



Parent-Student Handbook

2025-2026

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Administration and Faculty

Dr. Steve House – President
Mr. Andrew Lang - Headmaster
Mrs. Kelly Buboltz – Marketing & Development Director
Mrs. Mary Nordin - Administrative Manager
Miss Therese McCoy – Marketing & Development Coordinator
Mr. Tommy Welsh – Humanities, Theology, Math, and Dean of Students
Mr. Joshua Wang – Music and Choir
Miss Clara Grismer – Humanities and Theology
Mr. Sean Malone – Humanities and Theology
Mr. Isaiah Blickenstaff – Mathematics and Science
Mrs. Robin LaFond – Mathematics
Mr. Eric Menzhuber - Studio Art
Mrs. Susan Steinke – Latin

HSA Faculty Leadership Roles.

Dean of Students: The Dean of Students (DS) develops strategic improvements in disciplinary policy to improve the culture of the school. The DS responsible for on-the-ground management of daily student discipline. They will manage student discipline issues with support of the faculty which do not require the attention of the Headmaster. The Dean of Students will explore, develop, and implement policies which will advance the student body culture.

Drama Club Director: The Drama Club Director leads play selection and adaptation, auditions and casting, budgeting and collecting fees and forms from families, setting up and executing the rehearsal schedule, organizing space needs and clean up expectations, managing communications with HSA Drama Club community, and coordinating volunteers for all relevant assistance to any of the areas above.

Guidance Counselor: The Guidance Counselor provides college and career guidance: works with HSA students to guide and provide services to them in their college/career discernment such as vocational planning events, standardized testing, scholarships, and college credits. They will facilitate career interest testing formally with student advisors to help students in post-graduate success, work with area guidance counselors to determine best practices and necessary timelines; provides resources for broader vocational discernment.

HSA Administrative Leadership Roles (“Leadership Team”)

President: The President reports to the Board of Directors and is responsible for the development and implementation of the school’s Strategic Plan, regarding the key areas of academics, culture, Catholic identity, facilities, fiscal operations, land development, and capital campaign. The President assumes management responsibility for the Leadership Team (Headmaster and Development & Marketing Director), Faculty Deans, Business Associate, and external contractors.

Headmaster: The Headmaster serves as the educational leader, responsible for managing the policies and procedures to ensure that all students are supervised in a safe learning environment that adheres to our Catholic identity. The Headmaster is responsible for the curriculum, instructional leadership, hiring and direct supervision of instructional personnel, student life, discipline, recruiting, admissions, and retention of school families.

Marketing and Development Director: The Marketing and Development Director leads the marketing and communication efforts in support of development, admissions & enrollment, and alumni relations, as well as stewarding the overall brand and image of the school. As a member of the leadership team, they will collaborate to define the overall marketing and communication strategy of HSA.

Administrative Manager: The Administrative Manager serves as the primary professional support to the Headmaster and staff by helping manage hospitality, recruitment, clerical work, and school events. They help ensure a safe and professionally managed learning environment that adheres to our Catholic identity and serves the mission of Holy Spirit Academy.

Holy Spirit Academy Prospectus

On Holy Spirit Academy's Educational Mission and Its Institutional Culture

What can reasonably be expected to be taught at the high school level? How does esteem for the classical educational tradition and fidelity to the divine revelation found in the Catholic Church impact these questions? This text proposes to give the essential features of Holy Spirit Academy and therein explain its mission, namely, *“Grounded in the Truth of Christ, Holy Spirit Academy educates students in grades 9-12, preparing them for life, and helping students discover their unique, God-given purpose through an affordable, integrated academic program in Catholic tradition.”*

What is the primary good of the education provided by Holy Spirit Academy?

“All men are nurtured, first and foremost, by the truth, not only those who search for knowledge...everybody who yearns to live as a true human being depends on this nourishment.” – Joseph Pieper

By “primary good,” we denote the principle fruit of education, the end for which we work--following Aristotle's idea that the good is that which men seek in any sphere of action. To begin, we must note that high school education has manifold goods which it provides. Nevertheless, there ought to be understood a proper and proximate end of the Academy, which sets it apart from training of other sorts and other stages of learning.

Hence, we identify our education as providing an intrinsic good, which has as its primary and proximate end to be the imparting of truth. Truth, i.e. understanding in conformity with reality, is worth knowing for its own sake. In other words, our education is an end worth pursuing per se as a good, vis. the good of knowing what is true.

Since true education is proper to man and his rational nature consists fundamentally in two powers, the intellect and will, the end of education lies in cultivating intellectual and moral goods. The former of these is the direct concern of our educational institution. This is because on the one hand, the moral virtues should be formed first in the home and ought to permeate the whole academic experience. Secondly, human flourishing as found especially in a virtuous life is itself dependent on a proper education in the truth. Furthermore, a student hones and develops many of the moral virtues while pursuing the intellectual virtues and academic excellence. Thus, the primary goal of our education is to seek and love the truth and thereby be formed by it.

While indeed truth is worthily pursued and possessed for its own sake, it is a corollary that possessing the truth by nature will better prepare man for life and to operate competently in a world that is subject to the demands of truth. The presupposition is that reality is indeed real and proper formation will “free” man to flourish in that reality. Therefore, to operate in a way that is indicative of human flourishing in the world requires a conformity to the truth, which is indeed the truth of the world. Building a culture which cultivates this flourishing is an important further question to be later explored.

Why is “Holy Spirit Academy” A Fittingly Named High School?

Hence it is fitting that our Academy was founded in the spirit of that Divine Person whose name we bear. The Holy Spirit is indeed the Spirit of Truth which leads mankind to all truth (Jn. 16-13). “In our own age, then, we are called anew by the ever ancient and ever new faith of the Church, to draw near to the Holy Spirit as the giver of life,” states St. John Paul II in *Dominum et Vivicantem*. The Holy Spirit vivifies our mission by ordering us to the truth and by inspiring the entire life of the school.

Such a mission oriented to the truth is best fulfilled in an Academy properly understood. The notion of Academy goes back to Plato in the foundation of the Platonic Academy (*Akademos*) in ancient Greece. In ancient Greece, Socrates was killed for his commitment to the truth. His pupil, Plato, founded the first Academy. The term “Academy” therefore denotes a fundamentally protected institution of society where, according to Joseph Pieper, “there is expressly reserved an area for truth...for the autonomous study of reality, where it is possible to, without restrictions, to examine, investigate, discuss, and express what is true about anything...where hidden agendas have no place.” Hence, today’s high school academy, to be true to its origins... must be committed to the truth in its fullness in spite of any cultural threats to the objective study of truth.

“Classical” “Liberal” and “Catholicism” and Their Relation to Our Academic Program

There are certain terms and concepts so vital to our academic program it is the prerogative of the entire community to understand in what sense they are employed.

Classical denotes an enduring and time-honored tradition of teaching and a central canon of literature which presents unchanging concepts about reality and humanity. In the classical tradition of learning there are certain canonical texts, “Great Books,” which are the original writings of the greatest minds (e.g. Homer, Euclid, Herodotus, Aquinas, Dante, Shakespeare, Chesterton, and others). These are not read merely for cultural or historical reasons, but because they represent our best efforts to understand reality itself. Moreover, these texts propose certain fundamental questions and answers that are fittingly first studied at the high-school level. An example is St. Augustine’s *Confessions*, which vividly describes the state of sinful man, the nature of conversion, and the designs of Divine Providence—all matters which inevitably confront young adults.

Liberal education does not have a political connotation. Rather, in the etymological sense of the word, it denotes the freedom specifically found in working towards the true good: “Then you will know the truth, and the truth will set you free. (Jn. 8:32)” This education is also liberal in the sense that it is done freely and meaningfully for its own sake. The seven “Liberal Arts” (The Trivium: Grammar, Logic, and Rhetoric; The Quadrivium: Arithmetic, Geometry, Astronomy, and Music) are those arts whereby man is equipped to understand those ideas intrinsically worth knowing. Our education in the Liberal Arts is not merely a narrow scholastic preparation but a truly humane experience whereby the liberally educated high schooler begins to achieve certain fundamental competencies for life itself. Hence such an education truly leaves its graduates “prepared for life.”

Catholicism perfects ideas found in classical and liberal ideas of education and elevates them in Christ. The value of truth, the dignity of the human person, and the purpose of life are all profoundly elevated by life in Christ. A recognition of the world outside oneself and a sense of wonder at that world is the starting place for any authentic education. This recognition leads the student to seek an

understanding of things (i.e., the world, its creatures, man himself, existence and, ultimately, God). This desire to know is in our very nature and is the restlessness of our heart of which St. Augustine famously speaks: “Thou hast formed us for Thyself, and our hearts are restless till they find rest in Thee.” This is the desire to know the good, the true, and the beautiful. Man, liberally educated in the truth, is free to achieve true goods in life.

Catholicism enriches this idea vis-a-vis the revelation in Jesus Christ and in magisterial teachings of the Catholic Church which he founded. Religiosity is therefore imbued to the purpose of education. Indeed, a “Catholic worldview” is pervasive in our structure and programs such that, in the words of Dana Gioia, our Academy aims to be “shimmering with signs of sacramental things... mysteriously charged with the invisible presence of God.” This pervasive Catholic perspective does not require a sacred subject, nor is it confined to a Theology class. The Catholic intellectual tradition is replete with great authors, Catholic or otherwise, who understood this in their writings and ideas in all subjects. By reading and discussing great works and considering the marvels of nature, a “moral imagination” is formed. The concept of “moral imagination,” developed by Russel Kirk, shows that all the powers of the soul are formed unitedly and sacramentally in classical Catholic education. The faith impacts how we engage the world’s struggles and mysteries. Such is the Catholic intellectual tradition to which Holy Spirit Academy espouses. While recognizing the principles and methods properly found in each subject, the degree Catholicism impacts the academic program cannot be overstated.

How is Holy Spirit Academy “Integrated?”

High school culturally is a period of youth emerging into adulthood. A fundamental need of these young people in transition is formation in the Truth and the moral enculturation which follows such a formation. Hence our Academy at the high school level adopts an academic program with an integrated course of studies, exposing the student to perennial questions and fundamental truths which will prepare them for a human and supernaturally flourishing adulthood. Moreover, it adapts a complimentary disciplinary model dedicated to imparting a conviction of vocation and responsibility to students.

Integration includes showing the cross-disciplinary nature of learning between subjects and furthermore understanding that there is a hierarchy in the order of learning, with Theology in pride of place. Students will be challenged to see how it all “fits together.” Peter Kreeft comments accordingly: “The medieval formula ‘philosophy the handmaid of theology’ and the associated idea of theology as ‘the queen of the sciences’ are seldom taken seriously today... Yet neither philosophy nor science have ever refuted the claim during the past seven hundred years. It has been dismissed by fashion, not by reason. If God is, and is our ultimate end, then the science of God must indeed be the queen of the sciences.” Such an academic program and disciplinary expectations are preparatory by design since it will cultivate a student and will leave them prepared to continue their quest for truth.

These truths ought to be further pursued alongside professional goals in post-secondary education and indeed throughout life. Our integrated education demands discipline and results in exceptional competence in collegiate and post-secondary studies, because in such an education the entire person receives formation.

The Pedagogy of Holy Spirit Academy

Because of the interpersonal and discursive process of learning intrinsic to classical education, seminar-style discussions in the Socratic method are commonplace. Such an approach to teaching fosters open discussions directed by the teacher to a better understanding of the text being considered and the ideas which arise. Small class sizes ensure that every student is engaged in the learning process. All of the modes of teaching are employed at Holy Spirit Academy, as is fitting their subject. Math and science classes also employ interactive exercises and labs which are fitting to the subject matter and deepen a sense of wonder for the natural world. Beyond the work of the classroom, regular homework provides students the opportunity to independently develop their understanding and study habits.

