

# HOLY FAMILY SCHOOL

69 Douglas Avenue, Red Deer, AB T4R 2L3

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## STUDENT HANDBOOK 2016-2017



Holy Family School

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## GREETINGS FROM ADMINISTRATION

We would like to welcome all families to the 2016/2017 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 either of us in the office.

God bless and have a great school year.

Sincerely,



Mr. Gary Gylander  
Principal  
[gary.gylander@rdcrs.ca](mailto:gary.gylander@rdcrs.ca)



Mr. Chris McCullough  
Vice Principal  
[chris.mccullough@rdcrs.ca](mailto:chris.mccullough@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-centered 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 life long 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 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 (i.e. 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 in 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 of this, there is not 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 with 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 enrich 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 Elementary serves Catholic/Christian students from southeast Red Deer. The modern facility features a unique architecture and floor plan that facilitates the delivery of education, utilizing modern technology and media. Children at Holy Family 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 behavior are high and all students are encouraged to work to their potential. Parents are viewed as 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 in 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 MAIDS**

Milk Maids is a program operated by upper elementary students, for the benefit of Holy Family School. Students can purchase tickets through their classrooms at the beginning of the lunch recess, and then exchange a milk or ice cream ticket for white milk, or chocolate milk. **Milk and ice cream tickets are 6 for \$5.00**, but prices may change during the school year, if the price of milk changes.

### **HOT LUNCH**

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

### **COMMUNICATION**

Approximately every month, as information needs to be shared, our office sends out an email communication directing parents to our website for information and dates parents need to know about. This past year, we moved away from a monthly newsletter, and will be keeping parents informed through our website, email, and Social Media channels. Information **can always be accessed at [www.holyfamilyschool.ca](http://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 upcoming events at Holy Family School.

## DAILY OPENING AND CLOSING OF SCHOOL

The school office is open from 8:00 a.m. to 4:00 p.m. each day. The office business door is opened at 8:00 a.m. for adults wishing to conduct business at the school. At 8:10 a.m. 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 a.m. as they will not be supervised before this time.**

## DAILY OPERATION SCHEDULE

8:25 a.m.	First bell: Students proceed to classrooms
8:30 - 10:00 a.m.	Classes in Session
10:00 - 10:15 a.m.	Recess
10:15 - 11:45 a.m.	Classes in Session
11:45 - 12:00 p.m.	Lunchtime
12:00 - 12:30 p.m.	Lunch Recess
12:30 - 1:50 p.m.	Classes in Session
1:50 - 2:00 p.m.	Nutrition Break
2:00 - 3:00 p.m.	Classes in Session

## EARLY DISMISSAL AND SCHOOL CANCELLATION

**Every Monday is a 1:50 pm dismissal for the students** as teachers participate in their required Professional Development activities. School and division Professional Development days will be held 8 times during the year; there is no school for students on these days. A reminder will appear through our website 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 School board, and Holy Family have entered into an agreement with Hour Zero School Emergency Program. 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 the Red Deer Catholic School Board, or Holy Family Schools official Twitter and Facebook for any emergency response information.

## ILLNESS AND INJURY

In the event that a child becomes ill at school, at the discretion of the classroom teacher the child will either rest in the infirmary or 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 contacted. 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.**

### **LUNCH PROGRAM**

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. (i.e. thermoses that children can open, food that does not require preparation and is ready to eat with any needed utensils). Unfortunately 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!**



## **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 curriculum. Each class has access to Chromebooks, Laptops, and/or iPads. The school has wireless technology, allowing for the internet to be accessed in any room. Each Pre-K to Gr. 2 is equipped a pod of iPad Minis, and each Grade 3-5 classroom has 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 compliment 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 counselor, Mrs. May-Sholdice, is available to our students on a regular basis. The counselor 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, Catherine Seymour. Arrangements to meet with the counselor can be made through the classroom or by contacting the counselor directly. Mrs. May-Sholdice is on staff full time and divides her time between counseling and Instructional Coach responsibilities.

### **5. Pre-Kindergarten/ Kindergarten**

Our Pre- Kindergarten and 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. An evening orientation is held in the spring for parents of children attending in September; parents are given an overview of the program at this time.

Holy Family School will also house a Pre-Kindergarten program in 2016/2017. It 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 BBQ:

On **Thursday, September 15<sup>th</sup>**, parents are invited to Holy Family Schools annual “Meet the Staff Barbecue.” Staff are briefly introduced then students, parents and their families are given the opportunity to meet all of the staff, and enjoy food and fellowship with our school community. Information regarding School Council plans are communicated and opportunities to share your talents through projects and/or committees are available.

### PARENT INVOLVEMENT

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 home room 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 visiting during the day; 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 a.m., and 2:45 - 3:15 p.m., 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 school day) it is appreciated if you do not leave your vehicles. At other times during the day cars may be parked in the angle 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 wind-chill**, students will remain inside. **It is important that students come dressed appropriately for rain, snow and warm conditions.**

## **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 co-operative play. Each classroom is given an allotment of outdoor playground equipment (i.e. 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 rack located in the atrium.
- Individual and class pictures are taken in the fall for optional purchase by parents.
- Numerous theme days are scheduled during the year to promote school spirit and joy in learning.

