

HOLY FAMILY SCHOOL

69 Douglas Avenue, Red Deer, AB T4R 2L3

Phone Number: 403-341-3777

Fax Number: 403-346-1699

Website: www.holyfamilyschool.ca

Twitter: <https://twitter.com/HolyFamilyRD>

Facebook: <https://www.facebook.com/holyfamilyRD>

Instagram: [holyfamilyRD](https://www.instagram.com/holyfamilyRD)

YouTube: <https://www.youtube.com/channel/UCexd5Xpb1UydAwK2YN8PRcw>

STUDENT HANDBOOK 2020-2021



(photo was taken pre-COVID)

LEARNING - OUR KEY TO THE FUTURE”

GREETINGS FROM ADMINISTRATION

We would like to welcome all families to the 2020/2021 school year.

As we continue to work toward building our special and blessed community, we want your child to be happy and successful at Holy Family School and believe you play a key role. We encourage you to show interest in your child's schoolwork and support the various school activities. We look forward to meeting you throughout the coming months. Should you have any questions regarding our school please feel free to contact your child's teacher or one of us in the office.

God bless and have a great school year.

Sincerely,



Mrs. Rori-Lynn Daniel
Principal
rori-lynn.daniel@rdcrs.ca



Stacey Martz
Vice Principal
stacey.martz@rdcrs.ca

Prayer of The Holy Family

God made us a family

We need one another, we love one another

And we forgive one another.

We work together, we play together

And we worship together.

Together we use God's word,

Together we grow in Christ,

Together we love all people.

Together we serve our God

And together we hope for Heaven.

These are our hopes and ideals.

Help us to attain them, O God

Through Jesus Christ our Lord. Amen

MANDATE OF THE BOARD

The mandate of the Board is to provide the children and parents of the Division with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition and within the means of the Division.

The Board's vision is to ensure that:

- The schools are gospel-centred communities of hope, fostering a Catholic Christian value system within a pluralistic society continuing the mission of Jesus, Prophet, Priest and Servant-King.
- The life of Jesus, his mission and teaching are the focal points of belief and conduct within the schools. Therefore, the education of the whole child – intellectual, aesthetic, emotional, social, physical, and spiritual is its service commitment.

PRINCIPLES OF PRACTICE

We Honour Our Children - Our schools are child-centred communities. We celebrate each student as a unique child of Christ through our love, care and respect.

We Provide A Safe And Secure Environment - Children feel safe and secure in our schools. We provide an environment of belonging for all children through gospel-centred communities of hope.

We Live And Proudly Proclaim Our Catholic Christian Faith - Our faith permeates our thoughts, words and deeds as we model Jesus, serving children first.

We Provide Quality Education In A Catholic Environment - Our schools maintain high standards of academic achievement while fostering lifelong faith development.

We Pray As An Educational Community - Our Catholic Christian education system reflects the communion of home, school, and Church providing daily opportunities for prayer and celebration of our Faith.

We Practice Servant-Leadership - Our staff are committed members of our Faith community who serve the family, school and Church.

We Focus On Our Mission Through Clarity Of Purpose - Our Catholic Christian Faith is clearly and consistently communicated and supports our unique and distinct ministry.

We Value Our Staff - Our staff members are an integral part of our community and we affirm their ministry and life long journey.

COMMITMENT TO CATHOLIC EDUCATION

Religious Education

Our Catholic faith is continually nurtured and experienced in Religion classes, all curriculum, celebrations, and prayer. Students are encouraged to attend church and Catholic values are reinforced in classroom school activities. There are many opportunities for parents to join in both school and classroom celebrations of the Catholic faith.

Sacramental Preparation

In addition to regular Religion classes, the school promotes a commitment to the Catholic community through a variety of classroom, school-wide and church celebrations. Throughout the year, liturgical themes (Eg: Advent, Lent, Easter) are featured and teachers seize the opportunities to highlight the theme in a variety of classroom activities. However, in regards to Sacramental preparation, the school supports the Parishes in recognizing that it is the responsibility of parents to make arrangements for their children to receive any Sacrament. The school shares the role of preparing students to receive Sacraments, providing the basic religious background for the Sacrament of Holy Eucharist and Reconciliation for grade two students. Preparation for these Sacraments is part of the regular grade two program. Grade twos are prepared to receive Reconciliation and First Eucharist by Easter. The school does recognize that children develop at different rates and a child may be ready to receive these Sacraments at an earlier or later time than suggested. This decision rests with the parents and the Parish Priest.

