



Growing our Strengths and Faith!

2022-2023

39 Sunset Blvd.
St. Albert, Alberta T8N 0N6
Phone: 780-459-7734
www.hfcs.gsacrd.ab.ca

WELCOME

Welcome to our school, home of the Grizzlies. This handbook will outline our school code of conduct - the educational, moral and ethical expectations of our students as well as our policies and procedures that help us provide a safe and caring learning environment.

Our school is a Christ-centered professional learning community that nurtures the gifts and celebrates the strengths and uniqueness of each child. Our dedicated staff members create an engaging learning environment and work together with you, the parents and Holy Family Parish, to prepare our students of today to meet the challenges of tomorrow.

At the heart of our school is a love of God and a desire to grow in our Catholic faith. Students are encouraged to develop their strengths and serve one another. Our faith theme for this year is "ARISE - Get Going!". We will build on this theme as we continue our social justice work to make a difference in the lives of others.

Our school maintains a positive, yet disciplined, atmosphere that fosters respect for God, self and others. We encourage all of our students to be good citizens of God's kingdom and **G.R.O.W.L.** as a **Grizzly!**

We look forward to serving your family throughout the coming year!

Sincerely,

Helen Jackson and Gillian Brinston-Kurschat

SCHOOL OPERATIONS

Our school Day

2021-2022

| First Bell | 8:22 | Minutes |
|------------------------------|---------------|----------------|
| Attendance and Announcements | 8:30 - 8:33 | 3 min. |
| Prayer | 8:33 - 8:40 | 7 min. |
| First Period | 8:40 - 9:15 | 35 min. |
| Second Period | 9:15 - 9:50 | 35 min. |
| Third Period | 9:50 - 10:25 | 35 min. |
| RECESS | 10:25 - 10:45 | 20 min. |
| Fourth Period | 10:45 - 11:20 | 35 min. |
| Fifth Period | 11:20 - 11:55 | 35 min. |
| Sixth Period | 11:55 - 12:30 | 35 min. |
| Lunch | 12:30 - 12:50 | 20 min. |
| LUNCH RECESS | 12:50 - 1:20 | 30 min. |
| Attendance | 1:20 - 1:25 | 5 min. |
| Seventh Period | 1:25 - 2:00 | 35 min. |
| Eighth Period | 2:00 - 2:35 | 35 min. |
| Ninth Period | 2:35 - 3:10 | 35 min. |

Pre-Kindergarten School Times:

8:20 a.m. - 11:20 a.m.

Kindergarten School Times:

8:22 a.m. - 11:15 a.m.

FAITH EDUCATION

Parents are the primary educators of their children so it is very important that their faith is shared and sacraments are celebrated. Participating in parish weekend Masses and parish events as a family is encouraged. Students have the benefit of religious education, daily prayer and the opportunity to celebrate faith during the school day. Under the guidance of their teachers, students plan and participate in the seasonal liturgical celebrations and student-led prayer.

MONDAY MORNING PRAYER ASSEMBLIES

In order to foster a sense of community, it is important for the whole school to meet often as a group. We have set aside time on the first day of each week to assemble as a community in the gym. It is during this time that we pray as a school community (student led), sing our national anthem, share good news, and reinforce school-wide initiatives and behavioral expectations. We enjoy this opportunity to meet the students regularly and celebrate our faith and accomplishments as a community. As always, parents and guests are welcome to share in this special time which begins at 8:40 am and lasts approximately 30 minutes.

DAILY MORNING PRAYER

In keeping with our Catholic school philosophy, we begin our day with a reflective song and a prayer. These are chosen to relate to the Church liturgical calendar. We feel that these moments of shared prayer and reflection draw us together as a Christian family and provide a special start to our school day.

We ask that guests in our school respect this special time and help to emphasize to our students that prayer is a sacred and valued part of who we are called to be.

SOCIAL JUSTICE ACTIVITIES

As Christians our mission is to serve others. With this in mind, we promote social justice learning and projects to support Development & Peace, Catholic Social Services, Holy Childhood Association, as well as other local and global initiatives. Our students are also encouraged to provide service and leadership within our school community as a way of life.