As the perennial ideas, original text, and hands-on labs are often the focus of the classroom, technology at Holy Spirit plays a secondary role. While a certain amount of technological proficiency and competency is important for the student, the danger of technology becoming a distraction is quite serious in our present age. Hence Holy Spirit Academy students check in their cell phones in the morning and only use laptops when working on specific reading or research assignments.

Since a well-trained mind is put to the test through writing, composition is a feature of all our classes. Holy Spirit Academy recognizes the need for practice to develop good writing habits which will prepare the student for academic and professional success. Tied with the ability to write well is the ability to do independent research and documentation. These efforts to cultivate good writing, research, and rhetorical skills is the object of the Humane Letters course.

Holy Spirit Academy's Culture

Holy Spirit Academy's culture is decisively Catholic with a goal of building a vibrant Catholic intellectual community. The Faculty of Holy Spirit Academy makes an oath of fidelity to the Magisterium and understands their roles as extending beyond the classroom to forming the students in faith and virtue. The Academy has a rich devotional life: regular Holy Mass, daily adoration, daily classroom prayer, praying Divine Office in community, participating in special devotions during holy seasons, regular access to the sacrament of confession, and opportunities for retreat and service for students at various times throughout the year.

A Catholic intellectual life means unity to the Magisterium of the Church in its teachings and practice. We are creating an environment which invites students to engage in a perennial intellectual tradition in discussions and debates both in and out of class. Engaging in the needs and ministries of the Church are also a priority for the Academy. Stewardship of Holy Spirit Academy, a private institution, is the responsibility of the entire community and all are asked to participate in fundraisers and development initiatives.

Because the Catholic intellectual life is only achieved in a well-rounded environment, Holy Spirit Academy also inculcates the appreciation of the Arts and encourages students to participate in its extracurriculars. Students participate in Fine Arts classes each year which imparts classical technique and an eye for beauty. They deepen their appreciation of the Church's patrimony of sacred music and experience the joy of singing through a four-year all-school choral program. Extracurriculars such as the drama program and sports are designed to complement the academic program.

A love of the Culture of Life is also a priority for Holy Spirit Academy. The dignity of the human person is a pervasive theme that presents itself in many classes. The Student Playbook, which encourages student wellness, compliments the rules and expectations established by the Parent-Student Handbook. Parents are strongly encouraged to participate in manifold ways throughout the year, especially in intellectual and cultural events. Most of Holy Spirit Academy's events are family-friendly. Opportunities to engage in further education are made available to the entire community throughout the year both through various publications and in special events.

Venerable Fulton J. Sheen: Patron of Holy Spirit Academy

Archbishop Fulton J. Sheen exemplified a life that is studious, prayerful, and devoted to preaching the Truth to the modern world. His humble Midwestern beginnings encourage students to be confident that sainthood can be achieved by anyone. Bishop Sheen's dedication to a relationship with the Lord and commitment to authentic, classical, Christ-centered education exemplify the mission of Holy Spirit Academy: "[First,] we must train the whole man, not only his intellect, but also his will. Secondly, we must get back to the only subject that there is in all the world that can give us peace and that is Christ. Thirdly, you will have an education that will bring to us the rich heritage of the past."

Holy Spirit Academy's devotion to Ven. Sheen is seen in several concrete ways. First, Ven. Sheen's writings, well-suited for high school age students, are read each year as part of the Theology curriculum. Secondly, we begin each day with a Morning Offering asking for Ven. Sheen's intercession. Thirdly, each weekly Headmaster missive begins with a quotation and reflection on Ven. Sheen's words. Finally, his ideas and spirit present themselves throughout the year as we commemorate his life and legacy in various ways.

At Holy Spirit Academy we attempt to embody the words of Archbishop Sheen regarding the task of education: "*The Christ-mind, looking at the field of education, insists not only on training for the intellect but also demands training of the will. It adds to the purely worldly end of educating (training for citizenship and service) the Divine goal (training for Christ's sake and for the salvation of souls).*" We ask for Ven. Sheen's prayers as we strive for these goals as an academy.

Our Lady Seat of Wisdom: Patroness of Holy Spirit Academy

Devotion to Our Lady Seat of Wisdom has enveloped the community of Holy Spirit Academy since its inception. Under this title, Our Lady is invoked every morning by the students, faculty, and staff; and under this title, the school was consecrated to her in the fall of 2023. As the Patroness of Holy Spirit Academy, Our Lady Seat of Wisdom bestows her maternal wisdom and love on all who are connected with the school. It is to Our Lady Seat of Wisdom, then, that we entrust our mission, and all of our endeavors and plans. The Consecration Prayer to Our Lady Seat of Wisdom is located in the Appendix.

Parents and Teachers: A Shared Responsibility

The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute. The right and duty of parents to educate their children are primordial and inalienable. —Catechism of the Catholic Church, no. 2221

In conformity with the teaching of the Church, Holy Spirit Academy exists to assist parents as the primary educators of their children. The posture of the Administration and Faculty is to see itself as

an extension of the parents, acting *in loco parentis* (“in the place of the parent”). As parents want the very best for their children, it is Holy Spirit Academy’s conviction that the very best faculty is required to execute the solemn duty of educating our pupils as their parents would wish. While having no pretense to perfection, the words of Pope Pius XI are relevant here:

Perfect schools are the result not so much of good methods as of good teachers, teachers who are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which these are the children of predilection; and who have therefore sincerely at heart the true good of family and country.¹

Non-discrimination Policy

Holy Spirit Academy has adopted the following racially nondiscriminatory policy: *Holy Spirit Academy admits student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic programs, and other school-administered programs.*

A student need not be Catholic to attend Holy Spirit Academy, however, all students are required to participate in the established curriculum and programs offered during the school day. This policy does not prohibit giving Catholic students priority for admission. Holy Spirit Academy has the right and duty to conduct its programs and activities in a manner that is consistent with its adherence to the Roman Catholic Church. Accordingly, nothing in this handbook precludes the ability of the school to act in conformity with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

¹ Pius XI, Encyclical. *Divini Illius Magistri*, 88 (1929).

General School Policies

Academic Integrity

In keeping with its devotion to the truth, Holy Spirit Academy calls for the highest standards of personal and academic integrity. Upholding these standards is a sacred duty of the school, and one which preserves the honor of our community. Students are expected to submit only their own original work on all assignments, quizzes, and tests unless they are given specific instructions that allow for collaboration. When using the work of others for the purposes of research and support, that work must be properly credited. Cheating includes but is not limited to: unauthorized foreknowledge of test/quiz contents, copying of homework or test material, allowing one's work to be copied, the forging of signatures, the use of others' work without proper citation of the original source (especially internet sources), use of AI in the composition of any schoolwork, falsifying records, and falsifying or inventing data. Holy Spirit Academy has a zero-tolerance policy on cheating. Students who are found to be in violation of this policy will not receive credit for the submitted work, and may face additional disciplinary action including detention, suspension, and expulsion.

Admissions

Application for admission is open to all students who come from any public, private (including home school), or parochial school and leave their previous school in good standing. Holy Spirit Academy reserves the right to reject any applicant for admission. Holy Spirit Academy will try to accommodate special needs within the limited resources of the school; however, students may be required to seek special education services elsewhere if they are admitted to Holy Spirit Academy with special needs. Non-Catholic students enrolled in our school are required to participate in the same course of studies as Catholic students, and to the same extent in all school activities, both curricular and co-curricular.

As a condition of initial and continued enrollment as a student, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, (e.g., acts of a degenerately sexual nature, excessive violence, continued violation of policy, procedures, rules, etc.) is grounds for disciplinary action up to and including immediate expulsion.

The Holy Spirit Admissions Process consists of several elements:

- Student Application
- Student Paragraph
- Student Transcript
- Teacher/Administrator Questionnaire
- Entrance Exam (ACT Explore)
- Meeting with the Headmaster or Dean of Academics

The Headmaster is responsible for assisting potential students and their families through the admissions process, and has final authority concerning student admission. On a case-by-case basis, the Headmaster may, in the interest of the potential student and Holy Spirit Academy, amend the admissions process for a potential student. Application for Admission to Holy Spirit Academy is made online. Questions or assistance about the process may be directed to the school office.

Alcohol, Tobacco, and Drug Policy

Purpose

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jn. 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk. 16:15). (*Evangelium Vitae*, Introduction, Section 3, para.1).

Holy Spirit Academy is a Christ-centered educational community, which proclaims the Gospel of Life and recognizes the human dignity of each person. Therefore, it is part of our mission as a Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential. The presence and abuse of alcohol, tobacco, and drugs presents a clear danger to the health, safety, and welfare of all pupils in our schools. Therefore, Holy Spirit Academy has a paramount interest in addressing students who are involved with drugs and alcohol.

Definitions

“Illicit substance,” “possession,” and “distribution” are intentionally broadly defined by this policy, so as to include as many circumstances as possible that would fall within the spirit of the policy. The term “illicit substance” includes:

- Illegal drugs
- Alcohol or tobacco
- Over-the-counter or prescription drugs, when abused, or possessed or distributed with the intent of abusing them
- Prescription drugs when possessed or distributed without a prescription
- Any other items or substances that are consistent with the spirit of this policy, such as “look-alike drugs” or drug paraphernalia

The term “possession” includes:

- Having an illicit substance on a student's person.
- Having an illicit substance in a student's personal property.
- Having an illicit substance under his/her control.
- Knowingly remaining in the presence of an illicit substance.

The term “distribution” includes passing, offering to pass, or attempting to pass an illicit substance, to another, whether in exchange for something else or not.

Prohibition

No student may use, attempt to use, possess, distribute, or be under the influence of illicit substances at any time, at any place, on or off school property.

Additionally, students are prohibited from dealing illicit substances in general, or violating any criminal law or ordinance pertaining to illicit substances.

Investigation and Searches

The Headmaster in his discretion may investigate allegations of violations of this policy. The same criteria for investigating and the application of sanctions (below) may apply. The Headmaster may, at his discretion, conduct exploratory searches of any or all desks, lockers, and/or similar areas and may also conduct exploratory searches of student automobiles while on campus. The school may enlist the assistance of law enforcement and other resources in conducting searches.

Tobacco and Nicotine Use

The use of tobacco, e-cigarettes, vaping, and all nicotine delivering devices (hereafter “nicotine”) is prohibited at Holy Spirit Academy. The use of nicotine in any form (including vaping, “e-sigs,” and the like) by Holy Spirit Academy students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the nicotine product and disciplinary action, including suspension, dismissal, or expulsion. Students may not have nicotine (or lighters) in their possession on the school grounds. All buildings of Holy Spirit Academy are tobacco free. Adults should refrain from using tobacco in the presence of students on our parking lots and school grounds.

Sanctions

The sanctions for violating this policy may include the following as determined by the Headmaster:

- Notification of parents
- Notification of law enforcement
- Prohibition from participation in co-curricular activities
- Suspension
- Expulsion
- Any other sanctions determined by school administration to be fair and appropriate under the circumstances

When applying the above sanctions to a student, the Headmaster will consider the totality of the circumstances surrounding the incident.

Distribution of drugs, by its very nature and scope, is a much more serious infraction than the other violations enunciated herein. Following proper investigative procedures and in cooperation with all legitimate authorities, the Administration will decide as to the violator’s expulsion or dismissal from Holy Spirit Academy.

Reporting

Violations of this policy may involve illegal conduct and may necessitate contacting law enforcement authorities. Students who report incidences related to violation of these rules are protected by the Whistleblower policy (cf. School Safety below).

Relationship to Other School Policies

This substance abuse policy is intended to be implemented in conjunction with and supplement other policies at Holy Spirit Academy.

