

# Holy Redeemer Catholic School

## Parent Handbook

*2016 - 2017*



53117 Range Rd. 222  
Ardossan, Alberta T8E 2M8  
780-922-4522/Fax: 780-922-2825

Principal: Mr. Joseph Dumont

## **Find Us Online!!!**

Holy Redeemer School Webpage: <https://hr.eics.ab.ca/>

School Blog/Weekly Updates: <http://holyredeemernews.blogspot.ca/>

PowerSchool: <https://powerschool.eics.ab.ca>

Facebook Page: <https://www.facebook.com/holyredeemereics>

Twitter: @HR\_eics

Principal Blog: <http://josephdumont.blogspot.ca/>

### Teachers:

Mrs. Small, Kindergarten  
Mrs. Beliveau, grade 1  
Mrs. Haston, grade 2  
Mrs. Hamaliuk, grade 3  
Miss. Akhtar, grade 4  
Miss. Richard, grade 5 and Fine Arts  
Miss. Kennaugh, grade 6  
Miss. St. Amand, grade 7 and French  
Mr. Falhman, grade 8  
Mrs. Joly-Davis, French & Fine Arts  
Mr. Grudzinski, Music & PE  
Miss. Akhtar, Counsellor  
Mrs. Joly-Davis, Facilitator

### Support Staff:

Mrs. Quinneville  
TBA, Library Technician  
Mrs. Chrystian, Educational Assistant  
Mrs. Maitland, Educational Assistant  
Miss. Grahn, Wellness Coach  
Mrs. McMillian, Head Custodian  
Ms. Tambasco, Custodian



2016-2017 School Year  
 Fort Saskatchewan (K-4, 5-8, 9-12)  
 Vegreville (K-6, 7-12)

August 2016					September 2016					October 2016					November 2016				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
29	30	31			26	27	28	29	30	31					28	29	30		

  

December 2016					January 2017					February 2017					March 2017				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6			1	2	3			1	2	3
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
26	27	28	29	30	30	31				27	28				27	28	29	30	31

  

April 2017					May 2017					June 2017					Legend
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4	5				1	2	First Instruction Day --Semester 1 & 2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	PD Days/Operational - School closed to students
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	Early Dismissal/Staff Meeting
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	Holiday/Vacation/School Closure
					29	30	31			26	27	28	29	30	Day in Lieu Interviews Operation Day -no students/staff
															Last Student Day

PD/Operational Days (Schools closed to students)	
August 26	In School PD Day
August 29	Division/School Opening Staff Day
September 16	In School PD Day
October 7	In school PD Day
January 31	In School PD Day
February 9	Teachers' Convention
February 10	Teachers' Convention
February 17	Division Faith Day - Common
March 3	In School PD Day
April 28	In School PD Day
May 19	In School PD Day
June 30	In School Staff Day

**November 25<sup>th</sup> Holodomor Memorial Day** - Ukrainian Famine Genocide  
 To be acknowledged in prayer.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Early Day</i>
<i>First Bell at 8:06 am    Second Bell at 8:11</i>						
<i>8:16 am Period 1</i>						<i>8:16 – 8:56</i>
<i>8:51 am Period 2</i>						<i>8:56 – 9:36</i>
<i>9:31 am Period 3</i>						<i>9:36 – 10:16</i>
<i>10:11-10:26</i>	<i>Recess</i>					<i>(10:16 – 10:31)</i>
<i>10:26 am Period 4</i>						<i>10:31 – 11:11</i>
<i>11:06 pm Period 5</i>						<i>11:11 - 11:51</i>
<i>11:46 – 12:15</i>	<i>Lunch</i>					<i>(11:51 – 12:20)</i>
<i>12:15 – 12:40</i>	<i>Recess</i>					<i>(11:20 – 12:42)</i>
<i>12:42 pm Period 6</i>						<i>12:42 – 1:41</i>
<i>1:22 pm Period 7</i>						<i>N/A</i>
<i>2:02 pm Period 8</i>						<i>N/A</i>
<i>Dismissal at 2:41 p.m.</i>						<i>1:41p.m.</i>

## **A. INTRODUCTION**

This handbook has been prepared for parents, guardians and students of Holy Redeemer Catholic School. It is designed to help students achieve success by giving them information and a better understanding of school guidelines, policies and procedures. The intent is to inform and foster a cooperative spirit among everyone involved with the school and the students.