SACRAMENTAL PREPARATION

Sacramental preparation is offered through Holy Family Parish. There are generally three sessions for each sacrament and the parish provides several options for evening sessions.

Confirmation usually takes place during Grade 6 or age 12.

First Eucharist (First Communion) usually takes place during Grade 2.

First Reconciliation (Confession) usually takes place during Grade 2.

Our Bishops have asked that children be prepared for and given the opportunity to celebrate First Reconciliation before their First Eucharist, so the children will prepare for both in the same year.

Classes for all three Sacraments begin in September. Please go to the Holy Family Parish website (<https://www.holyfamilyparish.ca>), or your family parish, for information regarding dates and times.

STAFF MEETING/PROFESSIONAL DEVELOPMENT DAYS

Division-wide PD days are held one day per month. As all staff will be engaged in training and business meetings, there will be **NO CLASSES** for students on the following days due to PD:

| | |
|--|---|
| September 17, 2021 | February 10 & 11, 2022 (Teacher's Convention) |
| October 22, 2021 | February 18, 2022 |
| November 1, 2021 (ATA Institute Day) | March 18, 2022 |
| November 26, 2021 | April 29, 2022 |
| January 14, 2022 (Early Dismissal, 11:51 pm) | May 20, 2022 |
| January 31, 2022 | June 10, 2022 |

ABSENTEE /LATE REPORTING

If your child will be **late or absent**, please call School Messenger at 1-844-818-9908 **or communicate through our absentee website at [SchoolMessenger](#)**. Absences can also be reported through our district app. The system will follow up with a phone call for any child that is absent without notification. It is important that you keep the office informed of any changes to address, phone numbers, and emergency contacts.

Students who arrive late are asked to check in at the office upon arrival for a late slip prior to proceeding to their classroom. If you are taking your child out of school for any reason during the school day, we require that you sign them out at the front office. This ensures we know the whereabouts of all students at all times or in the event of an emergency. Office hours begin at 8:00 am.

MORNING SUPERVISION

There is no official supervision of students before 8:22 am. We ask students who do not take the bus to not arrive before 8:22 am. Students may enter the building through their assigned doors at the first bell 8:22 am at their assigned doors. staff who will greet and supervise them.

SAFETY PATROLS

Safety patrol members, from Grades 5 and 6, assist students in crossing Sunset Boulevard in the morning from 8:15 am - 8:30 am, and after school from 3:10 pm - 3:25 pm. We ask for parental support in keeping our safety patrol members and our students safe while crossing the street. Please **do not park** in the crosswalk zone (as identified by the “no parking” signs and the orange safety cones). The safety patrol members cannot see oncoming traffic if vehicles are parked too close to the cross walk. **Please set a safe example to our children by crossing the street at crosswalks only.**

PARENT TRANSPORTATION OF STUDENTS

If you are picking your child up after school, **please do not park in the bus lane on Sunset Boulevard**; this area is reserved for bus loading. You can park along the road just north of the school or in available spots across the street.

If visiting the school, please leave the handicapped zones found in the staff parking lot free for those who need them. There are three short-term parking spaces available for quick drop-offs and pick-ups at the entrance of the parking lot.

Students are provided with sufficient bike rack space. Bicycles should be kept locked at all times. We recommend the purchase of quality locks. Use of a barrel lock is discouraged.

Remember: Students must wear a helmet when riding their bikes or skateboards as per St. Albert By-Law 41(3). Students arriving on bikes or skateboards must dismount once on school property.

COMMUNICATION

As parents are our partners in education, it is important that there be open and honest communication between home and school. If you wish to express concerns about your child's learning or need clarification of classroom expectations, your first contact should be your child's teacher. Through open communication, concerns can be understood and addressed. For other queries or further assistance, please call the school office.

“BEAR” NECESSITIES

We email the “**Bear**” **Necessities** to keep you up to date on future events, along with a review of special happenings in the past week. Please visit our website at www.hfcs.gsacrd.ab.ca and follow us on Twitter, Instagram, and Facebook.