Appeal

The decisions of the Administration of Holy Spirit Academy are final. If there is any disagreement with the decision of the local school authority, the student and/or parent may appeal the decision to the School Board of Directors.

Assignments/Homework/Study Halls

Homework

Homework reinforces knowledge, instills responsibility, encourages time management, and develops solid study habits. As the old Latin adage says, *repetitio est mater studiorum* (“repetition is the mother of studies”). Homework helps a student to make his education his own.

Parents should encourage solid habits and a quiet time for study. Part of a Holy Spirit Academy education is helping our students to become mature individuals and to prepare them for entrance into an adult world. Students take ownership of their education through individual study at home. The faculty will be reasonable and work together in assigning homework, mindful that time with family and duties at home are important parts of students’ lives.

Assignments

Students at Holy Spirit Academy will be receiving a student planner which they are expected to use daily to track their homework assignments and due dates. The Student Planner is a valuable resource to also aid students in the management of their academic responsibilities and personal welfare. At the beginning of the semester, teachers will explain their policy on late work and make-up work in their course guidelines

An on-line Parent and Student Portal that shows current homework assignments due is available through Gradelink. Parents and students will be able to check on homework assignments that need to be completed either from their phone or computer.

Please note the following specific expectations about late and missing work:

- Students are expected to complete all assigned work on time and in a careful manner.
- At the beginning of the semester, teachers will explain their class policy on late work and make-up work in their course guidelines.
- Parents should communicate to the main office if a student will be having a planned absence of two or more days (e.g., vacation), preferably a week in advance.
- Students are responsible for staying updated on missed assignments and for completing missed homework assignments when they are absent.
- Absence Policy: x+1
 - Example: If the student is absent on Monday, missed work is due by the end of the day Wednesday (or Thursday if there is no class on Tuesday or Wednesday)
- Students should procure schoolwork from their teachers in advance of a planned absence.

- In the event of an unplanned excused absence (e.g., illness), students are responsible for collecting and completing work they missed.
- Typically students will be given a remediation period of equal length to the period of their excused absence to make up work.
- All unexcused missing assignments will be marked as “Incomplete” in Gradelink and an automatic communication will be sent to parents.
- Students with significant missing assignments will be directed to the Headmaster for additional remediation as deemed necessary.

Study Halls

To assist students with independent study opportunities while at school, HSA provides regular study halls.

Please note the following specific expectations about study halls:

- Students are expected to utilize study hall time to complete schoolwork and/or to work ahead on their studies.
- Study halls are not recreational time. If a student’s current assignments and homework are completed, they are expected to work ahead.
- A policy of “library quiet” will be adhered to so that all students can use their time productively.
- “Noise annoys!” Keep conversations to a minimum and use a quiet, inside voice. Be quiet and respectful with school supplies.
- Students are to be thoughtful of others who wish to do quiet study.
- Students will be assigned seating or otherwise moved to ensure an effective learning environment.
- Supervising faculty members may allow a respite of studies in the final five minutes of the study hall at the discretion of the teacher, but not otherwise. Noise during this time should be kept down so nearby classrooms are not disturbed.
- Faculty are responsible for knowing the status of all of their students in study halls.
- Unless expressly given permission, one student at a time will be dismissed to the bathroom.
- Chromebooks are not allowed during study halls unless directly supervised by the teacher assigning work that is being completed during the hall.
- Students who are disruptive will be progressively disciplined.
- Additional disciplinary expectations are at the discretion of the supervising faculty member.

Attendance Guidelines

The State of Minnesota and Holy Spirit Academy are concerned with the effect that absenteeism may have on a student’s grades, credit for a class, and social development. Holy Spirit Academy will follow the truancy statutes as set by the State of Minnesota. It is the school’s responsibility to monitor and document each student’s attendance through the following guidelines:

Excused Absences

In cases of an illness, parents should call or email the school office (office@holyspiritacademy.org) before 7:15 AM to report an absence.

- If a student has an appointment, parents must call or email the school office no later than the beginning of the school day.
- Students must sign in and out at the main office whenever they arrive or leave the premises.
- For any other planned absences, students should bring a note from a parent in advance as early as possible.
- Parents should try to schedule family vacations during the scheduled vacation periods of the school year. This prevents the problem of make-up work for both the student and teacher.
- Advance notice of a foreseen absence helps insure the make-up of schoolwork. All excused absences are subject to the final approval of the Headmaster.
- It is the student's responsibility to make up any missed work due to excused absences. See the Assignments section of the Parent-Student Handbook for more information.

Unexcused Absences

Unexcused absences are the result of student violation of policies. This may come from skipping classes or other unauthorized forms of absence. Students who receive an unexcused absence are not allowed to make up any of the work – tests, quizzes, homework assignments – due on the day they receive the unexcused absence. The faculty is under no obligation to make-up class time for unexcused absences, and the student loses credit for the classes missed the day of the absence.

Tardiness

- Students are expected to be in the building 10 minutes before Period 1 starts to drop off their books, coats, etc and be in the Homeroom ready to start Period 1.
- Any student late to school must check in at the front desk before being admitted to class.
- Parents are expected to call in or send a note to office@holyspiritacademy.org to notify us in advance of a late student arrival.
- Students who are unexcused and arrive late to class will be considered tardy.
- Three unexcused tardies will result in an automatic demerit.
- Students who are tardy repeatedly may face further disciplinary action as deemed appropriate by the Administration.

Skipping

Skipping class is leaving an assigned area during class or study hall without permission. Skipping is a form of unexcused absence and a serious offense. If a student skips a class or part of a class (but remains in the building), he/she may face detention or suspension. For further violations, students and parents may need to meet with the Administration and may face additional consequences.

Student Check-In and Check-Out Arrival Policy

To streamline the process of arrival and attendance at Holy Spirit Academy, when students arrive at the beginning of the school day they are to first stop at the school office and check in with the office administrator, who will take their attendance for the day.

Students are expected to reside on campus for the duration of the school day. Permission to leave campus outside of regular school hours must be granted by parents in advance. Students who are legal adults may request permission to leave campus for specific personal reasons (e.g., getting lunch, an appointment), but approval will be made on a case-by-case basis by the Administration.

Mobile Device Check-In Policy

Student mobile device use is restricted during the school day to foster and simplify a focused classical academic environment and to encourage camaraderie among the students. At morning check-in time students are required to turn in their mobile devices (smart and cell phones, as well as smart watches) to the office administrator in the school office for safekeeping and to avoid distractions throughout the school day. Students are able to check out their mobile devices when the school day is dismissed. For general policy on school time communication, please see Telephone and Message policy.

Automobiles and Parking

Parking is provided for students and school guests in the church and school. Unauthorized vehicles may be ticketed and towed. Students who have a valid driver's license and who drive to school are responsible for following all the rules for the safe operation of a motor vehicle. A speed limit of 10 miles per hour is observed on the school grounds. Students should park on the west side of the parking lot adjacent to the Holy Spirit Academy wing. All cars that are driven to school must be registered in the office and given a Holy Spirit Academy sticker to display on their rear window. Carpools need to have the Carpool Permission form signed and registered in the office. Students may not go to their car during the school day without permission from the office. Valuables should not be left in vehicles. Holy Spirit Academy is not responsible for any lost or stolen property. Violation of these policies may result in the revocation of permission to park on church and school grounds and/or suspension/dismissal from Holy Spirit Academy.

Behavior and Decorum

“Finally, all of you, have unity of spirit, sympathy, love of the brethren, a tender heart and a humble mind.” – 1 Peter 3:8

In short, students are expected to treat one another with respect and dignity as brothers and sisters in Christ. We are a community working together in service to the true, good, and beautiful. Holy Spirit Academy encourages all community members to help build community spirit. Students are encouraged to cultivate friendships and goodwill across every grade level.

Students are expected to act in a respectful, courteous manner to administration, faculty, staff, volunteers and to their fellow students at all times. Failure to do so will result in discipline, which may include detention, suspension, dismissal, or in cases of extreme gravity, expulsion.

Holy Spirit Academy respects parental expectations regarding student relationships. Holy Spirit Academy does not encourage amorous relationships. In order to support a model of appropriate relationship as brothers and sisters in Christ, and for the sake of civility, public and private displays of amorous affection are not permitted by students on campus or at Holy Spirit Academy functions. Occasions for amorous affection should also be avoided.

Expression of fraternal affection should be temperate and considerate of the greater community. For example, prolonged hugging between students and other such fond behaviors (e.g. holding hands,

walking arm-in-arm) should be reserved for special occasions or saved for friendships off campus. Expressions of such affection towards teachers should also be limited to special occasions. Respect for personal boundaries should always be maintained.

Students are to be mindful of their place in the community, understanding that school is not a venue for exclusive relationships, amorous or otherwise. Exclusive relationships jeopardize school life by presenting inappropriate isolating situations. Exclusive time should be for a school-related purpose or otherwise brief. Disruptive exclusive relationships may be subject to disciplinary action. Parents reserve the right to inquire, intervene, or otherwise involve themselves with their children. Students may seek the advice of the Headmaster or faculty and staff with their questions about relationships or vocational discernment.

Holy Spirit Academy prohibits the bullying, hazing, cliques, and the harassment of students, including belittling, ridiculing, humiliating, or causing distress or embarrassment. Students may not push, hit, kick, scratch, spit upon, taunt, tease, inappropriately touch, or otherwise denigrate other students at Holy Spirit Academy. Students and relationships should not be subject to gossip. These actions are contrary to the philosophy of Holy Spirit Academy and may result in disciplinary action.

Students of Holy Spirit Academy are asked to have and to show respect for the truth they are learning; respect for their teacher; respect for their fellow students; respect for the institution in which they are learning; and respect for themselves as children of God. The Student Playbook explores these ideas in greater depth, and encourages wellness on an academic, cultural, physical, and spiritual level.

In order to create an environment conducive to learning, students will conduct themselves as ladies and gentlemen at all times. Proper decorum and manners are outward expressions of respect for the dignity of another as well as oneself. Faculty and Staff are to be addressed as Mr., Miss, Mrs. by students and other faculty during the academic day and during official school functions. Academic titles are to be used and respected when appropriate (e.g., Dr., etc.) Likewise, during the academic day, teachers and students will refer to each other in the classroom as Mr. or Miss with their surname. This provides the proper seriousness required for study and aids in developing growth in the virtues of self-control and prudence.

Board of Director Meetings

Holy Spirit Academy Board members generously and voluntarily serve the mission of Holy Spirit Academy. Board Members are listed on Holy Spirit Academy's website. The Board of Directors meets each month. The Board welcomes your questions and input, please email nhanowski@holyspiritacademy.org at least 3 days prior to the meeting.

College Application Process

It is the sincere desire of Holy Spirit Academy to fulfill its motto of preparing students for life. To that end, we offer college preparation services to juniors and seniors preparing for the next stage of their education. This is available both in the form of consultation with the Headmaster, faculty, and

staff, as well as college nights, visitations from colleges, and assistance in all aspects of the application process.

College Admission and Scholarship Transcript Request

In order for Holy Spirit Academy to submit a college transcript, students are first required to complete the College Admission and Scholarship Transcript Request form and submit it to the office. An official transcript will be prepared, stamped, and sent directly to the requested address. Please allow 2 weeks to process. A new request should be submitted for each transcript requested. Parents must sign the request if the student is under the age of 18.

Letters of Recommendations

Students interested in procuring a letter of recommendation from the Headmaster or faculty are advised to request this letter at least a month in advance of its due date. It is the responsibility of the student to let the teachers know what the letter should entail as well as to indicate how the letter should be submitted.

Communications

Regular Communications

During the Academic Year, Holy Spirit Academy will continue to communicate with parents on a weekly basis. The Weekly Update will be sent via Constant Contact weekly. 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 Weekly Update.