The school supports the Parish and the Archdiocese in recognizing that there may be individual preferences that students and their parents may wish to exercise in preparing to receive a Sacrament. As a result, there is no one correct process of preparation, but rather a series of possible routes. This procedure for Sacramental preparation is relatively new for many of our parents, and, in efforts to maximize parent understanding of the procedures for Sacramental preparation, the following points of information may be useful:

1. **Parish**

Representatives are available in all Parishes to answer questions regarding Sacramental preparation and can be contacted by phoning the Parish offices.

2. **First Reconciliation, First Eucharist**

Following the directives from the Archdiocese, Reconciliation and Eucharist are generally given in grade 2.

A general meeting of parents of children planning to receive First Eucharist will be held mid-way through the year. Interested parents in the entire school district are invited to attend this meeting where details regarding Sacramental preparations are shared. At this time, parents are given an opportunity to form "cluster" groups. The Parish supports these interest groups by providing suggested activities for these parent-led groups. Many families have found that involvement in the cluster groups enriches the Sacramental experience for both the child and the family.

Families select a weekend mass best suited to their needs and directly contact the Parish to formalize details. The Parish presents a certificate to the child after First Eucharist has been received.

AN OVERVIEW OF HOLY FAMILY SCHOOL

Holy Family School serves Catholic/Christian students from southeast Red Deer. The modern facility features unique architecture and floorplan that facilitates the delivery of education, utilizing modern technology and media. Children at Holy Family School have rich opportunities to learn in an innovative environment, integrating our teachers' curriculum with technology, and collaboration. A variety of programs in which modern technology is featured, enhance the delivery of core curriculum.

Expectations for achievement and behaviour are high and all students are encouraged to work to their potential. Parents are integral partners in the growth and development of each child and are encouraged to be involved in the Catholic education of their children.

VISION FOR THE SCHOOL

Holy Family School staff believe that all children can learn. Our school and staff work very hard to ensure that our students are learning in a measurable way, and this growth can be proven to the student, their parents, and the staff. Holy Family School is committed to helping kids foster a positive relationship with Christ by teaching to their individual body, mind, and spirit and fostering a love of Christ, ensuring that they see their lives as a journey of service to God. The positive relationships our staff create through their interactions with students and parents helps create a personalized learning environment where all students experience the joy of our Holy Family Community. We pray that through our commitment to Catholic Education, the sense of community fostered at Holy Family School goes beyond our students' time here and carries forward with them throughout their lives.

MISSION

The mission of Holy Family School is to ensure that all children learn by teaching to the body, mind and spirit of each child, inspiring their interests and fostering positive relationships through effective communication and collaboration.

MILK PROGRAM (SUSPENDED AT THIS TIME DUE TO COVID)

The program operated by upper elementary students. Students can purchase tickets through their classrooms at the beginning of the lunch recess, and then exchange the ticket for milk (white milk, or chocolate milk). **Milk tickets are 6 for \$5.00**, prices may change during the school year if the price of milk changes.

HOT LUNCH (SUSPENDED AT THIS TIME DUE TO COVID)

The School Council, through its volunteers, regularly organizes special hot lunch days. Details on these lunches are updated on our school website and social media.

COMMUNICATION

As information needs to be shared, parents are kept informed through our school website, email, and social media channels. Information is available at all times and can be accessed at www.holyfamilyschool.ca. This website contains important information about the school and upcoming events. An online calendar is also available through our website.

Please contact the school if you have any questions about events at Holy Family School.

DAILY OPENING AND CLOSING OF SCHOOL

The school office is open from 8:00 am to 4:00 pm each day. The office business door opens at 8:00 am for adults wishing to conduct business at the school. At 8:10 am assigned teachers begin outside supervision. Students are to remain outdoors until the bell rings to commence school. **Students should not arrive at school prior to 8:10 am as there is NO SUPERVISION before this time.**

DAILY OPERATION SCHEDULE

Pre-Kindergarten

Monday - Friday

AM Class 8:15 am - 11:15 am

PM Class 11:55 am - 2:55 pm

Kindergarten, Grade 2 and Grade 4

Monday - Friday

- 8:19 am Enter the School
- 10:00 am - 10:15 am Recess
- 11:40 am - 12:10 pm Outside Recess
- 12:10 pm - 12:30 pm Eat Lunch
- **2:53 pm Dismissal**

Grade 1, Grade 3 and Grade 5

Monday - Friday

- 8:26 am Enter the School
- 10:20 - 10:35 Recess
- 11:55 pm - 12:15 pm Eat Lunch
- 12:15 pm - 12:45 pm Outside Recess
- **3:00 pm Dismissal**

PROFESSIONAL DEVELOPMENT AND SCHOOL CANCELLATION

School and division Professional Development days will be held 13 times during the year; there is no school for students on these days. A reminder will appear through our website calendar and social media.