CONTACTING TEACHERS

Each teacher has their own email address and uses Google Classroom or SeeSaw. Please visit <https://www.hfcs.gsacrd.ab.ca/about/staff-directory> to access their contact information.

STUDENT AGENDAS

Students in Grades 1-5 will be given a Daily Agenda for daily parent and teacher communication, which includes the School Handbook that provides the year's calendar and student expectations.

****Information pertaining to the whole family will be sent with the youngest child attending our school.****

PARENTAL INVOLVEMENT

SCHOOL COUNCIL

School Council is an excellent way to become involved in the life of our school. We hope that you will take this opportunity to stay informed, provide input, and get to know other parents. **Follow our “Bear” Necessities for updates from the council!**

FRIENDS

This is a charitable organization founded by the parents. Its goal is to organize fundraising projects to enhance program delivery for our students. We encourage you to volunteer your expertise whenever you can. Any funds raised will be directed towards identified projects, which will benefit all students. We will inform you each year of the goals. Information regarding the first annual general meeting will be communicated to parents in September.

VOLUNTEERS

Volunteers are an extremely valuable resource to our school. Requests for volunteers will be made through email or the “Bear” Necessities. Volunteers are required to complete a Child Welfare and Criminal Record check prior to volunteering. Please contact our office to request a letter which will help you avoid associated fees.

VISITORS

For the safety of students, to adhere to our emergency protocols, and to better assist you, we require **all visitors to report to the office to sign in** and to also wear a badge, which identifies them as a safe visitor to our students.

SPECIAL PROGRAMS AND ACTIVITIES

RECREATION ACADEMY

We are home to GSARCD’s first Recreation Academy! Students in Grades 4-6 can register to participate in a wide variety of physical activities and sports twice a week. There is a fee for this program to cover transportation and costs associated with the various activities – please contact our office for more information.

CULTURAL PERFORMANCES

In order to complement the Fine Arts component of the curriculum, artists are brought in periodically to perform for our students and introduce them to a variety of artistic genres. These may include the arts of drama, dance, music and opera. The cultural fee that is charged as part of the school registration offsets the cost of these performances.

CROSS-GRADED ACTIVITIES

Another way to develop a stronger community spirit among our students is to have classes participate in cross-graded leadership activities where older students work with younger students. The students learn to appreciate the strengths and abilities of their “buddies” as well as foster acceptance of their unique qualities as they work together.

EXTRA CURRICULAR ACTIVITIES

Throughout the year, students will be invited to participate in various activities to utilize their God given talents. These include Running Club, Run Wild, Intramurals, LEGO Club, Book Club, Choir, Art Club and SWAT team to name a few. We encourage students to get involved in our school community!

Jr. ATB BANKING PROGRAM:

The Jr. ATB is a small-scale bank, operated by students in Grades 4-6. It is modelled after a real ATB Financial Institution and our students are responsible for its management and operation (under the guidance and supervision of an ATB team member and a teacher). Our Jr. ATB bank will be open twice each month to accept deposits from students in Kindergarten to Grade 6. Account applications will be available in our school office.

FIELD TRIPS:

Field trips are an integral part of the educational programs at our. They provide children with unique experiences to enhance the curriculum being taught. Prior to each field trip, parents will be notified of the educational and safety assessments, and will be asked to provide informed consent for each field trip.

Please note: For each field trip, parents will receive an information letter. Informed consent requires that parents return the **school copy of the parent/guardian letter with their signature of consent**. Fees for the field trips and transportation, if necessary, will be requested from parents prior to the trip through cash on line. <https://gsacrd.schoolcashonline.com>

****If your child does not return a signed field trip form he/she will be required to remain at the school for the duration of the trip****

School Council has established a Parent Reserve Fund to help families who may experience financial difficulties at the time of the field trip. No child will be refused the opportunity to participate in a field trip due to lack of funds. We invite parents who need to access this fund to contact administration or teacher; confidentiality will be honored.

HEALTHY INITIATIVES - LUNCH POLICY

LUNCH ROUTINE

The lunch break begins when the bell rings at 12:30 pm. During lunch, two students from Grades 5 or 6 supervise students in each of the Grades 1 - 4 classrooms. There are also adult hallway supervisors while students are eating.