Welcome to Holy Redeemer Catholic School! You have selected an excellent school with strong traditions and an environment that reflects "Raider Pride." Students at Holy Redeemer have the opportunity to develop and learn in a vibrant school community with dedicated and enthusiastic staff. Holy Redeemer Catholic School offers classes from kindergarten to grade eight, with a full range of core subjects, French, band, a variety of complementary, co-curricular, and extra-curricular programs. Students with special needs are included in regular classrooms with their own individual programs. A strong feeling of Catholic community exists among students, parents and staff, supported through faith development activities both in the classroom and school celebrations. Parent volunteers are active and are always welcome. The School Council has a strong presence as a partner in the support of the education that occurs at the school. In this school, students are known personally so that their talents and potential are not only fully recognized, but are also fully nurtured and supported. Students are encouraged to participate fully in the social, athletic, spiritual and academic life of the school. By taking leadership roles, they are able to do their part in creating a positive school community that will help them become outstanding members of society and faith communities of tomorrow.

To all new students: Welcome to Holy Redeemer Catholic School! To all our returning students: It's great to have you back!

### **The Redemptorists**

The Redemptorists, a Catholic congregation, were founded in 1732 in Scala, Italy. In the early 1900's, after coming to Canada, the Redemptorists Mission Team of Priests focused their service on the Ardrossan area. The mission work carried out by the Redemptorists enabled area residents to celebrate in community and share the work of the Lord.

### **Holy Redeemer History**

Holy Redeemer Catholic School opened in September 1985, serving families living in the Ardrossan area. There were 167 students at that time. This community contains both rural and suburban settings and includes farms, agricultural businesses, country estates, and the growing hamlet of Ardrossan.

## **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 excellence, a healthy lifestyle, responsibility, faith and a sense of community.

## **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.*

## **B. REGULAR OPERATIONS**

### **POWERSCHOOL**

Holy Redeemer Catholic School junior high students and their parents will be able to access current evaluation information online using Powerschool <http://powerschool.eics.ab.ca> a web enabled software application specifically designed for parents, students and teachers to promote academic capacity for students. An Internet connected computer with a browser pointed to the website <http://powerschool.eics.ab.ca> enables those authorized easy access to valuable real time student and class data such as academic progress, attendance, behaviour, and assignment information. Please contact your child's homeroom teacher if you have not received your login information.

### **CLASSROOM AWARDS/INCENTIVES**

We recognize that all students have a variety of talents and skills that make them unique. Classroom teachers utilize awards on an individual basis to recognize the strengths of their students as they are identified throughout the school year. This is accomplished through verbal interaction, stickers, certificates, etc.

In addition, we would like to promote student learning with the presentation of awards to students during our Prayer Assemblies. These awards will be presented to student who are demonstrating skills and behaviours that have been identified by their classmates and school staff as important for student success (ex. Perseverance, hard work, leadership, supporting others, etc.)

### **HONOR ROLL (JUNIOR HIGH)**

To attain an honours standing in grades 7 and 8, report card grade points must average 80% or higher in the core subject areas (Language Arts, Mathematics, Science, Social Studies,). Honor

Roll certificates are presented to each student along with their report card at the end of June only.

#### RECESS/NOON BREAKS

Recess breaks are a regular part of the school day for elementary students. Unless the weather is inclement, the students will be expected to play outside. The same shall apply to all students during the noon hour break. Students may be allowed to leave the school grounds for lunch if they have an "Off School Grounds Permission Form" signed by their parent/guardian on file with their homeroom teacher, otherwise they must remain on school property. Students must get this form signed each day they wish to leave the school grounds. If a student is to remain indoors during recess or noon hour due to illness, a written note must be sent to the child's teacher. The child will spend his/her break in a designated area of the school.