All parents are strongly encouraged to read the Weekly Update. To ensure families are fully aware of happenings at HSA, this year we will be emailing the Weekly Update and any other major communications to both parents if we have your email.

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.

The following are vehicles used to communicate school information to parents and/or students:

- Various emails and mailings from the school office of events and announcements.
- Direct telephone communication or emails between parents, faculty and staff
- Regular communications sent via Constant Contact and Gradelink
- Quarterly Newsletters
- School website found at www.HolySpiritAcademy.org
- General communication to Holy Spirit Academy should be directed to office@holyspiritacademy.org
- Parent/Student Portal communication
- Social Media posts on (Facebook, You Tube, etc.)

Parent/Student Portal (Gradelink Database)

Gradelink is our online grading and academic progress database. This system offers many features beyond grading such as a Parent/Student Portal which allow parents and students to see information such as test scores and outstanding homework via their phone or computer. Please download the Gradelink app, set up your student account, and check it regularly. Parents will receive automatic email updates if students have missing or failed work. It is the responsibility of parents to customize Gradelink settings according to their preferences.

Student Official School Emails

Holy Spirit Academy will issue official HSA school emails to HSA students for school-related use. This email account will be administered and monitored by the school. Students are instructed to use this HSA email account for all school-related communications, including but not limited to: communications with teachers, other students and staff on school-related matters, submission of student work, sign-in for school Chromebooks, etc. Non-school-related use of school emails is prohibited.

With Teachers

The faculty of Holy Spirit Academy is honored to help you in the sacred mission of educating your child. Thus, teachers are ready and willing to speak with you about your concerns. If you wish to speak to a faculty member, messages may be left for each teacher by calling the main office. Parents may also email teachers directly with questions or concerns; teacher email addresses may be obtained by calling the school office.

With Headmaster

The Headmaster is committed to collegiality, open communications, and an environment of inquiry. As “Headmaster” historically been designated, the Headmaster is not only a school administrator but also a teacher. As such, please feel free to not only approach him about school operation or administrative matters but also concerning curriculum, pedagogy, and classroom management, etc. Parents are generally invited to call and arrange a meeting time about their concerns with the Headmaster during school hours. The Headmaster is also periodically available at conferences to “hear how things are going” and to discuss any school-related matter with Parents.

Grievance Procedures for Parents

If parents have a question or concern with a grade, teacher’s decision, etc., they are asked to take the following steps:

- First, communicate directly with the teacher via phone or email.
 - Spoken communication with the teacher should indicate the gravity of the issue with expectation of outcomes. If needed, follow-up via email.
 - If needed, request an in-person meeting in writing, including expected outcomes and timeline.
 - Please conclude post-meeting communications in writing to confirm consensus about meeting outcomes and expectations.
 - Phone communications with faculty should be limited to approximately school time hours. Please do not contact teachers after hours.
- Secondly, if not able to reach a satisfactory resolution to your problem, contact the Headmaster following a similar protocol.

- Finally, if there is not a satisfactory resolution with the Headmaster, a request may be made to the Headmaster to meet with a member of the Administration.
- If there is not a satisfactory resolution with the administration, a request may be made to the Headmaster to meet with a member of the Board of Directors.
- Anonymous complaints will not be accepted.
- In the event of an after-school emergency, please contact the Headmaster.

Daily Schedule

The school is open in general to students at 7:30am.

The academic schedule consists of classes Monday through Friday from 7:50AM to 3:10PM:

Academic Year 2025-2026	
<i>Monday- Tuesday</i>	<i>Wednesday-Friday</i>
Homeroom: 7:50-8:05	Homeroom: 7:50-8:05
(1) 8:10-8:55	(1) 8:10-8:50 (Daily Mass)
(2) 9:00-9:45	(2) 8:55-9:40
(3) 9:50-10:35	(3) 9:45-10:30
(4) 10:40-11:25	(4) 10:35-11:20
(5) 11:30-12:15	(5) 11:25-12:10
Lunch: 12:15-12:40	Lunch: 12:10-12:40 (Wed-Fri)
(6) 12:45-1:30	(6) 12:45-1:30
(7) 1:35-2:20	(7) 1:35-2:20
(8) 2:25-3:10	(8) 2:25-3:10

The beginning of the school day (Period 1) will include The Daily Offering and Lauds, Pledge of Allegiance, and announcements. Mass is at 8:15am on Wednesday, Thursday, and Friday at St. Henrys. Students are expected to be seated for Period 1 promptly at 7:50AM, and depart campus no later than 3:30PM. Arrangements due to special circumstances must be made with the front office and approved by the Administration.

Note: Boys attending HSA soccer practice may remain in the school until 4:00pm if desired, unless the coach moves the start of practice to 4:00pm.

Discipline Policy

Our goal is to provide an atmosphere conducive to learning and cultivating virtue. To this end, we demand accountability through a straightforward, two-tiered discipline policy. Individual classroom teachers are responsible for classroom behavior and minor dress code issues. Issues of a more serious level may be referred to the Headmaster. Serious breaches of conduct in the classroom or violation of school rules should be referred to the Headmaster.

Minor Infractions and Demerit Process

Individual teachers will establish guidelines for behavior in the classroom. The classroom teacher will manage consequences for minor misconduct.

- This may include a verbal warning, written warning, Demerit, and communications with parents.
- The Demerit is a consequence which is between a written warning and a detention. Written warnings and Demerits will be recorded within Gradelink as part of the school's communication. Students receive demerits at the teacher's discretion, typically for persisting in misconduct after a warning.
- A student earning four Demerits within a semester will automatically receive a one-hour after-school detention.
- A second detention will be earned at eight Demerits.
- After a second detention, a parent meeting will be automatically called for by the administration.
- This Demerit count resets at the start of a new semester. Examples can include:
 - Excessive or unexcused absences and/or tardiness from class
 - Cheating, plagiarism, or forgery (in addition to no credit for the assignment, quiz or test)
 - Disrespect to the teacher or a fellow student
 - Causing a disturbance during class or study hall

Dress Code

HSA's Dress Code seeks to cultivate the dignity of our students in their vocation: "Proper decorum and manners are outward expressions of respect for the dignity of another as well as oneself." Please see the appendix for dress code details.

Uniform Inventory Policy:

- HSA will have an inventory of uniforms in stock for students' use.
- If students are egregiously out of uniform or not respecting a spirit wear day the school will require students to change into uniforms when needed.
- To implement this, the school will have uniforms in every common size (XS-XL) in inventory and would have them available for use when significant dress code issues arise.
- The school will also have extra ties, belts, and sweaters for times when honest mistakes are made or if students are feeling cold, etc. Students will receive a verbal warning if this happens repeatedly.
- Repeat offenders of significant dress code violations do not demonstrate respect for the dress code rules that the school requires. Students will receive detention after their second significant violation.

- After two detentions, a parent email or meeting will be arranged to address the underlying issue.
- Dress code violations will be reported by the faculty and staff to the Headmaster who will investigate and enforce this policy.

Major Infraction

After-school detentions under the supervision of the classroom teacher or the Administration may be warranted for more serious infractions, including but not limited to: but are not limited to:

- Repeated use of profane/vulgar language
- Possession of alcohol, tobacco, e-cigs, drugs, and substances portrayed as drugs, or pornographic material
- Fighting, malicious behavior, or harassment of other students
- Gross disrespect to teachers, staff, or other adults
- Continued or serious disregard for classroom rules or school policies
- Damage to school or parish property
- Leaving the school grounds without school permission
- Possession of weapons
- Truancy
- Habitual acts of lying, cheating, or stealing
- Inappropriate sexual behavior

Enforcement

- Teachers will issue discipline reports in Gradelink indicating the nature of the infraction, the date of the infraction, and the expected consequences.
- Students will typically be given one verbal or written warning before a Demerit or detention is issued.
- Detentions for minor infractions will be fulfilled during school hours, ordinarily during all-school study halls. Major infraction detentions or detentions from demerits will be fulfilled before or after school.
- Parents will be notified of detentions with at least one-days' notice.
- The Headmaster will use reasonable judgment in determining a consequence, and reserves the right to immediately resort to suspension, dismissal or expulsion as a result of a serious violation or infraction.
- Students may also be dismissed for academic non-performance or for misconduct in the community that results in arrest, and/or brings the name of the school into disrepute.
- Holy Spirit Academy reserves the right to terminate a student's connection with the school, without giving any reason other than its own considered judgment that the student's influence on others is found to be hurtful, or, that the student is unable or unwilling to benefit by his association with the school.
- Serious and obstinate infractions of school rules will result in expulsion. In the event a student is dismissed from Holy Spirit Academy, the student and his or her parents may be invited to a meeting with members of the Administration to discuss the situation.

Recognitions and Merit Procedure

Students may also receive "Merit" recognitions from their teachers for exceeding expectations in the classroom or for service to the school community. These Merit recognitions will be recorded in

Gradelink alongside other discipline items. Service recognitions may be announced at assemblies. Merit recognitions will be posted and celebrated.

In addition to the aforementioned misconduct, any other misconduct that runs contrary to the mission of Holy Spirit Academy or the teachings of the Roman Catholic Church is strictly forbidden. The final arbiter of discipline at the Academy is the Administration.

Electronic Devices

Limited use of technology at Holy Spirit Academy is an intentional feature of the school.

Student mobile device use is prohibited during the school day to foster and simplify a focused classical academic environment and to encourage comradery among the students. At check-in time students are also required to turn in their mobile devices (smart and cell phones) to the office administrators in the school office for safekeeping and to avoid distractions throughout the school day. Students are able to check out their mobile devices when the school day is dismissed. Mobile and electronic device usage during extracurricular activities is to be adult-supervised and restricted to extracurricular-pertinent use. When in possession of a student's electronics, the Academy will take appropriate precautions to store the devices safely and securely. The Academy will not be held responsible for damages beyond its control.

Chromebooks will be administered solely at a teacher's discretion during a class period and be monitored during use. Chromebooks will be returned to the teacher at the end of class.

Students are responsible for all damages to any school devices.

All cell phones, smart phones, and smart watches ("mobile devices") are to be checked in and out at the front desk upon the arrival or departure at Holy Spirit Academy Campus per the Mobile Device Check-In Policy described above. Other electronic devices (e.g., mp3 players, drones, disc players, iPhones, iPads, iPods, Gameboys, etc.) are forbidden during the school hours. Students and parents will sign this agreement at the beginning of each school year indicating that they understand the policy on electronic devices. Medical use of electronic devices may be approved and arranged through the Headmaster when a doctor's note is provided.

The complete Technology Policy and Agreement is located in the Appendix.

Extracurricular Activities and Student Fitness

Holy Spirit Academy believes that the maturation and development of our students is enhanced and further cultivated by encouraging their creativity and talents. To that end, we wish to make available extracurricular activities that will deepen students' talents and character. Holy Spirit Academy is committed to forming each student as a whole person, body and soul. We are pleased to offer both a variety of clubs and in-house extracurriculars, and now selective competitive sports.

Eligibility Policy

Extracurriculars include all sports, clubs, or events not required by the academic calendar. Students participating in extracurricular activities must maintain a 2.0 GPA. Students who are receiving an F in any class shall be suspended from participation until all grades have been increased to an acceptable level. An ineligible student is barred from all team activities until remediation is completed. Grade checks will occur every other Wednesday beginning the third week of each semester.

Lettering Requirements

Lettering is a privilege that recognizes excellence achieved by a student in a particular activity. To receive a letter or have a letter recognized in a co-op sport, students must be in good standing with Holy Spirit Academy.