EMERGENCY RESPONSE PROCEDURES

It is a requirement of Alberta Education that schools in this province take the necessary steps to ensure that they are safe and caring places. Such schools are “physically, emotionally, and psychologically safe” and provide “an environment wherein all are accorded respect and dignity, and their safety and well-being are paramount considerations”. The signal for a fire drill or emergency evacuation is given by the ringing of the fire bell. Fire drills shall be conducted a minimum of six times per year.

In order to manage emergency situations, the Red Deer Catholic Regional Schools, and Holy Family School have entered into an agreement with Hour Zero School Emergency Programs. This company offers a service to our school whereby we manage the safety and security of our students, and our building as efficiently as possible. We will be using the following terminology to deal with any Emergency Response procedure, **Lockdowns, Hold & Secure, Shelter-in-Place, All-Clear, On-Alert, Evacuation, and Drop-Cover-Hold**. These terms are used to simply help control large numbers of people quickly and efficiently. Drills shall be conducted a minimum of four times per year to best prepare students for any emergency. Holy Family School uses their Social Media platforms of Twitter & Facebook to help communicate with parents during drills or emergencies. Parents should only rely on this first-hand information.

ILLNESS AND INJURY

In the event that a child becomes ill at school, the parent will be contacted to pick up the child. If parents are unavailable, the emergency contact person identified on the child's registration form will be called. It is District policy that school employees cannot distribute any form of medication to students.

In the event of injury, students are directed to our office. If the injury can be successfully dealt with by application of an ice pack, band-aid or consolation, it is handled in the office. Several staff are trained in St. John's Ambulance first aid. However, if the injury is more serious parents are contacted immediately and asked to come to the school. Failing this, if we evaluate the situation as serious enough, we will call 911 and have your child transported to the Red Deer Regional Hospital. **Please note the school is not responsible for any ambulance costs resulting from this procedure.**

COVID INFORMATION

The Alberta Government announced on July 21, 2020 that students will return to in-person classes for the 2020/2021 school year under Scenario 1 with enhanced health and safety measures. Please see Scenario 1 Re-Entry Guidelines at:

<https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>

PARENTS/GUARDIANS/STUDENTS MUST USE [THIS QUESTIONNAIRE DAILY](#) TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL The tool is meant to be used to assist with

assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19. Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool. As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required. Please check our website for [COVID-19 updates](#).

LUNCH AT SCHOOL

All students who choose to exercise the privilege to stay for lunch must eat in the classrooms and must abide by lunchroom rules. For their safety, students must remain seated while eating. Before eating, students are encouraged to use the washrooms to wash their hands. Parent cooperation in sending lunches that students can handle is strongly encouraged. (Eg: thermoses that children can open, food that does not require preparation and is ready to eat with any needed utensils). We are unable to provide utensils and microwaves for students. **Students who stay for lunch are NOT to leave the school property.**

Holy Family School is striving to be a Peanut/Nut aware school!



(photo was taken Pre-COVID)

OPPORTUNITIES FOR STUDENT LEARNING

1. L.I.F.T. (Literacy, Inclusion, Faith, and Technology) Team

Each class in Holy Family School will be assigned a part-time L.I.F.T. teacher to assist in the classroom with regards to assessment, curriculum, and integrative practices. Each will work in unison with the classroom teacher to plan, deliver curriculum, assess for optimum student learning, and respond with appropriate interventions for learning when necessary.

2. Educational Technology

Learning using Educational Technology plays a large role in the delivery of the curriculum. Each class has access to Chromebooks, Laptops, and/or iPads. The school has wireless technology, allowing the internet to be accessible in any room. Each Pre-K to Gr. 2 is equipped with a pod of Chromebooks in the classroom.

