

*Leave Not One Heart  
Behind*



**Holy  
Family**  
ACADEMY

## STUDENT HANDBOOK

**112 - 4th AVENUE  
BROOKS, AB  
T1R 0Z1  
403-362-8001**

<http://www.holyfamilyacademy.ca/>

**CHRIST THE REDEEMER CATHOLIC SCHOOLS**

1 McRae Street, Box 1318

Okotoks, AB T1S 1B3

Phone: 403-938-2659

Toll Free: 1-800-737-9383

**Christ +  
The  
Redeemer**  
**CATHOLIC SCHOOLS**

# SCHOOL HANDBOOK

## Mission Statement

As Jesus entrusted us, Holy Family Academy is dedicated to developing the individual to their fullest potential - spiritually, academically, physically, socially, and emotionally, based on His teachings, according to the Holy Catholic Church.

*“Let the children come to me.”*

Matthew 19:14

Welcome to Holy Family Academy. Our goal is to offer strong academic programming within a faith centered environment. Our staff, students and parents continue to build a community that celebrates the gifts God has blessed us with and the uniqueness of each individual. HFA is faith; it is academics; it is arts, athletics, and social events; it is family and we welcome you.

*Mrs. Lorraine Spence - Principal*

*Mr. Mike Fleck - Vice-Principal*

## School Times

**Kindergarten Monday & Wednesday**

**Kindergarten Tuesday & Thursday**

**Grades 1-4**

**8:35-10:45**

**10:45-11:00 recess**

**11:00-12:20**

**12:20-1:00 lunch**

**1:00-3:15**

**Friday Early Dismissal**

**12:05**

## SCHOOL FEES

Kindergarten - \$50.00

Grade 1-4 - \$75.00

*All school payments are due September 30th*

## *The Culture of Holy Family Academy*

Holy Family Academy and Christ the Redeemer School Division believes and adheres to a philosophy of “**Leave Not One Heart Behind**” in all of our educational experiences, values and beliefs! This philosophy is supported, nurtured and enhanced by our school and division-wide pillars of **Learning, Faith, Safe and Caring, and Stewardship of Resources**. These pillars provide the foundation of a successful educational experience! The philosophy of **Leave Not One Heart Behind** along with the four pillars have built a culture at Holy Family Academy that we are extremely proud of!

Culture binds people together!

It influences how people behave, what they think, and how they feel in a school setting.

Culture is the way things are done and it serves as a way of life.

Culture is created through relationships, experiences and is reinforced through traditions, rituals and ceremonies.

*Culture is defined and experienced in layers:*

- 1) Our **VALUES**: why we do things the way we do.
- 2) Our **ACTIVITIES**: how we do things in our school.
- 3) Our **OBJECTS**: what our culture looks like (decor, posters, facility-hallways, and classrooms, etc.)

Culture is formed and perpetuated through symbols, rituals, ceremonies, stories, and legends.

*Holy Family Academy staff is dedicated to building a school culture that is faith oriented, academically focused, inclusive for all, as well as safe and caring! We are committing all of our energies into assisting every child in order that they may accomplish their very best in all areas of their lives!*

### **1. OBJECTS AND SYMBOLS of HFA's Culture:**

- Crucifixes in each classroom
- 10th Year Anniversary display built by staff and students
- Classroom Faith Corners - for student and staff prayer focus
- Holy Family Sculpture in entrance of HFA
- Student Agendas
- Building Decor and classroom artwork
- HFA Touchstone - “We are Christ-like.”
- Library Reading Corner to promote reading and learning
- Hallway bulletin boards used to recognize student works
- Entrance Displays celebrating Seasons of the year.
- Scripture included with the Newsletter
- Bibles throughout all of the classrooms



## **2. Stories and Legends that share HFA's Culture:**

- Construction stories about building our school - DEVOTION!!
- Rosary and prayer are critical to our community during time of tragedy
- "Leave Not One Heart Behind" philosophy
- Celebrating and welcoming Cultural diversity
- Hearing from visitors that our school has a very warm and caring atmosphere
- Strong foundation in Faith and Academics - Founding families
- Formation of our school - taking three votes to have our school become a reality
- Celebrations for our 15th Anniversary
- Personal stories of journeying in Faith growth
- Staff realizes and values the importance of family input
- School, Family, Church, and Community work together for the betterment of the child