- Each activity will provide its own lettering requirements according to the nature of the club or sport. Those who letter will present their certificate to the office for approval prior to purchasing a letter jacket and/or appropriate patches.
- All letters or the recognition of letters are subject to the discretion of the coach, teacher, supervisor, or activities director.
- Academic Lettering Requirements:
 - Achieve a 3.75 GPA or higher for two consecutive semesters.
 - Once earned, a student may earn an Academic letter with each consecutive semester.
 - If, however, a student drops below a 3.75 GPA after earning an Academic Letter, they will again have to earn a GPA of 3.75 or higher for two consecutive semesters before they can receive another Academic Letter.

Activities Philosophy

Holy Spirit Academy is committed to forming each student as a whole person body and soul. "The body is, in its own right, God's masterpiece in the order of visible creation" (Sporting Ideal, Pius XII). To this end, we prompt excellence through an understanding of the dignity and harmony of the body. Students will learn the value of discipline, teamwork, and perseverance while developing leadership skills, integrity, and respect through participation in extracurriculars. While sports and the arts are not an end in themselves, they "...awakens a sense of order, and forms man in self-examination and mastery of self, in despising danger, without either boasting or cowardice." (Sporting Ideal, Pius XII). To this end, Holy Spirit Academy encourages participation in extracurricular activities for the cultivation of excellence in each person.

Our Drama, Music, and Art programs especially cultivate a love of the fine arts. Our Fencing Program cultivates virtue and chivalry. We are offering competitive sports through the Minnesota

State High School League (MSHSL), in collaboration with Maple Lake High School. A full list of extracurriculars can be found on our school website under the Curriculum tab. Holy Spirit Academy is committed to expanding our extracurricular offerings as the school grows in alignment with our mission of forming the whole person.

Given our limited resources, parental assistance and involvement in this effort is essential. Parental assistance with their student's extracurricular activities will be expected if their child is to participate. These requirements will be determined by those leading the activity.

As members of the HSA school community and representative of our school values, they are expected to model good character as they participate in extracurricular activities. Additional codes of conduct and indemnity forms may be required at the discretion of the Headmaster.

Mobile and electronic device usage during extracurricular hours is to be restricted to extracurricular-pertinent activity with adult supervision only.

The Activities Director reserves the right to limit student extracurricular participation. Major extracurriculars such as the drama program and competitive sports demand the virtues of prudence and studiousness on the part of the student. Students should carefully consider how they will successfully manage their academic responsibilities before they commit to any major extracurriculars.

Food and Drink

Food and beverages, including coffee, may only be consumed in designated eating areas. Students should not bring food or drink (with the exception of water) into the classrooms unless special permission has been granted by the Headmaster or their teacher, or because of a disclosed health condition. Gum is prohibited on campus. Students may not have open containers in their lockers. The beginning of 4th period is designated as a time for snack at the beginning of class and is subject to the supervision of the faculty.

Fundraising & Volunteering

The cost of education at the Academy is not fully covered by tuition. Therefore, the financial health of the Academy will depend on a spirit of stewardship and the success of fundraising activities. Parents will understand that fundraising is the shared responsibility of all registered families for the common good. As a community, we are called to stewardship in an ordinary way by graciousness with each other and deepening our spiritual appreciation of God's gifts in our lives. But the extraordinary time to hear the call to stewardship is when Holy Spirit Academy asks for help: service, talents, and financial generosity. Being financially generous doesn't simply mean giving money, it also means raising money. We are fulfilling an extraordinary call to stewardship when each and every family generously gives time to fundraising.

All volunteers must complete the Archdiocesan Mandated Essentials (E3) credentials, including background check, adherence to a code of conduct, and VIRTUS Safe Environment training, with re-credentialing required after three years.

Parents will be issued a “Tuition Gap, Fundraising & Volunteering” information sheet with more details about how our community grows stronger through Volunteerism and Fundraising, which also conveys expectations from the school around volunteering and fundraising family requirements.

Grading and Academic Discipline

Faculty will provide students with a yearly syllabus that will define the purpose of the class as well as grading expectations including homework, tests, participation, etc. Parents are expected to sign off on these syllabi.

Holy Spirit Academy uses a letter grading system with a 4.0 standard numerical equivalency. Using this scale, GPA is calculated each term by adding the numerical equivalency of all grades and dividing by the number of courses involved. Each course taught at Holy Spirit Academy is graded. If a student receives an incomplete grade, course work must be made up within two weeks after the semester ends unless arrangements have been made with the teacher or Headmaster. The grade is earned and based on the work that the student does. Our grading scale is listed below.

Grading Scale

Letter Grade	Grade Point	Numerical Range
A+	4.00	100
A	4.00	93-99
A-	3.70	90-92
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	73-76
C-	1.70	70-72
D+	1.30	67-69
D	1.00	63-66
D-	0.70	60-62
F	0.00	59-0

Semester Grading

Informal academic Progress Reports are provided at mid-semester during the fall and spring. Official final grades are administered by Report Cards at the end of Semesters 1 and 2. Teachers may also issue periodic progress reports for struggling students. Semester grades for all courses will be calculated based on the following schema:

Semester: 85%

Semester Exam: 15%

Other final arrangements are subject to the approval of the Administration.

Academic Merits

To encourage students who would like to pursue learning beyond what is covered in their classes, teachers may provide optional academic merit assignments. By completing an academic merit assignment, the student will earn an academic merit point. These points will be tallied for special recognitions at the end-of-year awards for students with a good discipline record.

Academic Discipline/Probation

Students earn grades based on the aforementioned scale. 60% or higher in a course constitutes a passing grade. To advance to the next grade, students must maintain a composite weighted average of 65% in all subjects. Additionally, students receiving a D or lower in three or more classes will not be advanced to the next grade.

Teachers reserve the right to require remedial work and tutoring from students with grades below 70% (C- or lower).

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to do so will prohibit advancement to the next academic level.

Any student demonstrating consistently poor academic performance (Sub 2.0 GPA) will be placed on academic probation by the Headmaster for a designated period of time. This period will include mandatory tutoring, remediation of missing or low-scoring work, and development of a grade-improvement strategy. If probationary students show no substantial progress, their parents will meet with the Headmaster to determine a proper course of action, which may include dismissal. All academic discipline and ultimate consequences remain at the discretion of the administration.

Credit Policy

Following each semester, students receive credit for completed courses. Students are required to complete the entire course to receive credit. If a student withdraws from a yearlong course after the first semester, the transcript will indicate a withdrawal on the grade for the second semester. No credit will be given for the course if a student withdraws in the first semester.

Loss of Credit/Missed Classes

Any student who exceeds ten unexcused absences, or tardies for any class in a semester (excluding homebound instruction) may face loss of academic credit for the semester.

Graduation Requirements

Students of Holy Spirit Academy are required to take a full complement of the Humanities, Mathematics, Science, Theology and the Fine Arts for graduation. The description of classes and a list of literature studied may be found in the Curriculum Summary. Exceptions to any of these requirements given to any student for various grave reasons (e.g., transfer status, serious mental or

physical health conditions) is subject to the approval of the Administration and/or the Board of Directors.

Graduation from Holy Spirit Academy is a privilege. The school reserves the right to refuse graduation or the right for the student to participate in the graduation ceremony if all graduation requirements are not met, or if school rules are not followed. The following are the requirements for graduation. Please note that the Headmaster, in consultation with the faculty and Board of Directors, reserves the right to change the curriculum, including these minimum graduation requirements at times and in ways in which he deems reasonable.

MINIMUM CREDIT REQUIREMENT TO GRADUATE: 27.5 Credit Hours

Theology: 4 credits

History: 4 credits

Literature: 4 credits

Humane Letters: 1.5 credits

Science: 3 credits (Students must complete Biology or a science equivalent to graduate)

Mathematics: 3 credits (Students must complete Algebra II or a math equivalent to graduate)

Language: 2 credits

Choir: 2 credit

Art: 2 credit

Elective Requirement: 1 credit

AP: In keeping with the independent, Catholic, and integrated nature of our academic program, Holy Spirit Academy does not offer College Board's Advanced Placement (AP) designation for any advanced or senior level classes. Nevertheless, HSA faculty may support students enrolled in certain upper level classes to prepare for a corresponding AP exam.

PSEO: Students may enroll in Post-Secondary Enrollment Options (PSEO) while enrolled in Holy Spirit Academy. However, PSEO classes will *not* be counted as substitutes for HSA's Core or Advance Core classes. All students must meet the Minimum Credits Requirement to graduate as outlined above.

HONORS RECOGNITION REQUIREMENT:

- To be recognized *Cum laude*, "With Honors", a student must have a cumulative GPA of 3.2 to 3.499.
- To be recognized *Magna cum laude*, "With High Honors", a student must have a cumulative GPA of 3.5 to 3.749.
- To be recognized *Summa cum laude*, "With Highest Honors," a student must have a cumulative GPA of 3.75 to 4.00.
- To graduate *Summa cum laude*, a student must also have at least 1 Advanced Core Elective Credit.

THE VALEDICTORIAN AWARD

In an effort to encourage academic excellence and achievement in our students, a Valedictorian will be selected from each graduating class using the criteria below.

- Only students who have completed Junior and Senior year at HSA will be eligible to receive the Valedictorian award.
- Candidates must have at least 1 Advanced Core Elective Credit, an ‘on-level’ course that follows a Core course in the curriculum, but is not required to graduate.
- The student with *the highest numerical grade average* and *the most Advanced Core Elective credits* will be the class valedictorian.
- In the event that a student has a higher numerical grade average, but does not have the most number of Advanced Core credits, the lower numerical grade of the Advanced Core Credit class of the runner up will be dropped in order to weigh students’ numerical grade average fairly.
- Only the numerical grade averages of HSA classes will be considered in determining the Valedictorian.
- Final decision of the Valedictorian selection is reserved for the administration.

The Fulton J. Sheen Award

The recipients of the Fulton J. Sheen Award will be chosen by the faculty and staff of Holy Spirit Academy who are able to give personal testimony to the candidate’s demonstrated outstanding leadership qualities, such as the sincere desire and pursuit of the highest virtues pertaining to the spiritual, intellectual, and moral life.

HOLY SPIRIT ACADEMY COURSES	Grade 9	Grade 10	Grade 11	Grade 12
Theology 4 credits	Faith & the Word of God <i>Introduction to Scripture</i>	Faith & Morals <i>Catholic Doctrine and Introduction to Moral Theology</i>	Faith & Reason <i>Introduction to Philosophy and Fundamental Theology</i>	Faith & the Human Experience <i>Ethics and The Spiritual Life</i>
History 4 credits	Ancient and Classical (3,000 BC - 50 AD)	Medieval, Renaissance, and Reformation (50 - 1650)	Modern European (1650 - 1991)	American (1492 - Present)
Literature 4 credits				
Humane Letters 1.5 credits				
	Humane Letters I (1.0)	Humane Letters II (.5)		
Science 3 credits	Science & Astronomy	Biology	Chemistry	*Physics (.5) *Advanced Biology (.5)
Mathematics 3 credits	Algebra I Algebra II	Algebra II Euclidean Geometry	Euclidean Geometry Pre-Calculus	*Pre-Calculus *Calculus
Latin 2 credits	Latin I	Latin II	*Latin III (.5)	
Choir 2 credits (4x .5)	Choir (.5)	Choir (.5) *Chamber Choir (.25)	Choir (.5) *Chamber Choir (.25)	Choir (.5) *Chamber Choir (.25)
Art 2 credits (4x .5)	Drawing (.5)	Watercolor (.5)	Oil Painting (.5)	Advanced Oil Painting (.5)
Electives (various credits)		Music History (.25)	Apologetics (.5) Guitar (.25) Catholic Entrepreneur (.25) Music History (.25)	

***Advanced Core Elective:** An ‘on-level’ course that follows a Core course in the curriculum, but is not required to graduate.