3. Learning Commons

Each class has at least one regular weekly scheduled opportunity to utilize the Learning Commons for classroom research, related projects, specific learning activities, and most importantly develop a love of reading & learning. The initial collection of resources includes numerous fiction, non-fiction, and reference books in addition to current magazines, digital resources such as computers, Chromebooks, and iPads. Audio-visual resources (CD's/DVD's) also complement the collection of materials for use by teachers and students. Multiple computer stations and iPads are situated in the Learning Commons with internet access. Students are encouraged to use the Learning Commons facilities as much as possible.

4. Guidance Counselor

Our guidance counsellor, Mrs May-Sholdice, is available to our students on a regular basis. The counsellor works with individuals, small groups and homerooms to meet the needs of our school population. Holy Family School also has access to the Family School Enhancement counsellor, Katherine Seymour. Arrangements to meet with the counsellor can be made through the classroom or by contacting the counsellor directly.

5. Kindergarten

Our Kindergarten programs are an integral part of our school. Students participate in a rich program that strives to meet their needs and prepare them adequately for entrance into our grade one program. Children who are 5 years of age by December 31 of a given year are eligible to attend Kindergarten beginning the following September. Holy Family School Kindergarten offers a full-day program with bussing provided for all students residing 1.6 km or greater from school. Orientation is held in August for parents of children attending in September;

6. Pre-Kindergarten

The Pre-Kindergarten program is supported by Educational Assistants, and delivered in a small classroom setting to address the unique needs of each child. It will focus on play where children interact, explore, and make sense of the world around them. To qualify for Pre-Kindergarten, a child must be 4 years of age by December 31 of the upcoming school year. For more information, please call 403-343-1055.

MEET THE STAFF OPEN HOUSE: (REPLACED BY TEACHER WELCOME SLIDE DECKS DUE TO COVID)

On **Friday, August 28 2020**, we invite all families to our "Open House." Staff will be introduced, and students, parents and their families are given the opportunity to meet all of the staff, and tour the school. Information regarding School Council plans are highlighted and opportunities to share your talents through projects and/or committees will be available.

PARENT INVOLVEMENT (VOLUNTEER OPPORTUNITIES TEMPORARILY SUSPENDED DUE TO COVID, parents and public are not permitted in the school at this time)

At Holy Family School, parent involvement is highly supported and encouraged. We believe that parent involvement in the education process helps ensure the success of each student. With the safety of all students in mind, all volunteers must complete a criminal record check; forms and information are available at the school office. Involvement is encouraged in ANY of the following areas:

- 1) attending school functions;
- 2) providing a supportive learning environment at home;
- 3) volunteering for work committees and projects;
- 4) providing supplementary learning activities at home;
- 5) School Council involvement;
- 6) providing positive support and good public relations for the school;
- 7) communicating openly with the school.

We realize that the personal lives of families are different and that degrees of involvement at the school by parents are dependent on many factors. Your support in open communication and in providing your child with a good learning environment at home is extremely important for student success. If you would like to volunteer in your child's class, please contact the homeroom teacher. We are grateful for any support you can give us by volunteering for committees, projects or attending activities at the school. Research clearly indicates that student success rates at school (happiness and achievement ratings) are highest when parents are supportive of the school and involved in school activities.

As part of our school's Emergency Response Plan, we must ensure that all parents and visitors **sign in at the office** when coming into the front office area; we need to know who is in the building, should an emergency occur. Our office staff will assist you with your needs and will have children called to the office when required. Thank you for your cooperation.

PARKING

Student safety is our primary concern. We do not want children walking through the parking lot where cars are circulating through the drive-through. There is guest parking all day on Douglas Avenue and Duston Street. **The front driveway is for short term parking only.** Between 8:00 - 8:45 am, and 2:45 - 3:15 pm, cars are to angle park, wait in their vehicles until children board and then exit from the front driveway. During this **busy** time, (beginning and end of the school day) it is appreciated if you do not leave your vehicles. At other times during the day, cars may be parked in the angled parking spots.



Please do not park at any time in the fire lane or in the handicapped parking stalls. We have families that need access to these spots for their children. We appreciate your cooperation with this signage.

PLAYGROUND PRACTICES

All students are expected to go outside for two recess breaks each day. Recess provides opportunities for students to demonstrate socialization skills and get essential exercise. Staff supervise all recesses. In exceptional cases, alternate arrangements may be possible by contacting the principal or classroom teacher.

