

Holy Redeemer Catholic School

(Nature Kindergarten to Grade Eight)

STUDENT HANDBOOK



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Ardrossan Alberta
T8E 2M8

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Website: <http://hr.eics.ab.ca>
Facebook: <https://www.facebook.com/holyredeemereics/>
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Inspired By God's Love, Growing And Learning Together

Name: _____

Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

Student I.D.: _____ Homeroom: _____

Welcome to Holy Redeemer Catholic School

As a proud member of the Elk Island Catholic School Division, our vision, mission, and goals align with the Catholic Church's teachings and the wisdom gained through the scriptures. With the help of the Holy Spirit, we endeavour to create a faith-filled learning environment dedicated to the well-being of each student.

Students have the advantage at Holy Redeemer of belonging to a school community where they are known personally and where their talents and potential are recognized, supported, and encouraged. By participating in the school's spiritual, academic, social, and athletic life, students will do their part in creating a positive school community.

Our Mission

"Holy Redeemer Catholic Schools is committed to helping our students know and live the Gospel. We will promote A life centered in Jesus Christ based on Gospel values, academic growth, a healthy lifestyle, responsibility, faith and a sense of community.

School Motto

*Inspired By God's Love,
Growing And Learning Together,
We are
Holy Redeemer Catholic School.*

School Creed

We Believe:

- In God and the gift of children
- In Jesus Christ as our role model
- In the Holy Spirit who guides us in living our Catholic faith
- In honouring and celebrating human uniqueness and potential
- Supporting one another as members of our school community
- In learning as a lifelong journey.

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SCHOOL BELL SCHEDULE

Early Dismissal/Staff Meetings are held on the first Wednesday of every month.
Students will be dismissed at 1:40 pm on those days.

Daily Schedule		
	Elementary - Junior High Grade K – 8	
Warning Bell	8:05	(5 min.)
Announcements & Prayer	8:10	(5 min.)
Period 1	8:15 - 8:55	(40 min.)
Period 2	8:55 - 9:35	(40 min.)
Period 3	9:35 - 10:15	(40 min.)
Recess	10:15 - 10:30	(15 min.)
Warning Bell: 10:30 (5 min.)		
Period 4	10:35 - 11:15	(40 min.)
Period 5	11:15 - 11:55	(40 min.)
LUNCH		
Meal time: 11:55 - 12:15 (20 min.)	11:55 - 12:35	
Recess: 12:15 - 12:35 (20 min.)		
Warning Bell: 12:35 (5 min.)		(45 min.)
Period 6	12:40 - 1:20	(40 min.)
Period 7	1:20 - 2:00	(40 min.)
Period 8	2:00 - 2:40	(40 min.)
	320 min. / day (1600 min. /week)	
Early Out Wednesday Schedule – First Wednesday of Every Month		
	Elementary - Junior High Grade K – 8	
Warning Bell	8:05	(5 min.)
Announcement & Prayer	8:10	(5 min.)
Period 1	8:15 - 8:50	(35 min.)
Period 2	8:50 - 9:25	(35 min.)
Period 3	9:25 - 10:00	(35 min.)
Recess	10:00 - 10:15	(15 min.)
Period 4	10:15 - 10:50	(35 min.)
Period 5	10:50 - 11:25	(35 min.)
LUNCH		
Meal time: 11:25 - 11:40 (15 min.)	11:25 - 11:55	
Recess: 11:40 - 11:55 (15 min.)		(30 min.)
Period 6	11:55 - 12:30	(35 min.)
Period 7	12:30 - 1:05	(35 min.)
Period 8	1:05 - 1:40	(35 min.)

GENERAL INFORMATION

OFFICE HOURS: Holy Redeemer Office Hours are 7:30 am to 3:00 pm.

EICS APP

All families are strongly encouraged to download the EICS App for quick, easy access to:

- Our division attendance management program, School Messenger
- Powerschool Portal for access to fees, report cards, and student information
- School and division news
- School handbooks

ATTENDANCE

The Safe Arrival Program ensures that all students arrive safely at our school each morning. If a child is going to be late or absent from school, it is the responsibility of the parent/guardian to inform the school of the absence before the start of the school day.

REPORT A STUDENT ABSENCE

Regular and punctual attendance is the key to academic success. **It is very important for students to be present on all instructional days.**

If your child is going to be absent from school for any reason, please report the absence by doing any of the following:

1. Call **1-877-246-9970** – option 3
2. Use the **SchoolMessenger App**
3. Use the “SchoolMessenger” link in the EICS App (this requires the SchoolMessenger app to be installed on a phone)
4. Use <https://go.schoolmessenger.ca>

Please note: the cut-off time to report an absence using the Safe Arrival tools is the start of period 1 and all students are expected to be in class at that time. Our answering machine is operational after 3:00 p.m. and before 7:30 a.m. When leaving your message, please state your full name, your child’s full name, homeroom, expected duration of the absence, and if the absence is flu related.