Students who have parental permission to go home or to leave the school premises at lunch recess should provide written parental permission to their teacher prior to the start of the lunch break. At 12:50 pm. bell, the outdoor portion of lunch recess begins and students are expected to tidy their desks, stow their lunch gear and exit the building as quickly as possible to meet friends outside on the playground area.

Teachers join the adult supervision team to provide indoor and outdoor support. In the event of extremely cold weather, the outdoor portion of recess is cancelled and students will remain supervised in their classrooms doing quiet activities. **An indoor recess will occur when the temperature is -20°C, including wind-chill.** Students should dress appropriately for cold or rainy weather.

PLAYGROUND BOUNDARIES

Students are to be aware of playground boundaries: the north neighbours' fences, the fence at the street, the asphalt trail through the park and the north edge of the school buildings. In our efforts to be friendly and respectful neighbors, students are asked to stay away from yards, as well as the trees along the edge of the schoolyard.

Expectations:

- Take turns to share playground equipment.
- Use equipment safely to prevent injuries.
- To keep safe, students are expected to play non-contact activities at all times. During outdoor recess, students must seek permission from an adult lunch supervisor before re-entering the school.

HOT LUNCH

Hot lunches are available throughout the school year. Hot Lunch is provided through Healthy Hunger, or the school office, and all orders are placed online. More information will follow in September.

STUDENT ALLERGIES

In our school, at this time, we have a number of children with severe allergies to nuts. These cases are such that there is constant danger of anaphylaxis. Please **DO NOT send any items containing peanut butter or nut products in your child's lunch or for classroom treats.** Parents must inform the school about allergies and allow us to respond as needed. Some students require an Epi-Pen, which contains emergency medication needed in case of severe reactions. These Epi-Pens must be provided by parents, kept up to date and carried on the child's body to facilitate quick action in an emergency. We are thankful for the cooperation of all to

ensure the good health and safety of students who have these serious allergies. This level of caring for others is consistent with our Catholic school philosophy.

MEDICAL CONCERNS AND PRESCRIBED MEDICAL TREATMENT

It is very important that parents contact the school principal if there are medical concerns about a student. In the event that a student must have a prescribed medical treatment during the school day to maintain physical and mental well-being, a parental request must be made to and approved by the principal. Following authorization by the administration for such treatment, the parent must complete specified forms in accordance with Greater St. Albert Catholic Regional Division policy. This policy also prohibits our staff from administering any medical treatment or medication without completion of these forms. Once again, please contact our school principal if such medical concerns apply to your child.

TECHNOLOGY /ELECTRONIC DEVICES

Our goal is to enhance student engagement by using innovative approaches to learning and technology. Smart Boards are utilized in every classroom. At HFCS we utilize our 3 mobile labs (Chromebooks & iPads) as tools for learning as directed by teachers as well as student owned devices. Devices are to be used during the school day for learning only. The school is not liable for student owned devices that are lost, stolen, damaged or broken. Students bringing Student Owned Devices will be provided a lock to secure it in their locker and take personal responsibility for it.

BRING YOUR OWN ROBUST DEVICE (BYORD)

At our school, we are seeing first hand the power of technology to enhance learning for students. The use of technology is allowing students to engage in learning tasks that promote greater understanding and that were previously inconceivable. Today, devices can be personalized for each individual adding special support to individual learning needs. With this in mind, we are developing plans across our school division to encourage students to BYORD. Our education on Digital Citizenship will also continue to be at the forefront as we work to educate our students on responsible and acceptable use.

Technology will be promoted in all grades, however we are excited that **BYORD is strongly promoted and encouraged in our school in Grades 4-6.** We utilize Google Classroom and student gmail accounts.