During inclement weather, recess will be indoors for all students. If the temperature is **-20°C or colder (with windchill)**, students will remain inside. **It is important that students come dressed appropriately for rain, snow and warm conditions. Extra change of clothing is recommended and can be kept in the student's backpack.**

PLAYGROUND USAGE

Two large playground areas, complete with varied apparatus for different ages of young children, is on-site for student use. Various portions of the playground are assigned to specific grades to ensure the most efficient use of our playground apparatus. In addition to playing on the playground apparatus, students are encouraged to use the large open field for cooperative play. Each classroom is given an allotment of outdoor playground equipment (Eg: soccer and bounce balls) which can be borrowed for use on the playground during supervised recess breaks. It is preferable that students do not bring personal play equipment from home because of the possibilities of loss or damage.

POINTS OF INFORMATION

- Bicycles, scooters and rollerblades can be brought to school provided they remain locked in bicycle racks throughout the day and are walked while on school property. Bicycle riders must (by law) wear a CSA approved bike helmet.
- Lost and found articles can be claimed from the lost and found located in the atrium.
- Individual and class pictures are taken in the fall for optional purchase by parents.
- Themed days are scheduled during the year to promote school spirit and joy in learning.

REPORTING PERIODS - STUDENT EVALUATION (In Person Interviews Suspended Due to COVID)

Early in November, parents are highly encouraged to attend the first parent/teacher/student conference where individual student goals and concerns are identified. Report cards are live online and updated on a continuous basis. The second set of parent/teacher/student conferences are held in March. The second set of interviews will be Student-Led Conferences, where the student will walk their parents through the learning they've been engaged in at school. Parents are invited to arrange additional interviews at any time they have a concern by contacting the classroom teacher or administration. Each homeroom teacher has a system for assessing and recording student growth; work samples and achievement records are kept for each student. Parents are welcome to share the contents of these records when meeting with professional staff.

SCHOOL BUSSES

Grades K – 5:

To be eligible for school bus transportation, Grade K-5 students must live **greater than** 1.6 km and less than 2.4 km from their designated school. For more information about Transportation, parents need to call our Red Deer Catholic Transportation Department at 403-309-8801 or check their website at <http://www.rdcrcs.ca/parents/school-bus-information>.

COUNCIL OF CATHOLIC SCHOOL SUPERINTENDENTS:

Guide to Principals

LIFE (Lived Inclusion for Everyone) Framework Creating and implementing inclusive student support groups-

Starting June 1, 2015, amendments in Bill 10 to the School Act state if one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

All schools must be prepared to establish student groups, when there is a student request, to address the needs of students who may be at risk, especially those with same-sex attractions, and those who may identify with different genders, as well as those who experience discrimination or isolation based on body image, race, culture, language, performance in school, social anxiety/lack of social connection, or other individual attributes.

When Students Request an Inclusive Group: Principals should immediately express their desire to work with the students to meet their needs in ensuring a safe and caring, inclusive Catholic learning environment. Set up a meeting with the students to talk about the purpose of the requested group.

Principals should be thorough in their approach as taking the time necessary to talk with the students is the most important step in initiating the student group.

What Kind of Group? At the meeting(s), principals and students together should answer a series of questions in order to determine the purpose of the student group. Identifying the purpose of the group will help meet the desired needs of the students.

Discuss with the students the purpose of each group, as outlined in the LIFE Framework. This may help identify what kind of group can best meet their needs.

Once the purpose of the group is determined, principals in consultation with superintendents again need to take the necessary time to review and discuss establishing the student group.

Please note: All student groups must:

- Support the mission, vision and core values of the school and the school jurisdiction while upholding the sanctity of human life through discussions, acts of justice, and social action within the context of Catholic teaching on social relationships.

- Reflect through name and action the philosophy and theology of communion and emphasize inclusion, hospitality, respect and justice.

Naming of the Student Group: All students should agree to the name of the group and the name should reflect its purpose. Some all-inclusive names already being used in schools throughout Canada include Spectrum, St. Pride or ARK to reflect Noah's Ark and that "we are all in the same boat together." Encourage students to use their creativity to come up with a meaningful, respectful, and inclusive name.