## **REPORTING PERIODS - STUDENT EVALUATION**

Early in November, parents are highly encouraged to attend the first parent/teacher/student conference where individual student goals and concerns are identified. Complete report cards are sent home in December, March, and June. A second set of parent/teacher/student conferences is held in March. The second set of interviews will be Student Led Conferences, where the student will walk their child through the learning they've been engaged in at school. Parents are invited to arrange additional interviews 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 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 Red Deer Catholic's Transportation Department at (403) 309-8801, or check their website at <http://www.rdcrcs.ca/parents/school-bus-information>.

## **SCHOOL CLOTHING**

School T-shirts and shorts are available from our office. We encourage students to purchase the clothing for use on special event days, citywide activities, special spirit days and physical

education classes. Details for ordering are available from the school office. We hope that by purchasing clothing on the large side, that students can wear the items for several years.

## **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 for 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 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 which provide specialized service. **All parents are welcome to make suggestions to the council and to get involved on 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 comprised 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 also provides opportunities for family activities throughout the year.** The model encourages 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 are posted on the School Council bulletin board in the atrium. Parents are encouraged to check the board regularly for information about School Council activities. A brief overview of School Council news is also shared in each monthly newsletter.

### SCHOOL FEES AND SUPPLIES

School Program fees for the 2016/2017 school year are **\$65.00** for all students in Grades 1-5. These fees are due at the end of September, and parents can pay by debit card, credit card, cheque or cash. (Please make cheques payable to Holy Family School.) The fees may be paid in person at the school office. If you're sending these fees to school with a student, please put the cheque in a sealed envelope with your name on it, a receipt will then be sent home with your child. Do not send cash with students please. **Kindergarten program fees** are \$30.00/year. Thank you in advance for supporting your child's education with these fees.

### SCHOOL POLICY ON ATTENDANCE AND ABSENTEES

Attendance is checked at the beginning of the morning shortly after 8:30 a.m. and in the afternoon shortly after 12:30 p.m. Absentees are duly noted and recorded in the 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 a.m. of that day.** In cases where absentees are not reported, we will be phoning parents at home or at work. Your co-operation in this matter will be 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 Division we honor 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 Mr. Gary Gylander (Principal), or Mr. Chris McCullough (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 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 misbehavior

### Inappropriate Student Conduct and Consequences

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

- a) Student will be actively involved in 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 offenses will be dealt with by the teacher or supervising adult at the scene of the misbehavior. The student and teacher/supervisor will identify the misconduct and a logical consequence will be served if the supervising adult feels one is appropriate. (i.e. 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 misbehavior, the classroom teacher/supervisor will notify the school administration to assist in dealing with the student. Administration will identify appropriate consequences for the student. At this stage a student contract may be developed, parent interview arranged, involvement of counselor or other support personnel arranged, or student privileges removed.

### Serious Misconduct

Certain student behaviors, considered severe, include student behavior that:

- endangers the safety or well being of self or others (i.e. 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 (i.e. not listening to a teacher)

These behaviors 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 School Division 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. With regards to weather, 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 needed, our secretaries can pass any messages along to your child, or their teacher. 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 direct supervision of the teacher, or before or after school hours.

### **SUPPLIES/VALUABLES**

Students are not to bring valuables to school. All clothing (i.e. boots, mitts, coats) and school supplies should be clearly labeled 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.

Teachers send home a list of supplies required for the coming year in the June final report card. Supply lists for Kindergarten are provided at the student orientation session in late spring.

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

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

***Running Club***

***Milk Maids***

***Grade Five Basketball***

***Health and Physical Activity Council***

***Chess Club***

***Safety Patrol***

***Rosary Club***

***Choir***

***Friendship Club***



## Holy Family School Calendar 2016 – 2017

### September

1 First Day of School  
5 Labor Day Monday (No School)

### October

10 No School - Thanksgiving Day  
28 Teacher Professional Development Day (No School for students)

### November

8 & 9 Parent/Teacher Interviews (regular school days)  
10 & 11 Teacher Lieu Day & Remembrance Day (No School for students)  
25 Teacher Professional Development Day (No School for students)

### December

23 Last Day of School before Christmas Break  
24 - 31 No School - Christmas Break

### January

1-8 No School - Christmas Break  
9 1<sup>st</sup> Day Back after Christmas Break  
31 Teacher Professional Development Day (No School for students)

### February

20 No School - Family Day  
23 & 24 No School - Teacher's Convention

### March

9 No School - Faith Development Day  
10 Teacher Professional Development Day (No School for students)  
22 & 23 Student Led Conferences  
24-31 No School- Easter Break

### April

1 – 2 No School – Easter Break  
3 1<sup>st</sup> Day Back after Easter Break  
14-17 No School

### May

5 Teacher Professional Development Day (No School for students)  
19-22 No School – Victoria Day Weekend

### June

29 No School - Teacher Administration Day  
30 Last Day / Report Card Distribution