#### COMMUNICATION PARENT – SCHOOL COMMUNICATION

Communication between the home and school is essential. The following channels are open to you: 1. Personal contact 2. Parent - Student - Teacher conferences 3. Newsletters – posted on the school website at least once per month (paper copies are available upon request) 4. Telephone 5. Email 6. School Web Site/Blog (<http://hr.eics.ab.ca>) 7. Meetings 8. Committees 9. Local newspaper 10. Church bulletin 11. Powerschool 12. Twitter - @HR\_eics

If you have any questions or concerns, first contact your child's teacher for information or clarification. If this does not prove to be satisfactory, then contact the principal for assistance.

#### SCHOOL/PARENT COUNCIL

Holy Redeemer Catholic School has a School Council, which serves as a line of communication between the school and its community of parents. All parents/guardians, teacher representatives, and administration are members of the Council. The School Council operates under a set of bylaws, which are available at the school, or from the School Council Chairperson. The annual meeting of the School Council takes place in June of each year. An election is held at this meeting for executive positions for the following year. Please watch the monthly newsletter for announcements of School Council meeting dates. All School Council Minutes and information are posted on the Holy Redeemer Catholic School web site. ([hr.eics.ab.ca](http://hr.eics.ab.ca)) Please note: The school is obliged to communicate with a child's legal parent, custodial parent or guardian only.

#### TECHNOLOGY/COMPUTER SYSTEM USE POLICY

Access to computer systems and networks are viewed as a privilege, not a right. Computer systems are to be used for educational and research purposes and/or the support of those purposes consistent with the educational objectives of Elk Island Catholic School Division.

Inappropriate use will result in major or minor consequences as outlined in the Elk Island Catholic School Division's "Acceptable Computer System Use Agreement" form which must be signed by all students and parents at the start of the school year. Violation of the agreement may result in access privileges being revoked, and Division disciplinary action may be taken. Appropriate legal action may also be taken.

### One to One Project

Students in grades 4-8 will be invited to bring a device to school to support their learning or lease a Chromebook from the district. Devices should be used at the direction of each student's teacher and should only be used for learning purposes. All students who are participating in the One to One project must sign a use agreement along with their parent/guardians.

### COUNSELLING

The school guidance and counselling program addresses the developmental needs of all students in three domains: personal/social issues, educational support, and career planning and development. The comprehensive school guidance and counselling program helps students answer these questions: "Who am I? Who can I become as a person? How can I best contribute to society?" The program has a major role in helping all students develop adequate and realistic concepts of themselves, awareness of educational and career opportunities, understanding of themselves, and the opportunities to make informed decisions.

Through developmental and preventative approaches, guidance and counselling services will develop a desire for lifelong learning and responsible decision-making. A primary focus of the service will be to provide expertise in the screening and identification of students who require special support, and through a consultative process, develop appropriate strategies of intervention. This year Miss. Akhtar will be our school counsellor. Parents and students may access support from Miss. Akhtar in person, by phone or by email.

### VISITORS TO THE SCHOOL (School Act Section 27)

Visitors should be aware that they are not allowed to disrupt classes in any way by their presence in the school. All visitors are to use the front entrance and report to the office before contacting students or teachers. By doing so, visitors can help reduce interruptions to the classroom and prevent unauthorized people from talking to students. Only students registered at Holy Redeemer Catholic School are allowed on school property or at school sponsored events.

## **C. HEALTH, SAFETY & EMERGENCIES**

### HEALTH AND SAFETY



ALLERGIES PLEASE NOTIFY THE OFFICE IF YOUR CHILD HAS A SEVERE ALLERGY. "Allergy-Safe Classrooms" are established if a student in that classroom has a severe life-threatening allergy. This means that we request that certain foods such as peanuts, fish, eggs etc. not be brought into that classroom.

MEDICATION (School Division Policy #IHCD)

#### NON – PRESCRIPTION MEDICATIONS

Non-prescription medications such as, but not limited to, Aspirin shall not be distributed to any student enrolled in a school operated by the Board.

#### PRESCRIPTION MEDICATIONS

If, under exceptional circumstances, a student must receive medication during the school day or during an extracurricular or co-curricular activity, and the student is in need of support to administer medication(s) and the parent/s are unable to be at the school to administer the medication, the parents need to be a full partner in the development of a student focused medication management plan.