## **3. Rituals and Ceremonies to Highlight and Celebrate HFA's Culture:**

- Spirit Days with various themes - student fun!
- Daily prayer as a staff and within classrooms
- Liturgies and Masses are celebrated
- Adoration of the Blessed Sacrament every first Friday of the month
- Virtues are highlighted, recognized and taught throughout the school year
- Family masses are celebrated at St. Mary's Parish with HFA students serving in the ministries - 4 times a year (Grades 4, 3, 2, and 1 taking turns).
- Staff serving in ministries - Education Sunday masses
- Staff and student Good Works projects
- Celebrating Students gifts - Awards for Academics and Faith
- Literature Launch - promoting reading
- Science Week - promoting excellence in academics
- "Coffee with Mike & Lorraine" - opportunities for stakeholders to have a voice
- Extracurricular activities - opportunities to develop in a wide variety of areas
- Joint school and staff activities with CTK and SJC
- Parent prayer group
- Celebrate student birthdays every month
- Staff retreats
- Divisional Faith Days
- Stations of the Cross presentation
- Remembrance Day service
- Advent and Lent activities throughout the school
- Meet the Teacher night
- Parent/ Teacher interviews
- Parent Council meetings and planned activities
- Yearly Family Dance
- Classroom and Bible blessings



# Holy Family Academy

## Core Values Statements



*Holy Family Academy is a learning community where home, school, and church will go "Above and Beyond" in supporting and strengthening the overall moral and academic successes of each person in our school.*

### At HFA we RESPECT...

Ourselves, peers, the school property and the importance of education.

### At HFA we

### EMPHASIZE...

A safe and caring environment where children can grow.

### At HFA we

### BELIEVE...

That every child CAN succeed in their learning.

### At HFA we

### AFFIRM...

The abilities, talents, dreams and goals of every person.

### At HFA we are

### DEDICATED...

To helping each person develop to their fullest potential.

### At HFA we have a

### COMMITMENT...

To giving our very best to every child in our care!



# SCHOOL POLICIES

## ATTENDANCE/LATES

Students are expected to be on time for school and all classes. Chronic absences and lates put any child at risk. These children fall quickly behind in their work, feel overwhelmed and frustrated with the school work that they must catch up. It is important for children to recognize the importance of attendance and arriving to school on time.

Parents are asked to REPORT to the school office if their child will be away for any reason:

- call the HFA office at 403-362-8001 OR
- email the school receptionist at [hfasecretary@redeemer.ab.ca](mailto:hfasecretary@redeemer.ab.ca)

This information can be found on the HFA website [www.holyfamilyacademy.ca](http://www.holyfamilyacademy.ca)

If a student is absent and the school has not been notified, we will call the parents to ensure the safety of all students. Persistent tardiness and absence may result in discussion and/or consultation with parents, Christ the Redeemer Attendance office or other appropriate personnel.

## **ARRIVALS & DEPARTURES**

Supervision of students begins at 8:30, students therefore should not arrive at school prior to that time. No students should be in the school after the 3:15 dismissal bell unless they are attending supervised activities for their grade.

It is IMPORTANT that students are picked up on time.

## **BUSING INFORMATION**



Bus routes for Holy Family Academy are arranged through Christ the Redeemer School Division. Any concerns regarding transportation should be directed to the Transportation Officer at 1-800-737-9383

- All bus students from Kindergarten to Grade four are accounted for prior to bus departure. Please notify the school office if your child will not be riding their regular bus.
- Only registered students may ride the bus.

## **BUSES NOT OPERATING DUE TO POOR WEATHER/ROAD CONDITIONS**

If buses are not operating due to poor weather and/or road conditions in the morning, they WILL NOT be operating in the afternoon. If rural parents drive their children to school in the morning, they must be prepared to pick them up at dismissal time.

If buses are NOT RUNNING:

- your bus driver will implement a phone fan-out to all families on that route
- it will be announced on Brooks local radio stations, Q13 - 101.1 and 105.7 on your FM radio dial.
- it will be posted on the Christ the Redeemer webpage <http://www.redeemer.ab.ca/>

If rural buses are not operating due to weather, CTR transportation will arrange for in-town pick up and drop offs.