A email or note to the classroom teacher in advance is greatly appreciated.

CLASS ENTRY

All students arriving late must report to the office to remove their names from the absence list. **Please sign in and pick up a class entry slip/ stamp/sticker before entering class.**

Arriving on time assists learning and prevents disruptions to the learning of the other students. Please help to ensure that your child is at school for the beginning of the day. This helps to establish routines and gives time for your child to prepare for the day.

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END OF DAY TRANSPORTATION CHANGES

If your child needs alternate transportation arrangements for the end of the day, please put a note in the student's agenda. Last-minute notification is often difficult due to the volume of phone calls, and classes may be out of the building for activities such as field trips or daily physical education.

Please be sure to speak to someone in person and NOT leave a message as the message may not be listened to in time.

VISITORS / CLASS VOLUNTEERS

Holy Redeemer welcomes all guests, visitors and parents. To ensure the safety of the students and staff, **we ask all visitors to stop and check in at the office** (Everyone except students and staff is visitors).

This includes parents bringing forgotten materials or picking up students for appointments. All students will be called to the office to pick up their forgotten items.

All visitors will be required to check-in at the office and wear a "Visitor" lanyard. Checking in helps us reduce interruptions to instructional time and prevents unauthorized people from speaking with students.

ENHANCED EDUCATION FEES (FIELD TRIPS, SELECT OPTIONS)

Student enhanced education fees are due at the end of September. Additional fees may apply for added field trips, option changes or extracurricular events. Please speak to the school Principal if there are financial concerns regarding school fees.

There is a district process in place to support families who may be struggling financially. The **Fee Waiver Form** can be found at www.eics.ab.ca under the menu options Parents and Students – School Fees.

LUNCH PROCEDURES

All students are expected to remain on the school grounds for the entire recess and lunch break.

PARKING

The Bus Zone is in front of the school property. There is no parking in the front of the school from 7:45-8:10 am and 2:20-2:50 pm

Visitor spots are available on the north side of the school. Parking stalls in front of the school are reserved for the staff during school hours.

COMMUNICATION (PHONE, EMAIL, MESSAGES, ETC.)

Holy Redeemer staff will make every effort to communicate with our parents in a timely fashion. **If you require an immediate response, please call the school's office.** Teachers will make every attempt to return phone calls and messages in a reasonable time (approx. 24 business hours).

ALLERGY AWARENESS

Foods such as nuts can cause **severe**, life-threatening reactions for some people; as a courtesy, we ask that you:

- Plan to not send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction to others.
- On occasion, classroom curricular activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is **the parent's responsibility** to communicate with the teacher and ensure that alternate food arrangements are made.
- Wash your hands if you eat food that may cause an allergic reaction before coming to school and throughout the day.

DRESS CODE

The school is a workplace for staff and students. It is expected that a professional and respectful working atmosphere be maintained on school property and at school-related events.

As a Catholic School, it is expected that students' clothing is appropriate to our setting. We recognize the value of dressing in a prudent manner, reflecting the respect shown to ourselves and others. Acceptable dress and appearance are related to neatness, cleanliness and appropriateness.

Students are asked to show good judgment by wearing suitable clothing following the guideline. Clothing with objectionable lettering, cresting, or revealing will not be tolerated anywhere on school property or at school-sponsored events and functions.

To maintain the safety and security of our students and staff: Hoods or headwear that limit the visibility of a person's face and student backpacks in classrooms that create a tripping hazard are not permitted.

LOST AND FOUND

Students are responsible for all personal property. There is a lost and found box located outside of the gym. The office has a lost and found for jewellery, glasses, electronics, etc.

All unclaimed lost and found items will be donated to our local charity during the Fall Break, Christmas Break, Spring Break, and at the end of the school year.

Note: The school is not responsible for loss or damage to personal property.

TEXTBOOKS - LOST OR DAMAGED

Students are responsible for lost or damaged textbooks or library books. Replacement costs are dependent upon the condition of the book.

TECHNOLOGY

With the evolution of technology, we recognize the importance of integrating technology for educational purposes dedicated to learning and instruction.

Students are expected to follow proper etiquette in using electronic devices. The use of electronic devices that may disrupt the learning environment is prohibited.

Electronic devices are invited into Holy Redeemer provided they are being used for educational purposes. Teachers and school administration support the use of these devices if used appropriately.

Using a cell phone or electronic device in the school hallways/washrooms and texting **during class time** is strictly prohibited.

All students have access to the school phone for emergency circumstances or have permission from their teacher or school administration.

Students will be responsible for adhering to regular rules of respect and courtesy and rules related to digital citizenship.

Under the Freedom of Information and Privacy Act, it is **against the law** to take pictures, record or video other individuals without their consent. Students who violate the policy will have their electronic devices confiscated and be subject to the school's disciplinary procedures.