The following procedures will apply: 1. The parent/s may request that the school administer/monitor the medication. Such a request must be filed in writing with the principal using the Administration of Medication/Medical Treatment to Student Approval 11 Form, the Administration of Medication Release Form, and the Student Focused Medication Management Plan. 2. The request must include written instructions signed by the parent/guardian containing the following information: a) student's name, grade and address; b) parent's name, residence and business telephone numbers; c) physician's name and business telephone numbers; d) name of medication; e) purpose of the medication; f) time intervals for administration; g) dosage; h) possible side effects; i) termination date of the administering of the medication; and j) student's ability to self-administer. 3. The medication must be in the original dispensing container with the prescription clearly marked on the label. 4. Only the principal or the persons designated shall administer the medication and maintain an on-going record of medication administered using the Student Focused Medication Management Record Form. 5. The principal has the right to reject requests for administration of prescription medication, e.g. injections or other applications that the staff is not qualified to handle.

#### STRATHCONA COUNTY HEALTH CENTRE (CAPITAL HEALTH)

Capital Health works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of students. Services include: vision, hearing or dental screening, follow-up on medical conditions, immunizations, speech and language assessment and treatment, rehabilitation support and emotional/behavioural support. If you

have any concerns about your child's health, please talk to your child's teacher or contact your school's health nurse at 467-5571. CHILD ABUSE (School Board Policy #IHEB) The Board requires its employees to report suspected cases of abuse and neglect to appropriate authorities in accordance with the Alberta Child Welfare Act.

**ACCIDENTS AND SICKNESS** In the event that a student receives an injury or becomes ill during the course of the school day, the student's parent/guardian will be contacted for instructions. If the injury is serious and/or the parents cannot be notified, we will transport the injured child to a medical center or call an ambulance as necessary. Students who are ill will only be sent home if a parent has been contacted.

#### **LOCKING OF SCHOOL DOORS FOR SAFETY OF STUDENTS**

West Main Entrance open 8:00 am – 3:30pm, visitors/parents please use this door only South West Entrance locked all day, opened at recess and lunch hour South East Entrance locked all day; opened at recess and lunch hour East Entrance locked all day; opened at recess and lunch hour North/East Entrance locked all day; opened at recess and lunch hour.

#### **EMERGENCY CLOSURE/BUS SUSPENSION**

The Board will make every effort to keep its schools open and provide bussing services for your children on instructional days during the school year. However, weather, highway, or other conditions may dictate that bus transportation be suspended. The school will always be open even when the busses are not running however. If such a decision is necessary for the safety of students and staff, the following procedures will be followed: 1. The Superintendent is authorized to suspend bussing and close schools. 2. Emergency closure information will also be posted on our school division website, [www.eics.ab.ca](http://www.eics.ab.ca) (check the link "emergency closures"). 3. You are encouraged to have a contingency plan to care for your children when it becomes necessary to close schools during adverse weather conditions. Please notify the school of this plan. 4. If your child walks to and from school, it is your responsibility to determine when conditions are safe for the journey. 5. Please assure that your child is appropriately clothed for seasonal weather conditions. There is always the possibility that busses may break down while transporting students and they might have to wait outside for alternative transportation. 6. Parents will receive communication from Holy Redeemer School via PowerSchool's synervoice system. In conclusion, the Board recognizes fully that parents are ultimately responsible for deciding when conditions are such that they do not consider it safe to send their children to school.

#### **EMERGENCY SCHOOL CLOSURE – SCHOOL EVACUATION**

In the event of a major external emergency evacuation, all students will be accounted for and then directed to Ardrossan Junior High/High School, or if that is not available to the Ardrossan Recreation Complex where the following procedures will occur: - A parent representative or

school personnel will notify parents/guardians and ask that they pick-up their child(ren) from Ardrossan School. (North of Holy Redeemer) - Parent representatives will then notify Ardrossan School and report the names of parents who were not contacted. - The children will be retained at Ardrossan School until parental contact is made. - Students whose parents were contacted will be directed to follow the instructions given by their parents. - If an evacuation occurs near a regular dismissal, parent notification will not occur.

In the event of a tornado or toxic spill, students will be directed to designated classroom areas in the center core of the school that are the most structurally sound. After the storm students will be kept together at the school location until arrangements have been made for the children to be picked up by a parent/guardian, unless ordered to evacuate by police or rescue authorities.

