

# Holy Redeemer Catholic School

(Nature Kindergarten to Grade Eight)

## STUDENT HANDBOOK



53117 Range Road 222  
Ardrossan, Alberta,  
T8E 2M8

Phone Number: 780-922-4522  
Fax Number: 780-922-2825

Website: <http://hr.eics.ab.ca>  
Facebook: <https://www.facebook.com/holyredeemereics/>  
Twitter: @HR\_eics  
Email: [hr@eics.ab.ca](mailto:hr@eics.ab.ca)

*Inspired By God's Love, Growing And Learning Together*

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

*By having your parent or guardian sign the agenda book, it shows that they have read and acknowledge the expectations set by the school. It indicates that we work together as a school community/family to support you in your faith and academic journey at Holy Redeemer Catholic School.*

**Parent Signature:** \_\_\_\_\_

# Welcome to Holy Redeemer Catholic School

As part of the Elk Island Catholic School Division, Holy Redeemer is a faith-filled community rooted in the teachings of the Catholic Church. Guided by the Holy Spirit, we strive to create a supportive and welcoming learning environment where every student feels valued, encouraged, and inspired to grow.

At Holy Redeemer, you are more than just a student—you are a valued member of our school family. Here, your unique talents and potential are recognized and nurtured. By actively participating in school life—whether in academics, faith, sports, or social activities—you contribute to a positive and inclusive community.

We encourage you to make the most of your time at Holy Redeemer by engaging with your teachers, classmates, and all the opportunities available to you. Together, we build a school where everyone can succeed and thrive.

Welcome to a place where you belong!

## **Our Mission**

*"Holy Redeemer Catholic School 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.



*Inspired By God's Love, Growing and Learning Together*

## **BELL SCHEDULE**

Early Dismissal occurs on a **weekly basis** every Wednesday throughout the month. Students will be released at 2:00 PM on Wednesdays.

# **HOLY REDEEMER BELL SCHEDULE**

<b>Daily Schedule</b>	
	<b>Pre-Kindergarten to Grade 8</b>
<b>School Doors Open</b>	<b>8:00</b>
<b>Warning Bell - Doors Close</b>	<b>8:10</b>
<b>Announcements &amp; Prayer</b>	<b>8:16</b> (16 min.)
<b>Period 1</b>	8:16 - 9:00 (44 min.)
<b>Period 2</b>	9:00 - 9:40 (40 min.)
<b>Recess</b>	<b>9:40 - 9:55</b> (15 min) (Warning Bell-9:55) (20 min. total)
<b>Period 3</b>	10:00 - 10:40 (40 min.)
<b>Period 4</b>	10:40 - 11:20 (40 min.)
<b>LUNCH</b>	Recess: <b>11:20 - 11:35</b> (15 min.) Mealtime: <b>11:35 - 11:55</b> (20 min.) (Warning Bell-11:55) (40 min. total)
<b>Period 5</b>	12:00 - 12:40 (40 min.)
<b>Period 6</b>	12:40 - 1:20 (40 min.)
<b>Period 7</b>	1:20 - 2:00 (40 min.)
<b><u>Every Wednesday</u></b> (Period 7-8 classes will alternate from week to week)	<b>Early Dismissal: 2:00</b>
<b>Period 8</b>	2:00 - 2:40 (40 min.)
	324 min. / Regular day 284 min. / Early dismissal day (1580 min. /week)

Updated ~ April 2025

## GENERAL INFORMATION

**OFFICE HOURS:** Holy Redeemer Office Hours are 7:50 am to 2:50 pm.

### ATTENDANCE

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

- If your child is going to be absent from school for any reason, please report the absence by doing one of the following:
  1. Enter the absence into Powerschool or
  2. Call **780-922-4522** - please leave a message (see note below)

**ATTENDANCE MATTERS**  
Missing a day of school here and there may not seem like much, but absences add up!

WHEN A STUDENT MISSES 2 DAYS A MONTH	WHEN A STUDENT MISSES 4 DAYS A MONTH
They will miss <b>20 DAYS</b> a year.	They will miss <b>40 DAYS</b> a year.
They will miss <b>30 HOURS</b> of math over the school year.	They will miss <b>60 HOURS</b> of math over the school year.
They will miss <b>60 HOURS</b> of reading & writing over the school year.	They will miss <b>120 HOURS</b> of reading & writing over the school year.
They will miss over <b>1 YEAR</b> of school by graduation.	They will miss over <b>2 YEARS</b> of school by graduation.

Please note: Our answering machine is operational before 8:00 a.m. and after 3:00 p.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.

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

### CLASS ENTRY

All late students must report to the office to remove their names from the absence list.

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



## END-OF-DAY TRANSPORTATION CHANGES

If your child needs alternate transportation arrangements for the end of the day, please put a note on 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 are 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.