Health Policies

Medical Conditions

Parents of students with medical conditions should notify the Academy prior to the school year and determine if any special courses of action need to be taken.

Illness

Students who feel ill or need health assistance during the school day should report to the School Office. Parents will be notified. Students who are too ill to participate in all school activities must be kept home. Students may also not attend school if they have rashes, lesions, or suspected communicable diseases, without permission of a physician.

Immunizations

All students must have immunizations up to date prior to the school year. Students without proper immunizations will not be allowed to attend Holy Spirit Academy. No student is required to receive an immunization if they have a medical contraindication, laboratory evidence of immunity, or if receiving an immunization is contrary to conscientiously held beliefs.

Administration of Medication in School

The policy regarding administration of medication is as follows:

POLICY REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL:

- Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.
- Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The following information must be on the label: student's full name, medication name and dosage, time and directions for administration, and physician's name. The date must be current.
- Medication will be taken by the student at the designated time supervised by delegated personnel. The time the medication is given and the initials of the person giving the medication must be noted on the medication chart.
- Limited quantities of the medication should be sent to school; therefore, the pharmacist should put the medication in two containers, one for school and one for home.
- Mixed dosages in a single container will not be accepted for administration in school.
- All prescription, over-the-counter medication beyond the recommended dosage, and any medication administered at school will be kept in the school office in a locked drawer.

- A new consent form is required when the dosage or time of administration is changed.
- Parents are expected to notify the school when medication is discontinued. If the medication is resumed, a new consent form must be received.
- Prescriptions for antibiotics for 14 days or less will be administered without a written physician's order provided all other policy requirements are met. Narcotics always require a doctor's order and will be kept double locked in the school office.
- High School Students (grades 9-12) may possess and use over-the-counter pain relievers in a manner consistent with the labeling. The medication cannot contain ephedrine, pseudoephedrine or alcohol as an ingredient. The school must receive written authorization from the student's parent/guardian permitting the student to self-administer the medication. The medication must be kept in the student's locker and kept in the original container. The medication is limited to one day's self-administration. The student may not give the medication to another student under any circumstances. This privilege may be revoked if the school determines that the student is abusing the privilege.
- New consent forms with appropriate signatures must be received at the beginning of each school year.
- It is usually possible to manage medication at home (medicine prescribed three times per day can be given before school, after school, and bedtime).

The Medical Administration Form acknowledging these policies is completed with registration paperwork.

Healing Moments Counseling

Holy Spirit Academy is committed to the wellness of its students. With prior arrangement with the front office students may pursue therapy during the school day. Parents may contact Mrs. Kathleen Massmann, Healing Moments Counseling Clinical Director at Healing Moments Counseling , at (763) 732—3351 ex. 700 for more information.

Lockers/Personal Items

- The school provides an assigned locker for each student. The locker is for the storage of personal and school related materials as detailed below. No student shall use the locker for any other purpose.
- All lockers are equipped with locks for the securing of each student's property. Combinations to locks will be distributed to students at the beginning of each school year and kept throughout the year.

- Lockers must be kept locked, and the combinations should not be given out for any reason. The school is not liable for any articles taken from a locker. The locker assigned to a student is not a student's private property or under his/her exclusive possession. Lockers remain the property of the school and may be opened and inspected by the Administration or its delegate with a witness at any time. Lockers may not be traded or exchanged.
- Use of an unassigned locker is not allowed unless approved by the Headmaster or Office, and after a warning, an automatic detention will be assigned.
- Locker decoration (e.g., posters and/or pictures) must remain inside the locker, and must be in good taste. If the decorations are untidy, unseemly, outdated, or inappropriate, the student may be asked to remove them, or they may be removed at any time. No marks of any kind are permitted on lockers. Anyone found in violation of this will be dealt with appropriately.
- During the winter months a shared freestanding hanger will be provided to the students for winter coats unable to fit into lockers. Jacket contents should be stored in lockers.
- Backpacks, gym/athletic bags and musical instruments must be secured. Unsecured items in hallways will be removed.
- No open containers of food or drink are allowed in lockers.

Locker shelves are provided to help organize materials as detailed below.

Book Bag and Calculator Specifications

- Book bags need to fit into the current lockers, which measure 10" wide by 12" deep. Please keep in mind that generally the bag will be empty for the school day, and only used to bring books and other materials to and from home. Most book bags will fit fine.
- Approved graphing calculators are required for Algebra II, Pre-calculus, and Calculus. Approved models: TI-83, TI-84 or higher. No TI-89 or Casio calculators. Families can save money by looking for used graphing calculators on eBay or Amazon. Graphing calculators from the approved models above will serve the needs of any science class.

Class Transitions

The school has implemented a set of requirements for class transitions and permitted items to bring to class, as follows:

- Students will bring only their planner, class binder, textbook and pouch to each class.
- Students may bring in class-related projects and other items as directed by their teacher.
- The transfer of class-specific material is to be done during class transitions.
- Book bags are only for carrying necessary materials to and from home. Bags will be hung inside lockers during the day and will be empty or nearly so, and will not be brought into classrooms.
- A shelf is provided in each locker to aid in the organization of books, binders and other materials. The shelf should remain in the locker at all times, and is the property of the school.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled each midsemester. Parents with concerns may reach teachers and the Headmaster anytime by contacting them through their voice mail, email, or the main office. Consistent parent attendance is strongly encouraged to both meet with their student's teachers and with the Headmaster. In the event of sign-ups being offered in advance of conferences, it is the prerogative of the parent to promptly sign up and honor the specific time reserved for their conference.

School and Liturgical Calendar

In order to build an authentically Catholic culture at Holy Spirit Academy, the school has arranged its academic year in harmony as much as possible with the liturgical year of the Roman Rite of the Catholic Church. Indeed, there are two forms or expressions of this Roman Rite: the Ordinary Form and the Extraordinary Form, each with its calendar of feasts. While each celebrate the liturgical year in harmony—especially with regard to major feast days and penitential seasons—there are feast days celebrated in each that the school wishes to mark in order to foster a devotional life within our students, especially as regards the manifestations of the Holy Spirit and the celebration of our patrons. This also serves to express to our students and families the richness and fullness of the Roman Rite. The purposeful building of this school culture is a beautiful reinforcement of the life of the Church in our homes and parishes. The Academy adopts the words of Pope Benedict XVI its own:

There is no contradiction between the two editions of the Roman Missal. In the history of the liturgy there is growth and progress, but no rupture. What earlier generations held as sacred, remains sacred and great for us too, and it cannot be all of a sudden entirely forbidden or even considered harmful. It behooves all of us to preserve the riches which have developed in the Church's faith and prayer, and to give them their proper place.²

The calendar for the coming academic year will be distributed over the summer and updated versions will be provided throughout the year on a regular basis. Holy Spirit Academy will notify parents of any changes should they occur. The Google Calendar on Holy Spirit Academy's website provides the most up-to-date calendar details.

School Closings

Holy Spirit Academy will be closed on days indicated on the school calendar distributed at the beginning of the academic year. Parents will be notified on all other occasions when the school may be closed. In the event of inclement weather, the decision to close Holy Spirit Academy will be made by the Headmaster. In most instances, Holy Spirit Academy will close if Monticello Public Schools are closed. The decision is always made with student safety in mind. School closings will be announced on the school website, Facebook, and on local radio and television stations, and a text

² Cf. Pope Benedict XVI. Letter to the Bishops of the Catholic Church on the Apostolic Letter, given *motu proprio*, *Summorum Pontificum* (2007).

message from the school. Parents should have a plan for their students if school dismisses early. If school is closed, all co-curricular events and practices are cancelled. In the event of an early dismissal, announcements about postponements/ cancellations are made before students leave school.

- New for '25-'26: **There will be no remote learning activities when the school is closed.**

School Safety

Holy Spirit Academy will maintain a safe and secure environment for students and faculty. This commitment includes the physical, emotional, and spiritual well-being of everyone at the school.

Emergency Procedures

An emergency is defined as an intolerable situation or event that disrupts the routine of the school in such a manner that the usual methods of coping are no longer effective. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. Holy Spirit Academy has a detailed Crisis Management Plan (CMP) to cover a variety of such situations.

Fire, Tornado, and Safety Drills

Holy Spirit Academy participates in fire, tornado, and safety drills. When an alarm sounds, students are expected to act quickly, quietly, in an orderly fashion, and to follow the directives of Holy Spirit Academy personnel.

Lockdown Procedures

Holy Spirit Academy participates in lockdown drills. If a situation requires Holy Spirit Academy to go into lockdown, students and personnel are required to act in accordance with the school's lockdown procedures. The lockdown will continue until the "all-clear" signal is given.

Please contact the school office at 763-220-2402 with questions or to obtain a copy of the CMP.

Visitors vs. Intruders

"I came as a guest, and you received me (Matt. 25:35)." Holy Spirit Academy prides itself in its hospitality to prospective students, families, benefactors, guests, and alumni. The following expectations are given for visitors:

Prospective Students

- Prospective students ("Shadows") are strongly encouraged to visit classes during the school day, and this will be arranged in advance by the Administration.
- When a prospective student visits, they will be assigned a "student ambassador," who will accompany them throughout the school day and direct them to the shadow's selected classes to attend.
- All students should display a friendly attitude and welcome the prospect to HSA.

Parents

- Parents of current students are welcome to visit the school as-needed to meet with teachers, staff, the Parent Guild, etc, and to provide support to students as is often needed.

Guest Visits

- To ensure campus security, HSA maintains a closed campus, which means that visitors to the campus must be approved and scheduled in advance before they are admitted to the campus.
- “Guest Visit Days” will be designated on the **Second Friday of the Month** as the day for students to invite friends and family to visit over the lunch period.
- This day will also be designated for alumni to visit over the lunch period in addition to other alumni special events. We are proud of our alumni and welcome their visits on these special occasions.
- Requests to approve a visitor on “Guest Visit Days” visits should be made at least one day in advance with the front office.
- All other school visitors outside of “Guest Visit Days” will require an appointment with a faculty or staff member in advance and are subject to the approval of the administration.
- Guests must abide by the policies and terms of the visit to Holy Spirit Academy as communicated at the time the visit is arranged.
- A Visitor Pass lanyard will be issued at the front office to all visitors upon arrival.

However, it is an unfortunate reality that a school can experience unwanted visitors up to and including dangerous intruders. Procedures for handling these types of situations are included in the Crisis Management Plan (CMP) referenced above.

Criminal History Background Check and VIRTUS Training

All volunteers must complete the Archdiocesan Mandated Essentials (E3) credentials, including background check, adherence to a code of conduct, and VIRTUS Safe Environment training, with re-credentialing required after three years. The following positions are subject to a mandatory background check and VIRTUS training: teachers, substitute teachers, administrators, administrative assistants, specialist teachers, directors, tutors, coaches, extracurricular advisers, paraprofessionals, food service personnel, and janitor service personnel.

Child Abuse and Neglect

Child abuse is defined as physical, sexual abuse or emotional maltreatment. Child neglect is defined as the failure to provide food, clothing, shelter, or medical care, and prenatal exposure to controlled substances. All school employees who have knowledge of or reasonable cause to believe that a student is the victim of physical or sexual abuse/neglect are required to report the suspected case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years. The report should be made by telephone and in writing to the appropriate agency. Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters (including educators) who fail to do so may be guilty of a misdemeanor.

If an employee of the school should become aware of a child's abuse or neglect, the reporter should report to the local law enforcement agency or social service agency within 24 hours. If an employee is accused of child abuse, the school administrator must report the abuse and follow the procedures as outlined by the agency contacted. Any bruises, scratches or other marks caused by any school personnel must be reported to the local social service agency by telephone and in writing. All reports

will be considered confidential and maintained for three years, but not included in the student's permanent record file.