Vision Statement

"The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta

SCHOOL COUNCIL

The council is instrumental in supporting various services and fund-raising activities. The funds are used for the purchase of extra items and services, which increase the quality of school life for our students and are not possible through the regular school budget. The School Council forms numerous committees that provide specialized service. **All parents are welcome to make suggestions to the council and to get involved in any of the project committees.** The model we have adopted, in keeping with the provincial mandate for Alberta schools, is a town hall model. With this model, all parents are part of the council. There is an executive composed of a chairperson, vice-chairperson, treasurer, and secretary. **The council provides an advisory function to the principal and staff on matters of school operation and provides opportunities for family activities throughout the year.** The model encourages the formation of many small special project activities to implement various activities throughout the year. Our objective is to involve a great many parents, for a shorter commitment of time. **Any parents having suggestions for the council to consider are invited to attend our meetings.** It is a great opportunity for any parent to be involved as ambassadors of Holy Family School!

All information regarding agendas, meetings and opportunities for involvement will be emailed out to families. A brief overview of School Council news is shared online on our website.

SCHOOL FEES

There are no School Program fees for the 2020/2021 school year for students in Grades 1-5 other than bus fees. Yearbooks are optional and are available for purchase online (information for ordering/purchasing online will be sent home). The office accepts payments by debit card, credit card, cheque or cash. (Please make cheques payable to Holy Family School). The fees must be paid in person at the school office. If you are sending these fees to school with a student, please put the cheque in a sealed envelope with your name on it, a receipt will be sent home with your child. Do not send cash with students, please.

SCHOOL SUPPLIES

Holy Family School currently uses School Start as an option to purchase school supplies. You may go to their website at www.schoolstart.ca to purchase online through them or print a list to shop locally. Supplies purchased through School Start must be ordered online and paid by the date indicated in the communications sent out to each student.

SCHOOL POLICY ON ATTENDANCE AND ABSENTEEISM

Attendance is checked at the beginning of the morning shortly after 8:30 am and in the afternoon shortly after 12:30 pm. Absences and late students are recorded on report cards and class registers. **If your child will be absent or late from school on a certain day, we would appreciate notification of this prior to 8:30 am of that day.** In cases where absentees are not reported, our automated system calls out to parents/guardians at home or work. Your cooperation in this matter is greatly appreciated. Please call the school **403-341-3777** to record your child's absence.

STUDENT BEHAVIOR-Safe and Caring Schools

In Red Deer Catholic Regional Schools we honour our children and we provide a safe and secure environment for our students. These two statements are the first two statements of our Principles of Practice. We are proud to proclaim that our principles of practice underlie everything we do. Our schools are places where all students, staff and parents feel welcome. From our motto, "Inspired by Christ, Aspiring to Excellence" and our Principles of Practice, we proudly proclaim that our schools are Christ-filled centres that ensure a satisfactory climate for learning and that we respect each student as a person, unique in God's creation.

Posted on our division website we have administrative procedures that outline the division's policy on student behaviour and staff discipline procedures. Our division Education Plan further outlines our commitment in Outcome 3. Students and communities have access to safe and healthy learning environments.

Each school has behaviour expectations for students to ensure we have safe and caring schools. These expectations are listed on each school's website, in the school handbook or are posted in classrooms. Expectations are shared with students at the beginning of each year and are also shared with parents so we can work together to provide all students with the best possible educational experience while in our schools.

For further information, please contact:

Mrs Rori-Lynn Daniel (Principal), or Mrs Stacey Martz (Vice-Principal)

STUDENT BEHAVIOUR

Students' Rights - All staff and students of Holy Family School will make every effort to ensure that students in our school have the right to:

- learn in a safe, peaceful, and Catholic environment
- know what behaviour is expected of them while at school or on school functions
- be protected from physical harm and verbal abuse
- have positive behaviour recognized and reinforced
- have their concerns heard
- be treated fairly, with kindness and caring

Expectations of Student Conduct - All students are expected to:

- perform their role as a student learner to the best of their ability
- treat others in the school with kindness and respect
- work and play safely
- respect, listen to and respond to the teacher or adult supervisors
- follow school and classroom rules and regulations set out by teachers
- take pride in the facility and resources at school and treat them with respect
- monitor other students and encourage positive conduct by everyone

Guidelines for Student Conduct Policy - We believe that:

- students have tremendous capability to help solve problems they encounter and must be involved in disciplinary action
- misconduct is most effectively handled at the lowest level possible (student to student,

student to classroom or supervising teacher, student to administrator) and when possible, strategies for addressing student misconduct will be handled at the lowest level of authority possible.