## **D. EXPECTATIONS FOR STUDENTS, PARENTS, STAFF**

### **ATTENDANCE POLICY**

Continuous attendance is essential for success at school. If your child is absent from school for any reason, please contact the school directly at 780-922-4522 before 8:00 a.m., stating your child's name, grade and the expected duration of absence. An answering machine is operational for your convenience between 3:30 p.m. and 8:00 a.m. every school day. All students are expected to attend school regularly. When a student's absences are excessive, the teacher and/or principal will discuss the situation with the parent/guardian of the student. If attendance does not improve, a referral will be made to Student Services for further action. A student may be referred to the Alberta Attendance Board. School activities such as field trips, dances and other privileged events require regular attendance for participation. All unconfirmed absences are checked with parents by telephone. Truancy is dealt with as a serious matter under the School Act. In the event your child cannot be accounted for, the school will immediately contact you for information. If your child goes home for lunch and will not be returning for afternoon classes, please let us know.

### **LATE POLICY**

Students who repeatedly arrive late or unprepared for class not only disrupt classroom instruction, but also impede the learning of others. Therefore, we do ask that all student do their best to come to class on time and prepared. For instance for any student who is struggling with their punctuality, they may experience intervention in the form of loss of privileges or in-school suspension. The goal will be to help them make changes to their school behaviors.

When a student is late for to school, we ask that they report to the office to inform office staff that they have arrived so we can ensure our records are accurate.

## CLOTHING AND FOOTWEAR

All students' clothing and footwear should be clearly marked to help prevent loss. Each student is expected to have outdoor footwear and indoor footwear (runners), for cleanliness and safety reasons. Students are asked to keep their outdoor clothing in their assigned locker or coatroom areas. Indoor shoes should be running shoes, or appropriate footwear for active participation throughout the day, including physical education lessons. A lost and found box is located in the northwest corridor of the school next to the main entrance to the gym. All unclaimed lost and found items will be donated to charity at the end of each school term.

### Appropriate Clothing

There are guidelines about student apparel because the school is designed to be a place of learning within the context of Catholic values. As such, it is expected that a professional, respectful working atmosphere be maintained within the school. Acceptable dress and appearance are related to neatness, cleanliness and appropriateness. Students are expected to dress appropriately for all regular school activities. Students arriving at school dressed inappropriately may be asked to change or access school clothing to be worn over clothing that is considered inappropriate.

It is important that students come dressed appropriately especially during the winter months (i.e. head gear, gloves, etc.) and for rainy weather (i.e. rubber boots, etc). Additionally, we would like to ask student to respect the learning environment by maintaining the tradition of not wearing hats, touques, or hoods in the school. These items can be worn outside, but should be put away once students enter the school.

For any further discussion or conversation around appropriate attire at school, students and parents are encouraged to discuss this with our principal directly.

## DISCIPLINE WITH DIGNITY

At Holy Redeemer Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment. At Holy Redeemer Catholic School we believe in the responsibility model of discipline. By implementing logical and consistent consequences and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity. At Holy Redeemer we continue to build a caring culture within our school community where students, staff, and parents encourage value, feel safe and support one another and where abuse, bullying, and discrimination are unacceptable. As situations arise, a variety of consequences and interventions are applied as determined by each respective circumstance.

## Anti-Bullying Policy

Bullying is any form of teasing, taunting or physical action, that is intended to embarrass, put down or be hurtful, or harmful, either physically or emotionally, to the student made the victim. Bullying is not determined by the intentions of the student who does the teasing but by the effect it has on the student, to whom it is directed. It does not matter whether a student intended to be hurtful but it is how the words or actions are harmful to the victim that determines the severity of the bullying. Our goal is to create a safe and caring environment for everyone where bullying behavior is not acceptable. We expect everyone to treat each other with respect and dignity. If you are the victim of bullying or witness acts of bullying being done to someone else, you are encouraged to share this information with the playground supervisor, a staff member or your parents. Remember those who are merely bystanders, witnesses or are aware of bullying owe it to both the victim and bully to help us stop these acts that are hurtful to the victim's self image and equally as harmful to the personal growth and faith formation of the students who bully others.