All students and parents/guardians are required to sign the EICS technology use agreement on PowerSchool. This policy is in effect for all technology use within the school. **Be RESPONSIBLE or lose your privilege!**

DISCIPLINE WITH DIGNITY

At Holy Redeemer Catholic School, maintaining the dignity of each person in all situations is crucial in managing behaviour. Effective discipline focuses on the belief that teaching individuals to take responsibility for their behaviour is far more effective than teaching individuals to be obedient to avoid punishment.

At Holy Redeemer Catholic School, we believe in the responsibility model of discipline. By implementing appropriate and progressive consequences and providing students with opportunities to become responsible and caring community members, they will learn about their behaviours, choices, and impact on others while still maintaining their dignity. *Discipline matters will be handled on a case-by-case basis.*

Our GOAL:

To build a safe and caring culture where students, staff, and parents encourage, value, feel safe and support one another. Bullying, abuse, and discrimination are unacceptable.

Bullying is:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

SCHOOL BUS BEHAVIOUR

When riding the school bus, students are expected to follow all bus rules. The bus driver is responsible for student safety and has full authority to set the rules for the bus.

Students who behave in a manner that breaks the rules or jeopardizes the safety of the bus may lose their bus privileges.

TOYS AND PERSONAL ITEMS

These items can be a distraction during instructional time. We ask that students do not bring these items into the classroom. If required, these items must be kept in the locker for the bus ride home or before/after school activities.

LOCKERS AND SCHOOL LOCKS (GRADES K TO 8)

Lockers are allocated to each student. Each student is responsible for the condition of the inside and outside of the locker. Grade 5 to 8 students will be provided with a school lock at the beginning of each school year. This lock is the school's property and is expected to be returned at the end of the school year. *Authorized school personnel have the right to examine the contents of a locker at any time.*

ATHLETICS**Grade Five to Eight Athletics**

Holy Redeemer supports our students by having opportunities to participate in inter-school athletics.

Holy Redeemer currently fields the following teams:

Cross Country

Volleyball

Basketball

Curling

Badminton

Track and Field

**ACTIVITIES****Other Activities or Clubs:**

Book Club, Choir, DARE, Diversity "Gnarnicals" Club, Fine Arts Play, Games Club, Garden Club, Intramurals, PALS Program, Run Club(s), Ski Trips, Spirit Day, Student Leadership, SWAT (Student Wellness Action Team), Talent Show, Terry Fox, Yearbook, Young Authors, Young Scientists, and more!

Other events will be announced as per student/staff interest

STUDENT SERVICES

Student Services assists students with their spiritual, academic, social and psychological needs.

The student services staff include: our chaplain, CRC (Collaborative Response Coordinator), F.W.W.(Family Wellness Worker), and School Administration

Our student services department and school administration may assist students with:

- Counselling and help with difficult issues such as personal and family relationships
- Program accommodations
- Test anxiety and Study Skills
- Remedial reading, writing or math
- Enrichment programming
- Course and exam modifications
- Spiritual issues and struggles
- Social issues



**ELK ISLAND
CATHOLIC
SCHOOLS**

Seeing Christ in Everyone

August 2021					September 2021					October 2021					November 2021				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6			1	2	3					1	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
30	31				27	28	29	30		25	26	27	28	29	29	30			

December 2021					January 2022					February 2022					March 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	21	22	23	24	25
27	28	29	30	31	31					28					28	29	30	31	

April 2022					May 2022					June 2022				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	

Legend	
First Instruction Day – Semester 1 & 2	
PD Days/Operational – School closed to students	
Early Dismissal/Staff Meeting	
Holiday/Vacation/School Closure	
Day in Lieu Interviews Operation Day – no students/staff	
Last Student Day	

SCHOOL CLOSURES		OPERATIONAL DAYS		STUDENT DAYS	
Labour Day	September 6	August	2		0
Thanksgiving Day	October 11	September	0		21
Remembrance Day	November 11	October	1		19
Fall Break	November 8 - 12				
Day in Lieu for Interviews	November 12 & March 25	November	1		17
Christmas Vacation	December 22 – January 4	December	0		15
Teachers' Convention	February 10 & 11	January	1		18
Family Day	February 21	February	2		17
Spring Break	March 25 – April 1	March	2		17
Good Friday	April 15	April	0		18
Easter Monday	April 18	May	1		19
School Closure Day	May 20				
Victoria Day	May 23	June	1		20
OPENING AND CLOSING DATES					
First day for Students (full day)	September 1	TOTAL	11		181
Last day for Students (full day)	June 28				
First day for Staff	August 30				
Last day for Staff	June 29				
STAFF MEETINGS		MISSION STATEMENT			
First Staff Meeting –September 8		"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"			
All subsequent staff meetings shall be the first instructional Wednesday of each month.					
Dismissal on a staff meeting Wednesday shall be 60 minutes prior to regular dismissal time.					

For Diploma Examinations and Provincial Achievement Testing Schedules, please see the Alberta Education website at www.education.gov.ab.ca