- consequences for student misconduct, should as much as feasible, be logical and related to the misbehaviour

Inappropriate Student Conduct and Consequences

If problem behaviours occur, the following strategies will be employed:

- a) The student will be actively involved in the discussion of the incident and clearly be aware of the nature of the misconduct and follow up consequences. If necessary, other students will be interviewed to obtain accurate information regarding the misconduct.
- b) Consequences will be described to the child and arrangements made to implement the consequences.

Minor Offenses

- 1) Minor offences will be dealt with by the teacher or supervising adult at the scene of the misbehaviour. The student and teacher/supervisor will identify the misconduct and a logical consequence will be served if the supervising adult feels one is appropriate. (Eg: throwing food in the classroom results in a consequence of cleaning the food that was thrown in the classroom).
- 2) The homeroom teacher will be made aware of the misconduct of a student by the supervising teacher/supervisor that intervened at the scene. Parents will be contacted at the discretion of the homeroom teacher.

Persistent Misbehavior

If there have been repeated incidents of misbehaviour, the classroom teacher/supervisor will notify the school administration to assist in dealing with the student. The administration will identify appropriate consequences for the student. At this stage a student contract may be developed, parent interview arranged, the involvement of a counsellor or other support personnel arranged, or student privileges removed.

Serious Misconduct

Certain student behaviours, considered severe, include student behaviour that:

- endangers the safety or well being of self or others (Eg: fighting, bullying, harassment of others)
- causes persistent disruption of the teaching/learning process
- willful damage or theft of property
- is openly oppositional to or non-compliance with school authority (EX: not listening to a teacher)

These behaviours will involve the school administration who will determine which consequences are most appropriate including:

- in-school suspension to a maximum of one full day
- out of school suspension for 2-5 days
- longer suspensions (in extreme cases with school board approval)

Parents will be notified in all cases of serious misconduct.

BILL 10

Red Deer Catholic Regional Schools is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites.

STUDENT DRESS CODE

At Holy Family School, we promote and enforce a *modest and respectful* dress for all grade levels. Clothing is to be appropriate and respectful for the classroom, upholding the dignity and values we live daily within our Catholic faith. Baseball caps are not to be worn inside the school, with the exception being theme days. Students are expected to dress reasonably and be prepared for any prevailing weather conditions.

STUDENT PHONE CALLS

In the case of passing messages along to students, we ask that you call only when it is **urgent**. We cannot guarantee during busy times that messages will be received. If Students need to use a phone, they may ask their homeroom teacher. **Cell phones are not permitted in any classroom** but may be used educationally under the direct supervision of the teacher, or before or after school hours.

SUPPLIES/VALUABLES

Students are not to bring valuables to school. All clothing (Eg: boots, mitts, coats) and school supplies should be clearly labelled with the child's first and last name. All students are to have a pair of indoor shoes that are stored in their homeroom classroom. Boots or outdoor shoes are placed on assigned boot racks, then students are to go to their classrooms and put on their indoor shoes. This practice ensures that students wear shoes all day and are prepared for fire drills and also helps keep the school as clean as possible.

**We strongly discourage students from bringing expensive toys to school.
Items like iPads, and iPods, and or cellular phones should be left at home.**

EXTRACURRICULAR CLUBS AND ACTIVITIES FOR STUDENTS

The following clubs and activities are some additional opportunities for students to become involved at Holy Family School.

Running Club
Grade Five Basketball
SWAT Team

Chess Club (ON HOLD)
Safety Patrol
Choir (ON HOLD)

Holy Family School Calendar 2020 – 2021



September

3 First Day of School
20 No School - Teacher PD Day

October

4 No School - Teacher PD Day
14 No School - Thanksgiving Day

November

6 & 7 Parent/Teacher Interviews (regular school days)
8 No School - Teacher Lieu Day
11 No School - Remembrance Day

December

13 No School - Teacher PD Day
Dec. 21-Dec 31 Christmas Break No School

January

Jan 1 – Jan 5 Christmas Break No School (con't)
31 No School - Teacher PD Day

February

17 No School - Family Day
18 No School - Winter Break
19 No School - Division PD Day
20-21 No School - Teacher's Convention

March

18 & 19 Parent/Teacher Interviews (regular school days)
20 No School - Teacher Lieu Day
23-27 No School - Spring Break

April

10 No School - Good Friday
13 No School - Easter Monday

May

15 No School - Teacher PD Day
18 No School - Victoria Day

June

26 Last Day of School for Students
29 No School - Teacher Organizational Day