## CLASSROOM EXPECTATIONS

Prior to the commencement of each school year, each teacher along with the students in the class formulates a plan outlining appropriate classroom behaviours and the related consequences. This plan is then posted in each class. Parents are welcome to discuss this plan with their child's teacher.

## RESPONSIBILITIES OF STUDENTS

Students, in realizing the maximum benefits from the educational programs and the school community, need to:

1. Respect the rights of other students, staff and visitors to the school.
2. Treat their peers and adults with dignity and respect.
3. Participate in classroom activities in a diligent and responsible manner.
4. Adhere to the rules and regulations of the classroom, school, policies and regulations of the Board, and Alberta Learning.
5. Complete assigned homework thoroughly, neatly and on time.
6. Spend time on out-of-school research, study skills or on incomplete or missed assignments.
7. Accept direction from staff in a positive manner and endeavour to correct weaknesses.
8. Seek assistance when required from teachers.
9. Use appropriate language at all times.
10. Attend school regularly and be on time for classes.
11. Respect property and not engage in any acts of vandalism.
12. Display a Christian attitude.
13. Display good manners.

## CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

### Minor Offences

These offences can be dealt with on the spot by any teacher. Examples of minor offences are: late to class, rough play, disruptive classroom behaviour, hallway/washroom loitering, or snowball throwing. The consequence may be a warning, recess or noon hour detention, school service (clean-up, etc.) or a loss of privileges. There should be a sincere effort demonstrated by the student to correct the disruptive action. Repeated minor offences may require parents to be notified of recurring problems. Any disciplinary action may take the form of: a) problem solving, monitoring or reviewing behaviour expectations with a warning; b) school service (such as cleaning the schoolyard, washing desktops, etc.); c) loss of recess; d) temporary loss of privileges (such as extra-curricular activities). Note: Repeated minor offences may be treated as a major offence.

### Major Offences

These offences are serious and could lead to suspension or expulsion: a) conduct (bullying), which threatens the safety of students and/or staff; b) possession of a weapon, or a weapon found in a student's locker or desk. A weapon is anything that can be used to injure, intimidate or threaten any person; c) assaulting any person; d) theft; e) possession/use of illegal drugs, alcohol or inhalants in or on school property; f) violation of school policies pertaining to smoking, student attendance, student harassment or misbehaviour while riding on the school bus; g) wilful disobedience and/or open opposition to authority; h) use or display of improper or profane language; i) wilful damage to school or individual property; j) interfering with the orderly conduct of class(es) or the school; k) contravention of the code of conduct as set out in the School Act.

Disciplinary action may include some or all of the following: a) parental involvement; b) removal of privileges; c) detention; d) in-school suspension; e) out-of-school suspension (maximum 5 days); f) restitution for property damage to an individual or the Board; i) involvement of police; ii) a recommendation for expulsion.

## SCHOOL BUS BEHAVIOUR EXPECTATIONS

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 others may be suspended from riding the bus.

## RESPONSIBILITIES OF TEACHERS

Teachers, in the discharge of their responsibilities of maintaining positive discipline and effective teaching, need to:

1. Respect the dignity and self-worth of each student.
2. Be polite and respectful.
3. Use a variety of teaching methods and measures to stimulate and to assess student achievement.
4. Clearly state objectives for the course(s) taught.
5. Provide assignments that are definite in nature.
6. Evaluate assignments according to standards, which are known and understood by the student.
7. Keep the student and parent informed of the progress recorded.
8. Provide feedback of students' progress in a constructive and supportive manner.
9. Adjust course requirements and performance expectations to reflect the achievement level of special needs students.

RESPONSIBILITIES OF PARENTS Partnership with teachers in the education of their children, parents are encouraged to:

1. Stress the importance of learning by placing a high priority to students' commitment to do quality school work and take measures to ensure that this priority is maintained.
2. Assist the student at home in maintaining a schedule that ensures a balance of intellectual, leisure, and other personal activities.
3. Support the student's welfare and progress in school. This includes a willingness to confer with school personnel as necessary to keep well informed and to provide maximum support to the student and to the school.
4. Support the school and teachers' efforts to maintain and, if necessary, improve student behaviour and achievement.
5. Provide a stimulating, caring and supportive home environment.
6. Reinforce specific expectations of students at home.
7. Provide a study station that assures reasonable privacy and quiet. Note: expectations of students, teachers and parents are taken from Alberta Home and School Association Handbook.