How to choose the best device for your child? Choosing the right device begins first and foremost with the question “What tool will best support my child in achieving the learning outcomes that are presented in class?” This means that what might be best for one student might not be best for another. When choosing a device we encourage you to consider one that features the following for best learning results:

- Wireless networking capability (the district provides filtered wireless access in all buildings for students)
- A microphone
- An external keyboard for entering text
- An audio output for earbuds or headphones
- A minimum of 6 hours of use from one battery charge
- A full-functioning, recent Chrome web-browser that will allow access to Google Apps for Education tools and documents.
- A sturdy carrying case that will protect the device
- An integrated camera that takes both still photos and video
- The ability to run Flash software

SAFE AND CARING SCHOOLS

EMERGENCY PROCEDURES

In order to provide an effective response to any school crisis, the District relies upon its Emergency Response Plan. The plan works in conjunction with other local emergency plans, since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the District Plan, are reviewed annually and after an emergency occurs. There is an on-site emergency response team at each school, along with a District-based Emergency Response Team that provides support and aid to schools at time of an emergency. All staff members are regularly trained on emergency protocols and drills are practiced at each school.

Throughout the year, schools conduct training drills to help better prepare students and staff for possible emergency situations. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Specific Emergency protocols to be followed:

1. EVACUATION

- In response to threat/danger within the school (e.g. fire, flooding):
 - Fire alarm sounds - An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school.

2. LOCK DOWN

- In response to immediate threat/danger within the school (e.g. Intruder):
 - During a Lock-Down all doors within the school are locked. No one is permitted in or out of any area once it has been locked.

3. HOLD AND SECURE

- In response to non-immediate security threats/dangerous activity OUTSIDE of school (e.g. dangerous animal in area):
 - Activities/classes continue after being secured in designated classes

4. SHELTER IN PLACE

- In response to immediate environmental threats (e.g. storms or chemical spills).
 - Students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school.

******All staff and students and visitors are required to participate in these drills******

EMERGENCY CLOSURES

Schools are always OPEN. The Superintendent has the authority to close the schools in the event of mechanical failure in the school, unsafe road conditions, blizzards, or threat of major disaster. Our school does not close because of cold weather, however, parents should use discretion when sending young children to school under adverse conditions. Please inform your child that in severe weather they are to wait no longer than ten minutes for their bus. If the bus has not arrived, they are to return home.

You will be contacted via the automated notification system to announce bus cancellations and other delays. In each instance, these announcements will be made the preceding evening or before 6:30 am on the same day that bus services are to be suspended. Information will also always be posted on our division website. Local radio and television stations will be contacted for announcements regarding the cancellation of bussing operations and school closures. Announcements of any cancellations will be broadcast on the following radio stations:

- AM Radio Channels: 630, 740, 790, 880, 1260
- FM Radio Channels: 91.7, 92.5, 96.3, 97.3 100.3, 103.9, 104.9
- Television Stations: Global, CITY TV, CTV

STUDENT CODE OF CONDUCT - SAFE AND CARING SCHOOLS

Sustaining a Safe and Caring Learning Environment in Greater St. Albert Catholic Schools

Definitions:

1. Harassment refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:
 - a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
 - b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*.Any form of harassment may be caused by a single incident or a series of events.
2. Sexual Harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
 - a) inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
 - b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
 - c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;
 - d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
 - e) inappropriate conversation regarding an individual's sexual behaviour;
 - f) unsolicited and/or unwanted requests to engage in sexual activity;
 - g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. Bullying refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavours to maintain power and control over another based upon systemic inequalities within a social setting.

Harassment and Bullying Codes of Conduct

The school does not support Harassment and Bullying in any of its schools and/or sites or at all. To this end, the Greater St. Albert Catholic School Division has implemented (and revised) the following Administrative Procedures which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

- a) Student Discipline Framework, Administrative Procedure 350
- b) Harassment Administrative Procedure 460 (Employees)
- c) Harassment Administrative Procedure 358 (Division Students)
- d) Safe and Caring Learning Environments Administrative Procedure 359
- e) Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
- f) Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361

- g) Revised Use of Technology Administrative Procedure 140
- h) Revised Social Media Administrative Procedure 149

Staff will refer to these documents when making decisions for acting upon matters of Harassment and Bullying.