## EXTRACURRICULAR ACTIVITIES

A variety of extracurricular clubs are organized and run by our dedicated teachers. These clubs will be announced in class, on morning announcements, in the monthly newsletter, and on the HFA website.

- Most of the clubs will run during the lunch hour, but a few may run afterschool. If the activity is afterschool, a permission letter will be sent home and must be returned for the student to participate.
- Most of the clubs do not run all year.
- Past extracurricular activities have included: Gr. 3/4 Choir, Hockey club, Good Works club, Computer club, Shoe Tying club, Intramurals, Craft club...

## FOOTWEAR



All students must have a second pair of shoes to wear inside the school. Shoes must have non-marking soles.

## INTRAMURALS



Intramurals at Holy Family Academy are designed to provide an organized sport activity that promotes physical activity, sportsmanship, and participation. All students are put on an intramural team, but participation is optional. Intramurals run every lunch hour from 12:40-1:00. Each grade is assigned a different day of the week (Monday-Thursday). Read the newsletter for starting dates and current intramural sport.

Parents are welcome to come out to watch and cheer on their child's team.

## LIBRARY



Holy Family Academy's library is a source of pride at our school. Students can be sure that every attempt will be made to meet their literary needs. In order to help the library operate smoothly, the following policies are in place:

- 2 books per student
- Loan period of 2 weeks (plus renewals up to 2 times)
- Overdue Notices:
  - 1st notice - a reminder is given to the student
  - 2nd notice - note home requiring payment for book and loss of book loan privileges
  - 3rd notice - loss of all library privileges until overdue records are cleared up.

## LUNCHES



All students are expected to bring a healthy and nutritional lunch from home. Students that arrive at school without lunch items will be asked to call home to arrange for food delivery.

Microwaves WILL NOT be provided for warming lunches - please send hot meals in a thermos.

## HOT LUNCHES

Are run by Parent council and will be offered once a month at a cost of approximately \$5. Order forms are sent home and MUST be returned to the classroom teacher by the DUE date. Parent council always welcomes parent volunteers to organize/prepare these hot lunches.

## MEDICATION POLICY

If a student requires ongoing daily medication, parents must come into the school office to fill out a form to authorize the school to administer the medication. All medication **MUST** remain in the school office - students are not allowed to have it on their person.

Children that have been prescribed a short term medication will require their parents to come in and administer it if it is needed during school hours.

The school **DOES NOT** carry medication for headaches such as Tylenol, Advil, etc.. If a child is ill and needs a Tylenol, parents are required to come in to the school to administer the medication. If the medication is for chronic headaches, parents are required to fill out the appropriate form, leave medication, and the office staff will administer the medication according to directions.

## MILK PROGRAM



White and chocolate milk is sold for \$1 each every lunch hour. Students can buy a milk card for \$20 (for 20 milk) or individual milk tickets for \$1 at the HFA office.

The week before the Christmas, February and Easter break milk is sold until it runs out (usually the Wed. or Thurs.) - students will be notified if there will be no milk for sale the next day.

## NEWSLETTER

A monthly HFA newsletter is created and contains valuable school information. The newsletter will be emailed to parents the first week of each month and is uploaded to the Holy Family Academy website [www.holyfamilyacademy.ca](http://www.holyfamilyacademy.ca) If parents would like a hard copy of the newsletter sent home each month, please contact the HFA office.

## PARENT COUNCIL

Parent voice is valued at HFA. A group of dedicated parents meet once a month to help plan activities that support student education at HFA. They invite all parents to participate in bettering their children's learning experience. Parents are invited to the four General Parent Council meetings that are held each year, as well as join in the many activities/opportunities throughout the year.

## PARKING



Parents are asked to **NOT** use the parking lot to prevent traffic congestion.

- Please make note of **BUS** parking times in front of the school (along 4th Avenue).
- When parking across the street, please use the crosswalks to safely cross the street.

## PEANUT BUTTER AND NUT ALLERGIES



Due to severe danger to students with nut allergies, products that contain nuts are banned from the school. Please be aware of the ingredients in food items brought to the school. Anything with peanut butter, such as sandwiches, cookies, granola bars, chocolate bars, as well as any item that may contain nuts or nut oil.