#### SCHOOL PROPERTY LIABILITY FOR DAMAGE BY STUDENT

(Section 16 of the School Act) If property of a board is destroyed, damaged, lost or converted by the intentional or negligent act: a) of one student, the student and the student's parent are jointly and severally liable to the board in respect of the act of the student, or b) of two or more students acting together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.

#### LIBRARY BOOKS/RESOURCES – LOST OR DAMAGED

Students must pay 100% of the replacement cost of any lost or damaged library books or resources.

## TEXTBOOKS – LOST OR DAMAGED

1-year-old book at 80% replacement cost  
2-year-old book at 65% of replacement cost  
3-year-old book at 50% of replacement cost  
4 year or older book at 35% of replacement cost

SEARCHES (School Division Policy #IFG) Student property is subject to unannounced searches from time to time. Searches may be conducted if the principal has reasonable information that the locker contains contraband or rule violations. The student shall be present during the search, and in addition to the searcher, at least one other adult witness shall be present when the search takes place. If the proposed search revolves around a suspicion of criminal activity, the police shall be informed, and they shall conduct the search.

## **E. SCHOOL PROGRAMS, ACADEMICS AND EXTRA-CURRICULAR**

### SACRAMENTAL PROGRAMS

Sacramental instruction is coordinated through Our Lady of Perpetual Help Church at the following grade levels:

Grade 2 First Eucharist  
Grade 2 Reconciliation  
Grade 6 Confirmation

Parents who wish their children to receive instruction outside of the recommended grade must make their own arrangements at Our Lady of Perpetual Help Church.

### PROMOTION POLICY

Whenever the retention or special placement of a child is contemplated, such action will be explained through consultation with the child's parent or guardian and the appropriate school personnel. Consultation shall begin no later than the second last reporting period whenever possible.

### CURRICULUM SUMMARIES FOR PARENTS

Learn Alberta has a variety of resources to support parents, teachers and students. To access their helpful curriculum summary document for parents go to -  
<https://www.learnalberta.ca/content/mychildslearning/>

### EXTRA-CURRICULAR PROGRAMS



These programs are provided so as to enrich a student's school experience and are a privilege to participate in. Students are expected to perform to the best of their abilities while at school in order to participate in these activities ( e.g. skiing, basketball, etc.).

## SCHOOL ATHLETICS

Students in grades 5 - 8 are encouraged to participate on school teams. (i.e.: basketball, volleyball, badminton, track & field). Students in grades K-8 will also be invited and encouraged to participate in the Holy Redeemer Intramural Program. There is also a Running Club for Gr. K-3 students and also for Gr. 4-6 students.

## FIELD TRIPS

At various points in the school year, teachers may plan to take students off school property in order to enhance the learning of curricular material. An Annual Field Trip Consent Form is sent home only once during the year and when signed and returned covers the majority of field trips a student will attend. Teachers will send home to parents/guardians a letter providing the details of the trip. For high risk field trips (eg. ski trips, overnight trips, and international travel) a consent form will still need to be signed by parent/guardian and returned. Field trips are not necessary to the completion of the curriculum. Therefore participation in them is a privilege. Students, who have exhibited proper behaviour in school life, have been diligent in their studies and have their school fees paid, will be eligible to attend field trips.

## FIELD TRIPS TO OVERNIGHT DESTINATIONS

School field trips that involve overnight stay are considered a privilege for students. Only students who have exemplary records regarding attention to studies, and respect for other students and staff are eligible for overnight field trips.

## SPECIAL EDUCATION SERVICES (LEARNING SERVICES)

As per Board direction, Holy Redeemer Catholic School provides educational programs for our students with special needs through an inclusive setting in the regular classroom. The Learning Assistance Program has a school facilitator who works closely with the teachers, students, administration, parents and other division personnel, and outside agencies to develop suitable programs for these students. Assistance may be short or long-term depending on the needs of the students. Educational Assistants may be involved in the program under the direction of the classroom teacher and the school facilitator.

## YEARBOOK

Each year our school produces a school yearbook that can be purchased. Samples of previous yearbooks can be seen by inquiring at the school library.