCE OR FRENCH	78	X 2 = 156
EITHER ONE 2-CREDIT 3000 LEVEL COURSE OR TWO 1-CREDIT 3000 LEVEL COURSES	PE 3100 – 83 PE 3101 – 79	X 2 = E L E OR C T X 1 = 83 I X 1 = 79 V E

TOTAL: 742

DIVIDE BY 10= 74.2%

Note on electives: ONLY 3000 level courses may be used for elective credits.

Students are to use the courses that will give the highest possible total.

11. 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.

Atlantic Accord Career Development Awards [\$2,000] are awarded to one student in each of the 48 electoral districts who has the highest mark in the mathematics and two sciences sections of the Scholarship Exam.

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.

Rotary Club of Avalon Northeast's 'Ross Reccord Memorial Scholarship [\$1,500] is awarded to a student from Holy Spirit High who is selected Rotary Student of the Year and Class Valedictorian.

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

X. Level IV Students

This year, 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:

1. 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.
2. 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.
3. 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.
4. 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).
5. 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 7, 2011 at 7:00 p.m.** in the school gymnasium.
 - c. The student & parent must sign a contract with the school.

XI. Academic Merit Program (AMP)

1. Positive Behavioral Supports (9 Monthly Draws for 5 Prizes) - Preamble:

Students exhibiting positive, desired behaviors (identified and posted) will have their names placed into a container for 5 prize draws on the first school day of each month, for behaviors exhibited the previous month.

2. Attendance Lottery (Midyear Draw for 50 Prizes) – Preamble:

Students with perfect attendance for any one month in Term I will have their name entered once for the midyear draw for prizes. Students with perfect attendance in more than just the one month in Term I will have their names entered for the prize draw as follows:

- For just one month (entered once);
- For two months (entered twice more);
- For three months (entered four times more);
- For four months (entered 8 times more);
- For five months (entered 16 times more).

Students with 0 unexcused late arrivals and perfect attendance for Term I will also have their name entered for one special prize draw.

3. Final Exam (End-of-Year Opt-Out Program) – Preamble:

Each student must write a formal midyear examination in courses so designated.

Each student must write formal criterion-referenced tests.

Each student must write formal end-of-year Public Examinations.

Each student registered in Advanced Placement courses must write Formal College Board end-of-year examinations in May.

The 'opt out list of courses' includes all those Grade 9 and Level 1-2 courses with

formal midyear and/or final examinations, and all similar Level III courses that do not require a Public Examination.

No student can opt out of writing a final examination in any course in which the level of achievement on the 8th day prior to final exams is less than 60%.

A. The Conditions for Opt-Out:

- Student misses no more than 5 days from school opening through to the 8th day prior to final exams, regardless of reason (definition of ‘exceptional attendance’).
- Student accumulates no more than 15 unexcused ‘late arrivals’ for school in the morning, after recess, and after lunch from September 10 through to that date.
- Student is present for all tests and completes all assigned work (unless excused for valid reasons), and presents no behavior/discipline concerns.
- Student cannot fail more than one course.
- Student must opt out of exams beginning with the course(s) in which s/he has the highest achievement on the Opt-Out Report Card.
- Student must have written parent and teacher permission to opt out of each final examination.
- Student who does opt out of final examination will have the percentage that was allotted to that final exam dispersed evenly across the remaining categories.
- Student who misses a midyear examination, regardless of reason, must write the final examination.
- Student absence, regardless of reason, counts as day lost, with exception of death in immediate family, hospitalization or medical directive to remain at home, specialist appointments (verified by specialist note), and other special events approved by the Principal. **Family/student travel will count as ‘days lost’ if not successfully appealed in writing to the Principal.**
- Student who misses more than five days but attains overall achievement level of 85% or greater may opt out of all designated final examinations, with parent and teacher permission.

B. Required ‘Overall’ Achievement Levels for Opt-Out:

60% - 69% Students may opt out of one final examination

70% - 79% Students may opt out of two final examinations

80% - 84% Students may opt out of three final examinations

85% - 100% Students may opt out of all eligible final examinations

C. Daily Attendance Defined for Opt-Out:

Present AM Present for at least two full periods of three possibles

Present PM Present for one full period of two possibles

Present Present for at least four full periods of five possibles

These definitions of 'present' significantly reduce late arrivals and/or early departures.

