



Thursday, August 10, 2023  
Feast of St. Laurence

Dear Parents:

Happy feast of St. Laurence! May he who is the patron of school children pray for our students. We now approach the beginning of the 10<sup>th</sup> academic year, thanks be to God. Holy Spirit Academy faculty and staff are eager to open the doors and welcome your sons and daughters back to school. Below are upcoming events and attached are general announcements. Please share this letter with your student(s).

Thurs., August 17

**Welcome Ice Cream Social**

6:00 – 8:00 pm at Pioneer Park, 9165 Fallon Ave. NE, Monticello. Ice Cream Sundaes will be provided.

Thurs., August 24

**Student/Parent Orientation – Required Attendance**

6:00 – 7:30 pm at school. Orientation will begin with prayer promptly at 6:00. Please remember to bring all the required enrollment forms.

Tues., August 29

**Orientation Day of New Students – Incoming**

**Freshmen and Transfer Students** – 7:00 am school doors open. Students arrive by 7:30 am. **7:50 am first class begins.**

Wed., August 30

**First Day of School** - 7:00 am school doors open.

Students arrive by 7:30 am. **7:50 am first class begins.**

Thurs., August 31

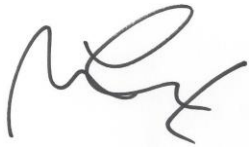
**Picture Day/Opening Year School Mass**

Bring your smile for picture day!

In the evening, we welcome families to join us for Holy Mass at St. Henry's at 6:00 pm. Members of school leadership and faculty will make the Oath of Fidelity to the Magisterium. Afterwards, we will have a Eucharistic Procession around St. Henry's campus (wear bug spray!). Finally, following the procession, we will have an informal social in St. Henry's social hall.

General announcements and policy changes are attached. Please look them over! Please do not hesitate to contact me with any questions or concerns you may have. As always, you can reach me at the school by calling 763-220-2402 or emailing me at [alang@holyspiritacademy.org](mailto:alang@holyspiritacademy.org). I look forward to working with you to provide the best education in Christ for your students.

In Christ,

A handwritten signature in black ink, appearing to read 'A. Lang', with a stylized flourish at the end.

Andrew M. Lang  
Headmaster

Enclosures: Welcome Letter, General Announcements, School Directory, FORMS, Picture Form, Volunteer Requirements, Harvest Banquet info., New Student Kit, School Supply List (returning students), Extracurriculars

## General Announcements

### Board Meetings

The Board of Directors meets on the first Thursday of each month. Meetings are held at Holy Spirit Academy. The Board welcomes your presence, questions and input. To better plan the agenda, please email [lstokman@holyspiritacademy.org](mailto:lstokman@holyspiritacademy.org) *at least 3 days prior to the meeting* with your inquiries.

### Class Schedules and the First Day of School: "Sandbox Week"

Individual class schedules will be distributed to your student during the first week of school. If there are any questions or concerns about your student's schedule, please direct them to Mrs. Nordin or Mr. Lang.

This year, the first week of school will be dedicated to orienting new and returning students. We are calling this week "sandbox week," where we will "sandbox," i.e. practice and explain, many of the distinctive customs and guidelines at HSA: such as Morning Prayer, Socratic Method, Student Handbook and Playbook, Examen, etc. Semester locker assignments and padlocks will be given at that time.

Teachers will be explaining their classroom expectations and distributing books. We will also have a number of community building activities and time for prayer to start the year off right. Please pray for a blessed year.

Also, a final reminder for students to complete their summer reading assignments.

### Communication

During the Academic Year, Holy Spirit Academy will continue to communicate with parents on a weekly basis. The Headmaster Missive will again be sent via Constant Contact. You will also receive necessary information and other announcements periodically from the school office. If you are not receiving these electronic communications, check your "junk mail" folder and add us to your approved sender list. Please contact the office if you are not receiving the Headmaster Missive.

Also, we have a live Google Calendar on our website as a more accurate source of upcoming events and extracurriculars. If you wish to have a school related event posted to this calendar, please contact the school office.

To ensure families are fully aware of happenings at HSA, this year we will be emailing the weekly Headmaster Missive and any other major communications to both parents if we have your email. Please check the information on the enclosed

student directory for correctness and if you wish to update your email address or phone number, contact us at [office@holyspiritacademy.org](mailto:office@holyspiritacademy.org). Thank you, Fathers and Mothers, for participating in the life of the school by keeping up on our communications.

### Financial Questions

If you have any questions regarding tuition or the TADS tuition management system, please contact Mr. Steve House at [shouse@holyspiritacademy.org](mailto:shouse@holyspiritacademy.org)

### Hours of Operation Update for School Year

The school building will be opened at 7:00am. Students are to arrive at school by 7:30am and ready for **Period 1 Homeroom, which starts immediately at 7:50 am.**

Dismissal is at 3:15pm, and students should be picked up no later than 3:30pm. Parents should call the school office if alternative arrangements are needed. Students who have driven themselves to school are asked not to loiter on school grounds after Dismissal. We ask that students and parents enter Holy Spirit Academy using the doors of the building at the west end of the parking lot. This is the designated entrance for our school.

### School Directory

Also enclosed is a School Directory for networking and volunteer purposes. Please respect the use of this information and only refer to it when planning carpools, social events, and volunteering. Please let us know promptly if any information is out of date or incorrect. Again, we would like to communicate with both parents, so please make sure both emails are correct. .

### Uniforms

Uniform purchases are made through Donald's Uniform ([www.donaldsuniform.com](http://www.donaldsuniform.com)), either online or at their two locations in the metro area. The requirements and uniform price sheet were included in the June summer packet.

### VIRTUS Training

Parents desiring to volunteer for any youth activities, field trips, etc. or volunteer at the school campus during school hours are required to complete archdiocesan VIRTUS Training. Details to complete this online training in child protection can be found by going to our website at, <https://holyspiritacademy.org/volunteer-virtus/>

## **Parents need to Complete the Required Enrollment Forms and bring them to Orientation on August 24.**

### **1. Immunization Records: (for new students or returning students who had updates from last year).**

Minnesota law requires that every student who is enrolled in school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and chicken pox unless there are medical, conscientious, or legal exemptions. **Potassium Iodide Consent forms** are also needed for new students.

### **2. Student Emergency Record**

Parents complete each year.

### **3. Medication Authorization**

We will continue to follow the medical administration policy we first implemented last year. You will be given opportunity to have your student self-administer any medication that is not prescribed by a doctor. If you choose to do so, the forms indicate that only one day of the over-the-counter medication may be brought to school for self-administration. Furthermore, per Monticello District Instructions, the office will ***not*** have a ***general supply*** of aspirin or other over-the-counter medicines. Students will be expected to supply their own either with a 1 day supply to self-administer or if the student needs a more frequent supply, a bottle of the appropriate headache medicine can be given to the office for secure storage. It will be labeled with the student's name, and administered by the office.

### **4. Parking Permit/Carpool Notification**

### **5. Parent Request for Transportation Reimbursement**

Parents who have students living outside of the Monticello School District may be eligible for transportation reimbursement.

### **6. Request form for Textbooks**

In order to keep book fees as low as possible, HSA takes advantage of a state book reimbursement program, which sends your tax dollars back to your students for their books. If you do not check the first box, HSA reserves the right to bill you for the reimbursement amount.

### **Request form for Health Services**

A nurse visits HSA periodically to assist with any medical related questions, check immunization records, and verify medication storage.

### **7. General Liability Form/Media Waiver**

### **8. Request form for Guidance/Counseling Services**

HSA receives resource assistance from the school district to provide post-graduate planning to prepare your student for college.