## POPCORN



Popcorn is sold every Thursday for 75cents a bag. Parent volunteers are needed to run this program. Money is collected in the morning by classroom teachers and popcorn is delivered to the students by lunch.

During Lent students do not receive popcorn, but money collected from the students will be donated to a charity for Lenten almsgiving.





## RECESS

All students are expected to go outside during recess breaks. In consultation with the HFA Parent Council it was determined that a combined temperature and wind chill of -25 degrees Celsius or colder, students will remain indoors. Please ensure your child is dressed appropriately for the weather.

## SCHOOL FEES

School fees are put in place to offset some of the costs in providing resources, texts, agendas, and consumable books for your child’s educational program. All school fees are due by September 30th. Please contact the school administration to make special arrangements if this deadline cannot be met. Failure to fulfill this obligation may result in your child not participating in the classroom year end field trip.

FEE	Kinder- garten	Gr. 1-6	Gr. 7-9	Gr. 10-12	Family maximum
Registration fee	\$50	-	-	-	-
Instructional Resource fee	-	\$55	\$60	\$65	\$170
Co-curricular fee	-	\$10	\$30	\$50	-
Transportation fees before June 30	\$100	\$200	\$200	\$200	\$450
Transportation fees after June 30	\$150	\$250	\$250	\$250	\$500

## SUPERVISION

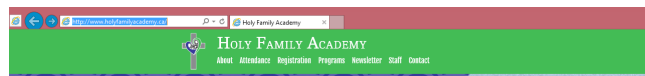
Holy Family Academy believes student safety is a priority. Staff will provide supervision during all student breaks. Every effort is made to ensure that children are in a safe and caring environment.

## VISITORS/VOLUNTEERS

All outside doors to Holy Family Academy, except the main front doors, are locked. All visitors to our school are required to enter through the main doors and sign in and sign out at the front office.

Please collect and wear a “Visitor/Volunteer” lanyard if you are planning to volunteer or spend an extended amount of time in the school. The “Visitor” label identifies you to staff and students.

## WEBSITE



Christ the Redeemer website can be found at <http://www.redeemer.ab.ca/>

Holy Family Academy website can be found at <http://www.holyfamilyacademy.ca/>

Christ The King Academy website can be found at <http://www.christthekingacademy.ca/>

St. Joseph’s Collegiate website can be found at <http://www.stjosephscollegiate.ca/>

## YEARBOOK

A coloured yearbook is created each year to capture the memories of the school year. These are available for only \$20 and can be ordered online or at the HFA office. See the monthly newsletter for more information.

# STUDENT SERVICES

## Christ the Redeemer Catholic schools

The department of Student Services' primary goal is to ensure that our schools are supported to "identify and deliver effective programming for students with special education needs" (Standards for Special Education, Alberta Education). The contact information for Christ the Redeemer Catholic Schools' Student Services team can be found on the website.

<http://www.redeemer.ab.ca/Catholic%20Education%20Centre.php>

Our team supports all specialized programming in the schools which includes such areas as: early identification of special needs through Kindergarten and pre-Kindergarten screenings, specialized assessments by other related professionals, coordination of additional services, development of IPPs, helping schools in the various levels of academic and behavioural response to intervention provided, etc. We strive to maintain our school division's motto of "leave not one heart behind" by ensuring that our students have the resources and support required to best achieve their potential.

To help meet the needs of all our students, CTR supports their schools by providing a variety of students services. In Holy Family Academy the following services are currently available:

**LEARNING SUPPORT:** A Learning support teacher assists in the identification and assessment of students needs. He/she works with the teachers to ensure accommodations and modifications are provided. The Learning support teacher works with District level specialists to help coordinate services. - Mrs. Joanne Hugill

**FAMILY SCHOOL LIAISON WORKER (FSLW):** Each school has a Family School Liaison Worker who works with individuals, small groups, families, or within classrooms in the area of social/ emotional needs. FSLW - Mr. Scott Lachapelle

**SETTLEMENT WORKERS IN SCHOOLS (SWIS):** HFA/CTK/SJC are fortunate to have the services of 2 SWIS workers. The Settlement Workers in Schools (SWIS) Program is an initiative funded by Citizenship and Immigration Canada (CIC). The SWIS program places settlement workers from community agencies in elementary and secondary schools that have high numbers of newcomer students.