D. Summary Comment re 'The Opt-Out Portion' of AMP:

Each student will normally write formal end-of-year exams; to do so is not a punishment. Rather, the privilege of 'opting out' has to be viewed as a reward for any student who has achieved exceptional attendance, as it was defined earlier, met work and behaviour expectations of the school, and reached a certain level of academic achievement.

Any student who misses more than 5 days must write all formal end-of-year exams unless s/he has achieved an overall achievement level of 85% or higher.

Any student, who misses a formal midyear examination in any course, whatever the reason, must write the formal end-of-year exam in that course, regardless of the overall achievement level or achievement in the particular courses(s).

E. Conclusion

Holy Spirit High School hopes to raise achievement levels by all students, particularly those that are currently failing and/or performing below average.

We believe our AMP Policy, which links student punctuality, attendance, behaviour and academic performance, and offers positive reinforcements throughout the year, will help us achieve both our school development goals, which relate to improved student

achievement and a safe learning environment.

XII. Student Council

The Executive for 2011-2012 is: **Mitchell King** – President; **Daniel Rees** – Vice President; **Victoria Sparkes** – Secretary; and **Sarah Garland** – Treasurer.

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.

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.

Prior to submitting nomination forms, candidates will have to present their reasons for seeking the particular office. This presentation will be made to the Student Council moderator at an after school session.

Candidates for all positions will present their speeches to a student 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.

The Nomination Forms must be submitted to the General Office by 12:00 noon on Monday, April 30, 2012.

XIII. Textbook/Workbooks/Optional Costs

For the 2011-2012 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. The student must purchase optional teacher resources and texts/workbooks for local

courses. 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.

XIV. Senior Prom

Only students who are in an academic position to graduate in June 2012 will be permitted to attend the Prom as a 'graduate' on **Friday, April 27, 2012**.

This means that Level III-IV students with less than 22 credits as of **Dec. 1, 2011**, cannot attend the 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.

XV. Co-Curricular Activities

Students are encouraged to become involved in some of the many activities available:

Public Speaking Competitions
Art/Writing Contests
Mathematics Competitions
Improv Games/Theater
Biology/Chemistry/Physics Competitions
Science/Heritage Fairs
School Newspaper
School Choirs, Concert/Jazz Bands, Musical Productions
Athletics
Robotics Competition, Skills Canada

Students involved in co-curricular activities should be aware that they are required to meet basic academic standards that will be explained further by their coaches and moderators. In the case of athletes, students are required to adhere to the Holy Spirit High School Code of Conduct for Athletes. Athletes who violate the Code of Conduct may be removed from school teams and are subject to normal school discipline. Students who are not fulfilling their academic and co-curricular responsibilities may

have to be dropped from these activities.

Students who are absent from classes due to co-curricular commitments are expected to meet with their teachers prior to, and after, their absences to discuss any missed work. It is the student's responsibility to do all assigned work.

XVI. Major School Awards

The following Major School Awards are presented at our Student Recognition Banquet.

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

MIDYEAR EXAM SCHEDULE

DATE	AM	PM

FINAL EXAM SCHEDULE

DATE	AM	PM

SCHOOL TIMETABLE

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
A	F	D	B	G	E	C
NUTRITION & ACTIVITY BREAK						
B	G	E	C	A	F	D
HOMEROOM PERIOD: ATTENDANCE CHECK AND ANNOUNCEMENTS						
C	A	F	D	B	G	E
LUNCH & ACTIVITY BREAK						
D	B	G	E	C	A	F
E	C	A	F	D	B	G

8:20: First Bell – Class 1 Begins

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TIME
PERIOD 1
8:20 - 9:18
9:18 - 9:33
PERIOD 2
9:33-10:31
PERIOD 3
10:31 - 10:41
PERIOD 4
10:41 - 11:39
11:39 - 12:19
PERIOD 5
12:19 - 1:17
PERIOD 6
1:17 - 2:15