Personal Safety Instructions

- All youth in grades 9-12 will receive age-appropriate Personal Safety Lessons (PSL), using curricula approved by the Office for the Protection of Children and Youth (OPCY)
- Parents will be notified prior to the scheduled PSL.

Helpful Resources

- Victim/Survivor Assistance: The Archdiocese of Saint Paul and Minneapolis partners with Canvas Health, an independent and professional local care provider, to offer confidential, compassionate assistance 24 hours a day, 7 days a week, at 612-379-6363.

Whistleblower Protection Policy

Holy Spirit Academy requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Holy Spirit Academy, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Holy Spirit Academy can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of Holy Spirit Academy's code of ethics or suspected violations of law or regulations that govern Holy Spirit Academy's operations.

No Retaliation

It is contrary to the values of Holy Spirit Academy for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Holy Spirit Academy. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Holy Spirit Academy has an open-door policy and suggests that employees share their questions, concerns, suggestions, or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Chairperson of the Board of Directors. Supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to Holy Spirit Academy's Chairperson of the Board of Directors, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Chairperson of the Board of Directors.

Compliance Officer

The Holy Spirit Academy Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Holy Spirit Academy Compliance Officer shall immediately notify the Board of Directors of any concerns or complaint regarding corporate accounting practices, internal controls, or auditing and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Holy Spirit Academy Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Nancy Hanowski
Board of Directors Chairperson for Holy Spirit Academy
Contact Information: nhanowski@holyspiritacademy.org
Policy approved by the Board of Directors on March 2, 2017

Spiritual Formation

The Second Vatican Council teaches that “the Eucharist is the source and summit of the Christian life.”³ The same Council teaches that “every liturgical celebration, because it is an action of Christ the Priest and His Body, which is the Church, is a sacred action surpassing all others.”⁴

- Each day will begin in Homeroom with the Morning Offering and Lauds
- Participation in Holy Mass is an essential and orienting feature of a Holy Spirit Academy education

³ Lumen Gentium, 11.

⁴ Sacrosanctum Concilium, 7.

- Students and full-time faculty and staff will assist at Mass on Wednesdays, Thursdays, Fridays, and special feast days
- Students may attend Mass at area parishes on certain special occasions. Expectations for driving arrangements will be communicated to parents in advance. Students shall be in uniform and wearing HSA branded uniform apparel.
- Confessions will be made in the afternoon on First Fridays and at various times during Advent and Lent
- Students will have designated time for prayer in Church on First Fridays (“1st Friday Adoration”)
- To facilitate vocational discernment, male students may be enrolled as altar servers
- Likewise, students and faculty will recite prayers during the school day
 - Morning Offering
 - *Angelus* at lunch
 - Grace before meals
 - *Come Holy Spirit* before class and *Glory Be* at end of each class
 - Daily *Examen* at end of day
 - Students are recommended to have their own missals or devotionals that they might more fully enter the mystery of the Sacred Liturgy and the liturgical seasons
 - The school will observe seasonal devotions throughout the liturgical year both with prayer and festivities
 - Devotion to Ven. Fulton Sheen and Our Lady Seat of Wisdom, see sections in Prospectus for more info.

Student Playbook

The Student Playbook is meant to complement the Handbook such that, beyond following the rules, students are given tools to flourish as students. The Student Playbook is in conformity with the established rules, expectations, and protocol as described in the Parent-Student Handbook. As a selection of articles written by various authors, it does not propose to cover every imaginable occasion which presents itself to high school students. Neither does any article represent the full thought nor the official position of the Academy. Instead, it is a springboard to help students improve in their vocation as students. We will be providing students with regular times to read and discuss the topics covered throughout the school year.

Telephones and Messages

Office Call Policy

Parents/Guardians are free to call Holy Spirit Academy office during the school day and leave messages for their students, or to reach the following direct lines:

- Andrew Lang, Headmaster 763-335-0289
- Kelly Buboltz, Marketing and Communications Director 763-335-0288
- Steve House, President 763-335-0290
- General Line (Mary Nordin) 763-220-2402

As a rule, neither teachers nor students are called to the phone during instructional times, unless it is an emergency. Other messages will be relayed to the student at an appropriate time. Please see the Communications section for more details.

There is a courtesy phone in the main office that students may use during the lunch period at the discretion of the school administrative assistants; calls should be limited to three minutes. Phone calls are not to be made by students during school hours unless there is a specific reason. See Appendix (B) for Technology policy related to mobile phone usage.

Tuition, Fees, & Financial Aid

Tuition

The expenses associated with choosing Holy Spirit Academy for your child is a significant commitment. We know that this investment is one of the best you will ever make on behalf of your child. We take our responsibility to protect your investment seriously. We commit to providing an excellent education, rich in Catholic tradition, positioning our graduates to be better prepared whether they pursue post-secondary education or enter the work force directly. We will give them a foundation that gives them confidence to succeed.

Tuition and book/supply fees will be determined by the Board of Directors in the October preceding the next academic year. The President will work with families to provide reasonable payment options.

Fees

In addition to tuition expenses and book/supply fees, the following are examples of other fees families may incur during the course of the academic year:

- **New in AY25-26**** An All School Common Fee covering various events and field trips for every student
- Participation Fees for Extracurricular Activities
- Lost/Damaged Textbook Fees
- Graduation Fees
- Other Fees that are not administered to all students

Financial Aid

Holy Spirit Academy is committed to maintaining an affordable tuition rate. Many families will be eligible for some level of financial aid, based on need. All families may choose from various payment schedules and payment methods offered.

Holy Spirit Academy uses a nationally recognized service, TADS, to process financial aid applications. TADS applies standardized criteria to determine to what extent each family needs assistance to pay for one year's tuition. Holy Spirit Academy's financial aid committee uses information from the TADS process to allocate the amount of financial aid available.

Tutoring

Students who are struggling in their courses, or who require extra help to complete their coursework, are encouraged to make an appointment to see their teachers at a time determined by the teacher. Teachers are dedicated to student success and will make resources available to assist the student when and where possible. Students and parents are asked to be mindful that a teacher's time and resources are limited, and individual teachers may not be able to accommodate every request for assistance. Any further concerns should be brought to the attention of the Headmaster.

Uniform Policy

The administration and faculty of Holy Spirit Academy place great importance on the enforcement of the uniform policies. There is a direct correlation between a student's appearance and the pride he/she takes in himself/herself as an individual. Students are to be in complete uniform at all times.

Detailed expectations and uniform requirements are found in the Uniform Dress Code (cf. Appendix).

Virtue of the Month

"[The Catholic school's] task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all the different aspects of human knowledge through the subjects taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian." - Congregation for Catholic Education

The Virtue of the Month program at HSA serves to educate and encourage the practice of Christian virtue in the student body. The program consists of a monthly virtue which is highlighted and elucidated on during morning announcements, and a monthly selection of the student who is recognized for their virtuous actions related to the respective virtue of the month. The program seeks to educate the school community on the nature of the virtues as well as provided the order and relationship of the virtues to each other (moral, intellectual, theological, major and minor virtues), and then to celebrate the good deeds of student demonstrating the qualities of a virtuous person.

Virtue of the Month Student Selection Criteria:

- One Boy / One Girl
- Announced at beginning of month
- Submissions week before end of the month
- Submissions by students in student office mailbox using form
- Winners selected by teachers at teacher meeting (week before announcement)
- Winner announced at the end of the month
- Winners get school certificate, gift card, Weekly Update mention
- Winners get group picture for Vita Banquet

Monthly Virtues (for 2025-26):

1. Prudence (September)
2. Affability (October)
3. Honesty (November)
4. Obedience (December)
5. Responsibility (January)
6. Patience (February)
7. Foresight (March)
8. Industriousness (April)
9. Wisdom (May)

Appendix A

Prayer to the Holy Spirit

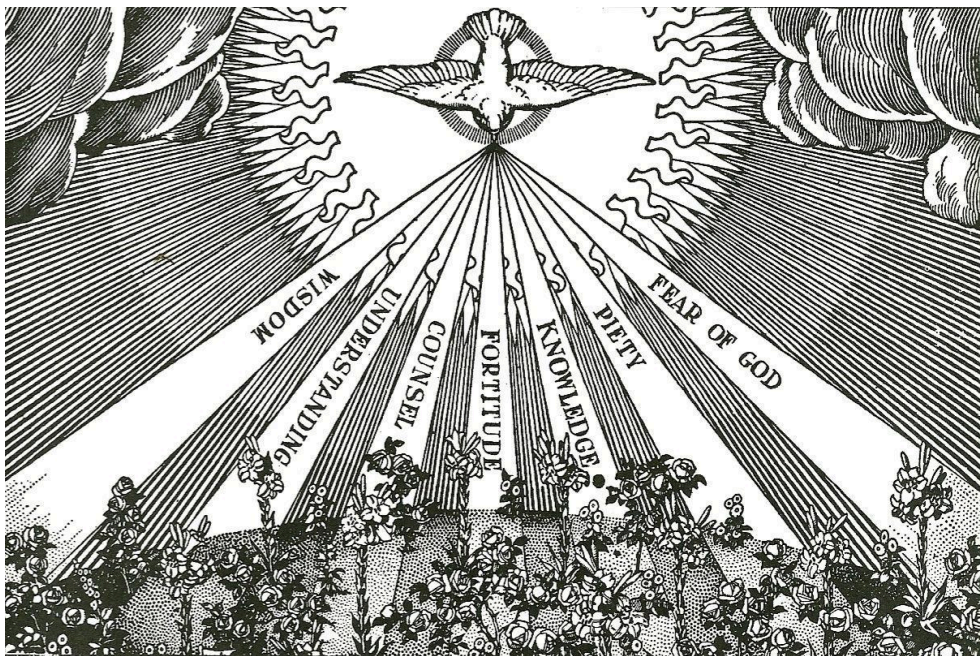
Come Holy Spirit, fill the hearts of Thy faithful and enkindle in them the fire of Thy love.

V. Send forth Thy Spirit, and they shall be created.

R. And Thou shalt renew the face of the earth.

Let us pray.

O God, who didst instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise, and ever rejoice in His consolation. Through Christ Our Lord. Amen.



Appendix B

Special School Devotions

Prayer for the Canonization of Ven. Fulton Sheen

Heavenly Father, source of all holiness, You raise up within the Church in every age men and women who serve with heroic love and dedication. You have blessed Your Church through the life and ministry of Your faithful servant, Archbishop Fulton J Sheen. He has written and spoken well of Your Divine Son, Jesus Christ, and was a true instrument of the Holy Spirit in touching the hearts of countless people.

If it be according to Your Will, for the honor and glory of the Most Holy Trinity and for the salvation of souls, we ask You to move the Church to proclaim him a saint. We ask this prayer through Jesus Christ, our Lord. Amen.

IMPRIMATUR

+Most Reverend Daniel R. Jenky, C.S.C., Bishop of Peoria

Morning Offering

Almighty God of Wisdom and Goodness, who so beautifully orders creation through your divine plan, grant that through the intercession of Venerable Fulton J. Sheen, we may pursue the truth with the same zeal shown by our patron in his studies and teaching. Guide us by his example and give us the grace to become holy, as he did, by fearlessly bringing the Gospel to others. Amen. **Our Lady Seat of Wisdom, Pray for Us!**

Consecration of Holy Spirit Academy to Our Lady Seat of Wisdom

O Most Holy Lady, beloved daughter of the Father, exalted Mother of the Son, and immaculate Spouse of the Holy Spirit, the moment you gave your *fiat* on behalf of the human race, you were overshadowed by the Spirit of Love and conceived in your womb the uncreated Wisdom of the Father through Whom all things were created, and through Whom all things would be restored after sin entered the world. You are truly the Mother and Seat of Wisdom, and so the sure refuge of all who devote themselves to the pursuit of truth and wisdom. Look down with love upon Holy Spirit Academy.