A district process is in place to support families who may be struggling financially. The **Fee Waiver Form** can be found at [www.eics.ab.ca](http://www.eics.ab.ca) under the menu - Student Registration – 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 front of the school from 7:45-8:00 a.m., 2:30-2:50 p.m. and 3:45-4:15 p.m. (*EICS bus transfer site*)

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 strive to communicate with parents in a timely manner. **For urgent matters, please contact the school office directly.** Teachers will make every effort to return phone calls and messages within **approximately 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 guidelines. 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 and outside the kindergarten classroom for our K to 4 students. 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. If the book is not in good standing, when received, please discuss this with the school librarian.



## 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. We encourage our students to lock their cell phone in their locker and enjoy the day without technology distractions.

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!**

## STUDENT-SCHOOL EXPECTATIONS

At Holy Redeemer Catholic School, we recognize that each student is made in God's image as we are all God's children. We maintain the dignity of each person, in all situations, by fostering a safe, caring, and faith-centred school environment. A positive environment comes from the belief that teaching individuals to take responsibility for their actions is more motivating than teaching individuals to be obedient to avoid a consequence.

### Our GOAL:

To continue to build a safe and caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, 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. **Students are expected to use their locks and keep their lockers closed at all times.** *Authorized school personnel have the right to examine the contents of a locker at any time.*

**ATHLETICS**

Holy Redeemer is dedicated to enhancing the experiences of our students in grades six through eight by providing them with opportunities to engage in inter-school athletics.

Holy Redeemer currently fields the following teams and is part of the Elk Island Athletic Association (EIAA) league (EICS and EIPS shared sports league):

**Cross Country  
Volleyball  
Basketball  
Badminton**



**Handball  
Golf  
Track and Field**

**Other Activities:**

DARE, Fine Arts - Musical Theatre - Art Club, Garden Club, House Teams, Intramurals, Journal Games, Prayer Club, Run Club, Ski Trip(s), Spirit Days, Student Leadership, Terry Fox, Wellness Club, Yearbook, Young Authors, Young Scientists, and more!

***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, I.L.F. (Inclusive Learning Facilitator), F.W.W.(Family Wellness Worker), and School Administration

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

- Counselling and helping with difficult issues such as personal and family relationships
- Course and exam modifications
- Enrichment programming
- High School-Career Planning
- Program accommodations
- Reading, writing or math support/intervention
- Social-Peer issues
- Spiritual support
- Test Anxiety and Study Skills



## POLAR BEAR CLUB (RECESS)

Students will be able to go outside for recess below  $-25^{\circ}\text{C}$  to  $-35^{\circ}\text{C}$ , provided they have proper winter clothing.

To support the important balance of learning and play, we will have three responses to recess breaks to respond to Alberta weather:

1. **Regular recess outside:** (temperature and conditions not an issue)
  2. **Inside Recess:** Extreme cold( $-36^{\circ}\text{C}+$ ), wind chill, and/or weather conditions that are deemed unsafe for the full duration of outside playtime
  3. **Polar Bear Recess:** Temperatures are lower and cold, but still safe to head outdoors for short periods.
- Please ensure that your child comes dressed and ready for any weather. Please ensure that your child's teacher is updated with any pertinent medical information that applies to outdoor inclement weather, especially if there are any medical reasons your child should not head outside. Please contact your child's homeroom teacher if you have any questions about the polar bear club.
  - Students will be allowed to head outside for a short duration of supervised play, and if not dressed properly, they will stay indoors for supervised activities.

**2025-2026**  
Sherwood Park, Fort Saskatchewan, Vegreville  
**FINAL Approved Calendar - February 2025**

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
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 1			
Truth and Reconciliation Day	September 30	August	3	2
Thanksgiving Day	October 13	September	0	20
Day in Lieu for Interviews	November 10	October	1	21
Remembrance Day	November 11	November	1	15
Fall Break	November 10 - 14	December	0	15
Christmas Vacation	December 22 - January 2	January	1	19
Semester 2 Starts	January 29	February	2	17
Teachers' Convention	February 5 - 6	March	2	16
Family Day	February 16	April	0	20
Day in Lieu for Interviews	March 23	May	1	19
Spring Break	March 23 - 27	June	1	17
Good Friday	April 3		<b>12</b>	<b>181</b>
Easter Monday	April 6	Semester 1	6	90
Victoria Day	May 18	Semester 2	6	91
OPENING AND CLOSING DATES				
First day for Teachers	August 25	<b>MISSION STATEMENT</b>  "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"		
First day for Students	August 28			
Last day for Students	June 23			
Last day for Teachers	June 24			
STAFF MEETINGS:				
First Staff Meeting: September 3				
All Subsequent staff meetings shall be the first instructional Wednesday of the month.				
Dismissal on early Wednesday's shall be 60 minutes prior to regular dismissal time.				

For Diploma Examinations and Provincial Achievement Test Schedules, please visit Alberta Education at [www.education.gov.ab.ca](http://www.education.gov.ab.ca)