District Expectations

1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
2. No action toward another student within the school community will or intend to diminish the student's reputation within the school community.
3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents, family circumstances, gender expression, or gender identity of a student.
5. No report by a student that he / or she is being "harassed" or "bullied" will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.
6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
7. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future, and supporting the victimised student. Those disciplined for their involvement in bullying will be communicated what to "stop" doing, and "start" doing in order to further a safe and caring culture within the school.
8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (Division Students) and 460 (Employees).
9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School Division.
10. All actions by students that impact the safety and well-being of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (Division Students) as appropriate.

11. The expectation for students in all their school-related interactions that pertain to the School Division is that they:
 - a) conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
 - b) be aware of and adhere to their school's code of conduct; and
 - c) be aware that these expectations form the school's and division's standards for creating a safe and caring school.
12. Appropriate interventions and supports will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviours in the future.

A specific Code of Conduct for Students to support these expectations is as follows:

Our School's Expectations

Student Code of Conduct

Holy Family Catholic School affirms the joint responsibility of home and school in guiding students to behave in acceptable, positive ways. Students are expected to demonstrate responsibility in meeting both individual and group expectations.

Expectations for student behaviour are outlined in government legislation. Section 31 of the Education Act (2019) defines responsibilities of students as follows:

A student, as a partner in education, has the responsibility to:

- a. attend school regularly and punctually,
- b. be ready to learn and actively engage in and diligently pursue the student's education,
- c. ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d. respect the rights of others in the school,
- e. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f. comply with the rules of the school and the policies of the board,
- g. cooperate with everyone authorised by the board to provide education programs and other services,
- h. be accountable to the student's teachers and other school staff for the student's conduct, and
- i. positively contribute to the students' school and community.

Within our school, we work at building an inclusive community where respect for one another, our community and diversity are celebrated. We work on this throughout the year developing relationships, student leadership, & social justice projects and the promotion of our school wide Positive Behaviour Support System.

Our Positive Behaviour Plan, which is reinforced throughout the school year, recognizes each child as a gift from God and outlines expected behaviour using the acronym GROWL.

“HFCS Grizzlies G.R.O.W.L.”

- **Great Attitude** – Students are encouraged to be positive, participate and help others.
- **Respect**- Students are expected to demonstrate respect with other students and staff.
Follow the Golden Rule - treat others as you want to be treated
- **Ownership**- Students are expected to take responsibility for their words and actions.
- **Work Ethic**- Students are expected to put their best effort forward in all they do.
- **Leadership** – Students are expected to be a role model for others and to use their strengths in a positive way to make a difference in our school and beyond.

We will be focusing on developing each of these areas and talking about what they mean in various areas of the school. We will be celebrating the successes we see in our students as they strive to follow the expectations.

In dealing with unexpected behaviour, an attempt is always made to relate the incident using logical consequences and restorative justice practices maintaining the dignity of the person. The school will attempt to assist those students who have difficulty with punctuality, attendance, completion of assignments, or inappropriate behaviour. Parents/guardians will be advised of difficulties if the need arises and a plan will be developed.

Our priority is to ensure that all of our students are provided with a safe and caring school environment where they can excel and be healthy and productive learners. Collaboration among administration, staff, students and parents is key to helping achieve our goal to eradicate bullying from our school environment.

This code will be reviewed for its effectiveness in meeting Division expectations annually. Please note that Section 32 of the *Education Act*, specifies the following reminder for parents:

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g) engage in the child's school community.

Holy Family Catholic School values your participation within our school community to support the safety, well- being, and success of all our students.

Working in Partnership with Community Supports

Our school values your participation within our school community to support the safety, well-being, and success of all our students.

STUDENT DIVERSITY GROUPS

Greater St. Albert Catholic Schools is committed to using its LIFE (Lived Inclusion for Everyone) 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, justice, and respectful relationships and language. This Framework is a component of the District's Safe and Caring Learning Environment Administrative Procedure, and is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity Groups. The school will keep you informed as these groups are established by placing notices within our ongoing news notifications.