We wish to show you our filial love and affection by solemnly consecrating our school, named for your Divine Spouse, to your motherly patronage under your title, *Seat of Wisdom*. In so doing, we consecrate to you all of Holy Spirit Academy, all of our students, alumni, and families, our teachers, administrators, and staff, our board members, donors, and benefactors, and all of our ministries and services; in effect, all that we are, all that we do, all that we have, and all that we love. Please implore your Divine Spouse to pour out His gifts and graces upon us, enkindling in us the same Fire of Love that inflamed your own heart, so that with you we may sing with full voice, "*My soul magnifies the Lord and my spirit rejoices in God my Savior.*"

From this moment of consecration, you are Queen and Mother of Holy Spirit Academy. Cultivate our spiritual and temporal well-being, hear our prayers, free our minds and hearts from all attachment to sin, ground us in truth, console us in the sorrows and tribulations of life, fortify us in virtue, make us thirst for the salvation of souls, and instill in us that joy that can only come from recognizing our true dignity as sons and daughters of so noble a Mother. Be now and evermore our sure refuge in the pursuit of Wisdom, and keep the memory of this consecration always alive in our hearts.

We ask this through Our Lord Jesus Christ, your Son, Who lives and reigns with the Father and the Holy Spirit, God forever and ever. Amen.

Our Lady Seat of Wisdom, pray for us. Amen

Appendix C

HSA Technology Policy and Agreement

“We are creating and encouraging a culture of distraction where we are increasingly disconnected from the people and events around us, and increasingly unable to engage in long-form thinking.”
- Joe Kraus

Holy Spirit Academy believes that the educational process should be enhanced with access to modern means of information gathering and research capabilities. New technologies have allowed students to research in ways unimagined decades ago. Likewise, with these new wonders come new temptations. Recognizing that human nature doesn't change and the challenge of living a virtuous life is a struggle in any age, Holy Spirit Academy wishes their students and parents to clearly understand the policy on technology.

Limited use of technology at Holy Spirit Academy is an intentional feature of the school.

Student mobile device use is prohibited during the school day to foster and simplify a focused classical academic environment and to encourage comradery among the students. At check-in time students are also required to turn in their mobile devices (smart and cell phones) to the office administrators in the school office for safekeeping and to avoid distractions throughout the school day. Students are able to check out their mobile devices when the school day is dismissed. Mobile and electronic device usage during extracurricular activities is to be adult-supervised and restricted to extracurricular-pertinent use. When in possession of a student's electronics, the Academy will take appropriate precautions to store the devices safely and securely. The Academy will not be held responsible for damages beyond its control.

Chromebooks will be administered solely at a teacher's discretion during a class period and be monitored during use. Chromebooks will be returned to the teacher at the end of class.

Students are responsible for all damages to any school devices.

All cell phones, smart phones, and smart watches (“mobile devices”) are to be checked in and out at the front desk upon the arrival or departure at Holy Spirit Academy Campus per the Mobile Device Check-In Policy described above. Other electronic devices (e.g., mp3 players, drones, disc players, iPhones, iPads, iPods, Gameboys, etc.) are forbidden during the school hours. Students and parents will sign this agreement at the beginning of each school year indicating that they understand the policy on electronic devices. Medical use of electronic devices may be approved and arranged through the Headmaster.

Signature required on the Proof of Handbook Receipt hereby acknowledging that parent and student have read and understand the policy of Holy Spirit Academy on technology and its appropriate use.

Appendix D

Holy Spirit Academy Uniform Dress Code

Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It guides how one looks at others and behaves toward them in conformity with the dignity of persons. Modesty protects the mystery of persons and their love. It encourages patience and moderation in loving relationships. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet. There is a modesty of the feelings as well as of the body. Modesty inspires a way of life which makes it possible to resist the allurements of Improper fashion and the pressures of prevailing ideologies. Modesty exists as an intuition of the spiritual dignity proper to man. Teaching modesty to children and adolescents means awakening in them respect for the human person" (CCC 2521-2522, 2523, 252).

Students are expected to be in full uniform during the school day. Students are expected to be neat and tidy in appearance. Uniform exceptions will be made for medical reasons with a signed note from a physician and approval of the Headmaster.

Uniform Inventory Policy:

- HSA will have an inventory of uniforms in stock for students' use.
- If students are egregiously out of uniform or not respecting a spirit wear day the school will require students to change into uniforms when needed.
- To implement this, the school will have uniforms in every common size (XS-XL) in inventory and would have them available for use when significant dress code issues arise.
- The school will also have extra ties, belts, and sweaters for times when honest mistakes are made or if students are feeling cold, etc. Students will receive a verbal warning if this happens repeatedly.
- Repeat offenders of significant dress code violations do not demonstrate respect for the dress code rules that the school requires. Students will receive detention after their second significant violation.
- After two detentions, a parent email or meeting will be arranged to address the underlying issue.
- Dress code violations will be reported by the faculty and staff to the Headmaster who will investigate and enforce this policy.

Dress Shoe Policy:

- Students are encouraged to wear dress shoes. This includes solid black leather dress shoes, with solid black Keds style acceptable (low-top)
- There are a number of students who have exemptions to our Dress Shoe policy because of medical conditions. To ensure consistent policy expectations and uniform appearance in the student body, the
- The student body (men and women) may wear athletic shoes that are all black and are not distracting.
- Shoe brands and styles not allowed: Uggs, Hey Dudes, Crocs, Fivefingers, steel toed boots, clogs, open toe sandals, or any shoes with excessive styling or branding or which are deemed inappropriate by the administration. Shoes with bold colors other than black are not allowed.

- All black socks for men are still required, small logos allowed. Students will be required to change socks if they are deemed distracting by the administration or are not black.
- Students with existing medical exemptions will be required to ensure their shoes are all black starting AY '25-'26, but are encouraged to find black shoes as soon as possible.

Boys' Uniform:

- White Oxford, button-down shirt, long-sleeve or short sleeve.
- Donald's grey uniform pants.
- Black traditional necktie.
- Black leather dress belt (no canvas or fabric).
- Black calf-length dress socks (low-cut, athletic, or no-show socks are not permitted).
- Solid black leather or dress shoes. See Shoe policy above for greater details.
- Donald's Holy Spirit Academy Vest is required for formal and public events.

Girls' Uniform:

- White Oxford, button-down shirt, long-sleeve or short sleeve.
- Donald's grey uniform skirt.
 - Skirts must reach the top of the kneecap.
 - Please note that two lengths are available from Donald's. Taller than average girls should order the Long Skirt and hem accordingly.
- Black modesty shorts.
- Tights /Socks /Leggings Options:
 - **All Year:** Flat black knit tights *or* plain white knee-high socks.
 - **From November 1 to April 1:** Flat black knit leggings with solid black crew socks.
 - The bottom of the leggings must reach the ankle to cover all but the sock foot.
 - No ankle or no-show socks
- Solid black dress shoes or equivalent.
 - Solid black Keds are acceptable
 - Up to 1 in. heel is permitted.
 - See Shoe policy above for more details

Optional Outerwear for Girls and Boys:

- Cardigan, V-Neck Pullover Sweater and Vest with the Holy Spirit Academy logo from Donald's Uniform
- Maroon or Grey *Shell Jacket* with the Holy Spirit Academy logo from A.M. Promotions, LLC
- Maroon or Grey *1/4 Quarter Zip Fleece Pullover* with the Holy Spirit Academy logo from A.M. Promotions, LLC
- Official HSA Branded Letter Jacket

Other Uniform Notes:

- Uniforms must be presentable, well-fitting, neat and tidy, and in good repair.
- When in dress code, no additional outerwear (such as hoodies, coats, blankets) is permitted.
- No tennis, sandals, clogs, boat or deck shoes are to be worn with uniform pants or skirts.
- Shirts are to be worn tucked in, and the top button is to be buttoned when a tie is worn.
- T-shirts and undergarments are to be white with no printing.
- Long sleeve shirts may not be worn under short sleeve shirts.

- All jewelry must be modest and contain no inappropriate symbols.
- Earrings are allowed for girls; however, other visible body piercings (including facial piercings) are not allowed.
- Boys are not permitted to wear earrings.
- Visible tattoos are not allowed.

Girls' After School Extracurricular Dress Code:

- Shirts and shoes must be worn at all times.
- Leggings cannot be worn in lieu of pants.
- Jeans should not be so tight that they resemble leggings.
- No ripped jeans/pants.
- Dresses/skirts should be no more than two inches above the top of the kneecap.
- Shorts should be no shorter than mid-thigh.
- No back printing on sweatpants or shorts
- Shirts should show no cleavage.
- No midriff-baring tops.
- No spaghetti strap tank tops.

Boys' After School Extracurricular Dress Code:

- Shirts and shoes must be worn at all times.
- Shirts should not have inappropriate printing.
- No cutoff, torn, or muscle shirts.
- No ripped or excessively frayed jeans.
- Undergarments must not show.

All students should plan ahead for extracurricular apparel and have an appropriate way to store their clothes in their locker. Dirty clothes should be taken home immediately.

Public Events and Performance Uniform:

- At all public events where uniforms are worn, such as Fine Arts Night, Music Contests, and on campus Masses, HSA Outerwear should also be worn when weather-appropriate.
- From time to time, students at Holy Spirit Academy will attend or perform at various public functions such as the annual Harvest Banquet. Unless otherwise agreed to, the performance uniform should consist of:

Formal/Performance Dress Code

- **Dress code for our young ladies:** Solid black dress that meet provided guidelines, with black or nude tights or nylons, black shoes (flats or modest heels), simple jewelry, simple makeup
 - Further details: solid black dress with some type of sleeve from a small cap sleeve to a long sleeve and the skirt should be no more than two inches above the top of the knee cap. No cleavage should show when standing or bending over. Using fingers lined up side-to-side, tops should be no lower than a hands-breadth as measured from the collarbone.
 - **Further guidelines may be provided as-needed for events.**

- **Dress code for our young gentlemen:** Crisply ironed long-sleeved white dress shirt, black dress pants, black socks, black belt, & black shoes, clean shaven or with well-groomed beards, crimson necktie. The ties are available for \$10 each from HSA. Please send a \$10 payment to the office and write “Tie” in the Memo field to purchase a tie that will be used annually for the banquet.
- **Hairstyles:**
 - Hairstyles and accessories should not draw undue attention to the student.
 - Neatness, cleanliness and modesty should be observed at all times.
 - Hair should not extend below the eyebrows in the front.
 - For males, hair should not extend below the ears on the sides, or touch the collar in the back.
 - The dyeing or bleaching of hair to extreme or unnatural colors will not be allowed.
 - Facial hair must be tasteful, clean, and groomed.

Spiritwear Passes:

- Students with Spiritwear passes should submit a pass to the front office on the day of use.
- **Students should wear Spiritwear when using Out-of-Uniform pass.**
- Out-of-Uniform dress code during school day is equivalent in formality to the “Extracurricular Dress Code,” with related expectations.
- The Headmaster reserves the right to rescind a Spiritwear Pass if the student fails to meet dress code requirements.

Signature required on the Proof of Handbook Receipt hereby acknowledging that parent and student have read and understand the policy of Holy Spirit Academy on dress code.

**HOLY SPIRIT ACADEMY
PARENT-STUDENT HANDBOOK
2025-2026**

PROOF OF RECEIPT

I acknowledge that I have received the Holy Spirit Academy Parent-Student Handbook. I have read and understood, and I agree to be bound by the provisions contained therein, pertaining to technology, dress code, and any other items described in the Handbook. I further recognize that updates and changes to the handbook may be made at the discretion of the Headmaster and administration.

Parent Signature _____

Student Signature _____

Date _____