The SWIS worker:

proactively contacts newcomer parents and students to assist them with their settlement needs  
refers the families to more specialized community resources as needed

SWIS - Mr. Huy Nguyen and Miss Marian Izzo

**ENGLISH LANGUAGE LEARNERS COORDINATOR (ELL):** works with the teachers and district services to plan for and provide the best programming for our English Language Learners.

ELL - Miss Nancy Reid

# STUDENT CODE OF CONDUCT

## Bullying

Bullying behaviours may range from verbal (name calling, teasing, gossiping, manipulating, threatening, extortion, etc.), physical (pushing, kicking, defacing property, threatening, etc.), and relational (gossiping, ignoring, isolating, excluding, shunning, rolling of eyes, sighs, etc.).

Bullying behaviour will not be tolerated at any level and teachers will immediately intervene whenever such behaviour is witnessed or reported. Depending on the intent, severity and frequency of the bullying, escalating consequences will apply.

## Bus Conduct

Students riding the bus must remember that they are responsible for their conduct to the bus driver and to the school. All school rules apply on the bus. Violation of any bus rules will lead to loss of riding privileges.

## Cell Phones

Children that are seen using cell phones in any way (talking or text messaging) during school hours will have them taken away. Parents will be contacted to come and retrieve the phone.

## Cheating

Cheating comes in many forms and will be dealt with by the teacher immediately. Turning in a plagiarized assignment or cheating on an exam may result in an automatic 0% and intervention by the principal.

## Classroom Disruptions

All students have the right to learn in a pleasant and positive learning environment. Students who interfere with others' rights by calling out, moving about the room, ignoring the teacher's instructions, talking to or annoying other students will be dealt with by the teacher. When disruptive behaviour is persistent, more severe consequences will be invoked.

## Dress Code

All students are expected to dress in a manner that is not degrading to the student or the nature of the school. The following clothing has been determined unacceptable at Holy Family Academy: short or see-through shirts that show the stomach, spaghetti strap tops in Division II, skirts or shorts that are more than one hand length above the knee in Division II, t-shirts with inappropriate slogans or pictures. Jackets are not to be worn during class time. Make-up is discouraged in the Elementary grades as we emphasize the natural beauty that God has given every person.

## Fighting

Fighting with malicious intent will require immediate administrative intervention.

## Gum

Gum is strictly prohibited throughout the school.

### Hats/Caps

Hats are not to be worn in the school except during designated “spirit” days. Hats worn during school hours will be confiscated by staff to be returned at an agreed time.

### Individual Entertainment Devices

Our school is a community of faith, acceptance and interaction with others. To ensure that your children are being exposed to appropriate listening material and game activities, the following items are not permitted during independent school break times: IPODs, DS, and all types of electronic gaming devices.

### Laser Pens

Laser pens are not allowed at school.

### Leaving School Property

Holy Family Academy is a closed campus. Students may not leave the school grounds during the lunch hour unless accompanied by a parent or an adult.

### Rollerblades/Skateboards/Wheelies

These items are not to be ridden on school property during school hours and will be confiscated and returned when parents attend the school to retrieve them.

### Swearing

Vulgar and inappropriate language will not be tolerated in any language.

### Theft/Vandalism

The deliberate theft or vandalism of school, staff and student property from another student will require immediate restitution and may involve criminal charges.

### Wilful Disobedience

Any behaviour that in any way undermines the authority of the teacher in the classroom or the school in general will not be tolerated. Administrative intervention is immediate.

## **PARENT'S/GUARDIAN'S COMMITMENT**

Parents/Guardians play an important role in the education of their children and have a responsibility to support the effort of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their son's/daughter's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the school's Code of Conduct and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues
- demonstrate respect for school staff.

*I have read the terms of the agenda policies and the Student Code of Conduct*

Parent/Guardian's name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

## **STUDENT'S COMMITMENT**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn
- shows respect for themselves, for others, and for those in authority
- refrains from bringing anything to school that may detract from the learning environment or compromise the safety of others.
- follows the established rules and takes responsibility for his or her own action.

*I have read the terms of the agenda policies and the Student Code of Conduct*

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_