COUNSELLING SUPPORT

Our school delivers a counselling program designed to meet the diverse learning needs of all students. A Counselling Program Plan is for all students and focuses on three areas of guidance and counselling: educational, personal/social and career. In any school, counselling is a joint responsibility of the school, involving the entire staff. The Counselling Program Plan is specifically designed to meet the student's needs that have been identified. This program involves coordination, consultation, counselling and instruction. The focus is on both developmental and preventive activities. Within this plan, the counselling team will respond to crisis situations and provide timely interventions for all students.

ALBERTA HEALTH SERVICES

AHS works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Services include: transition support, case management and follow up for students with complex and chronic health conditions, vision, hearing and dental screening, immunizations, speech and language services for kindergarten to grade six, emotional/behavioral support and occupational therapy for grade one students.

If you have any questions or concerns about your child's health, please talk to the school principal or contact the school's community health nurse at the St. Albert Community Health Centre (780-459-6671).

DRESS REGULATIONS

Our school has a proud history and a culture that emphasizes faith values, academic excellence, social and athletic success. Research on the psychology of clothes indicates that if people are dressed for work, the mind is ready to engage in work. To help create optimal learning we encourage students to dress for work and have established and communicate the following expectations to prepare for optimal learning:

- **Indoor Footwear must be worn** at all times.
- Clothes - clean and in good repair; free of holes, tears, slashes and graffiti.
- Clothes are appropriate for the time of year and climate.
- Outdoor clothing and jackets are not be worn in the classroom unless directed by teacher (i.e. Phys. Ed.).
- Slogans on all clothing are positive and appropriate for the Catholic school setting (i.e. depictions of substance abuse of any kind or derogatory and hurtful sayings are not within the realm of good taste, skulls may be frightening to young children as well).
- Midriffs, shoulders (about 3 finger width min.) and backs must be covered at all times; no visible cleavage.
- Skirts and shorts should fall halfway between the knee and the inseam.
- Headwear (hoods, bandanas, caps) not permitted - except on the designated theme days

Exceptions to the dress code for special events will be announced as needed. Students dressed inappropriately will be required to change to conform to the dress code and return to class. Parents will be notified if dress is repeatedly inappropriate.

STUDENT LANYARDS

A lanyard is a cord or strap that is used to hold identification, information, keys, or personal possessions. Lanyards that are designed to be worn around the neck are deemed to be potentially **dangerous to the safety of students**. Monitoring for the effectiveness of lanyards worn around student's necks cannot be appropriately controlled in the school environment. For this reason, use of a lanyard of any kind that involves placing a cord or strap around the neck area of a student is prohibited. Students are expected to use other approaches to manage their personal possessions while at school.

BUSSING

The school division will transport students outside of the walk boundary to and from school. Bus applications are available online on our district website: <https://www.gsacrd.ab.ca/> under Transportation.

There is a transportation fee for students in Grade K – 6. Lost bus passes may be replaced for \$15. There is a processing period of up to 4 days to receive the pass.

Items that can be transported on the bus are limited in size to 13x13x23 inches. The following items **cannot** be transported on the bus:

1. Sports equipment such as skateboards, hockey sticks, baseball bats or any other objects that cannot fit into a gym bag.
2. Loose articles such as baseballs, golf balls or marbles must be securely contained in an athletic or book bag.
3. Pets
4. Firearms, lighters or knives.
5. Snow skis or snowboards. Ski programs are considered an extracurricular activity and therefore skis must be transported to and from school by the parent.
6. Musical instruments may not be transported on the bus unless they are smaller than a trumpet, and must be kept on the student's lap.

******Students may only ride the bus assigned to them and must use their pass each day to scan on and off the bus.******

Division Transportation Policy

- respect for the authority of the bus driver is crucial in maintaining a safe bus ride
- a student may be suspended from the bus for a specified amount of time should his/her behavior warrants it
- misbehavior will be reported by the driver to the administration of the school
- parents will be contacted by the administration to be made aware of the infraction
- a plan of action will be developed to encourage proper bus behavior
- continued infractions may lead to the suspension of bus privileges.

Division Office Transportation Department: 780-459-7711 ext. 113

First Student: 780-458-3678

Cunningham: 780-458-3255