



**Student/Parent Information Handbook**  
**#300, 56 Holt Street, RED DEER, AB T4N 6A6**  
**Phone (403) 343-3238 Fax (403) 343-2503**  
**PRINCIPAL - Mrs. Mandy Reed**  
**VICE PRINCIPAL - Mrs. Angela Ward**

[School Website: stpatsschool.ca](http://stpatsschool.ca)

Facebook: [facebook.com/StPatsRD](https://facebook.com/StPatsRD)

Instagram: [instagram.com/stpatsrd/](https://instagram.com/stpatsrd/)

Greetings from Your Administrator Team:

Mrs. Mandy Reed, Principal

Mrs. Angela Ward, Vice

### **Welcome to 2023 - 2024 school year**

Our entire staff is elated to begin another year of Catholic Education with the students, parents and staff at St. Patrick's Community School. Our mission, "Whole Year - Whole Child" is embodied with everything we do...keeping students at the centre of all decisions we make within our school community. We take great pride in our Catholic educational programming that we provide to our families. Being the primary educators of your children, your voice is important to us.

We welcome your ideas, input and feedback and invite all parents/guardians to volunteer within our school community! Witnessing the face of God in all those we meet, we believe that by having and displaying a growth mindset, working hard and collaboratively, that we can attain success within St. Patrick's School community, through God's grace.

We ask for God's continued blessings on everyone who encounters and contributes to our school community and pray that all students, parents, and staff have a rewarding year.

Our division theme this year is

*“ Inspired by Christ on Journey to Encounter, Nurture, and Serve.”*

### **Division Mission Statement**

Red Deer Catholic Regional Schools is committed to serving the children and the parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the district.

Our schools are gospel-centered communities of hope, fostering a Catholic Christian value system within a pluralistic society. We endeavor to build a Catholic Christian community by following eight Principles of Practice.

We make Christ’s life, mission, and teaching our focal point of belief and conduct within our Catholic schools. Therefore, the education of the whole child – intellectual, aesthetic, emotional, social, physical, and spiritual – IS OUR SERVICE COMMITMENT.

### **Principles of Practice**

#### **We honor our children**

Our schools are child-centered communities. We celebrate each student as a unique child of Christ through our love, caring and respect.

#### **We provide a safe and secure environment**

Our schools provide an environment of belonging for all children through gospel-centered communities of hope.

#### **We live and proudly proclaim our Catholic Christian faith**

Our faith permeates our thoughts, words and deeds as we model Jesus, serving children first.

#### **We provide quality education in a Catholic environment**

Our schools maintain high standards of academic achievement while fostering lifelong faith development.

#### **We pray as an education community**

Our Catholic Christian education system reflects the communion of home, school and church providing daily opportunities for prayer and celebration of our faith

#### **We practice servant-leadership**

Staff members are committed members of our faith community who serve the family, school and church.

#### **We focus on our mission through clarity of purpose**

Our Catholic Christian faith is clearly and consistently communicated and supports our unique and distinct ministry.

#### **We value our staff**

Our staff members are an integral part of our community and we affirm their ministry and life long journey.

## **2023 - 2024 St. Patrick's Calendar**

Office Opens	August 8
PD Day (no school for students)	August 10
Teacher Organizational Day	August 11
1st day for students	August 14
PD Day (no school for students)	August 28
Labour Day Holiday	September 4
PD Day (no school for students)	September 22
National Day for Truth & Reconciliation (no school for students)	September 30
PD Day (no school for students)	October 6
Thanksgiving Day Holiday	October 9-13
No School in Lieu of PSTI	October 27
Fall Break (no school)	November 9-10
PD Day (no school for students)	November 24
PD Day (no school for students)	December 8
Christmas Holidays	Dec 25 - Jan 10
PD Day (no school for students)	Feb 2
Family Day	Feb 19
Teacher PD and Convention	Feb 20 - 23
Faith PD Day (no school for students)	March 8
No School in Lieu of PSTI	March 22
Good Friday (no school for students)	Mar 29
Easter Monday	April 1
Spring Break (no school for students)	April 2 - 12
PD Day (no school for students)	April 26
PD Day (no school for students)	May 17
Victoria Day Holiday	May 20
PD Day (no school for students)	June 7
Last Student Day	June 26
Teacher Organizational Day	June 27

### **August School Re-entry-Staggered Start**

St. Patrick's School will be continuing with the 'staggered start', that was implemented last year, during the first two days of school. On Monday, August 14th, all students whose last name starts with the initials A to K will arrive at the school at 8:25 am and will gather on the west side of the school. Signs will be posted that clearly mark where students in each grade will line up. On Thursday, August 15th, all students whose last name begins with the initials L-Z will do the same procedure as above.

If you have children with two different last names, please choose only one day (either Wednesday or Thursday) but not both, to attend.

On Friday, August 16th, all students will be in full attendance.

### **Kindergarten Staggered Entry**

The Kindergarten teacher will be contacting all parents to confirm staggered entry that will begin on Monday, August 14th.

### **School Hours**

**Office Hours:** 8:00am - 4:00pm

**Class Hours:** 8:35 am - 3:09 pm

The doors to the school open and supervision of students starts at 8:25 am. Students are dismissed at 3:09 pm.

**St. Patrick's Community School promotes a Peanut-Safe School. Unfortunately, we cannot guarantee a nut-free environment.**

### **Students' Rights**

All staff and students of St. Patrick's Community School will make every effort to ensure that students in our school have the right to:

- Learn in a safe, peaceful, and Catholic environment
- Know what behavior is expected of them while at school or on school functions
- Be protected from physical harm and verbal abuse
- Have positive behavior recognized and reinforced
- Have their concerns heard
- Be treated fairly, with kindness and compassion

### **LIFE (Lived Inclusion for Everyone) Framework**

Schools may establish a student group, which engages in discussion and activities related to diversity and justice issues, including support for students belonging to social minorities. Students may provide leadership and will receive support from staff to continue to build inclusive communities, aligned with our Catholic teachings.

Parents will be notified if any groups are formed that engage in discussion and activities related to diversity and justice issues, including support for students belonging to social minorities. If you wish further information please contact your principal.

### **Students' Responsibilities**

All students are expected to:

- **Attend school every day - on time**
- Perform their role as a student learner to the best of their ability
- Treat others in the school with kindness and respect
- Promote the safety of our entire school
- Respect, listen to and respond to all educators or adult supervisors
- Follow school and classroom rules set out by educators
- Take pride in the facility and resources at school and treat them with respect
- Monitor other students and encourage positive conduct by everyone

### **Student Cell Phones and Digital Devices**

**Research has proven that cell phones and other digital devices (i.e. smart watch) can be distracting to your child's learning. All cell phones and digital devices must be silenced and placed in the student backpack.**

Parents and guardians, if you need to contact your child during the school day, please call the school office at 403-343-3238. This expectation supports and protects students' rights as well as upholds the Freedom of Information and Privacy Act (FOIPP). Parents, we appreciate your support in reinforcing this policy with your child. Accommodations can be discussed for emergency situations.

**All cell phones and/or digital devices brought to school by students are at their own risk. Lost and/or misplaced cell phones will not be replaced by the school.**

## **SCHOOL PROGRAMS**

### **RELIGIOUS STUDIES AND CELEBRATIONS**

*All students are expected to participate in all Religious Education classes, Masses held at the Parish, Liturgies, faith based celebrations and events both at the school and at the Division level.*

Celebrations and liturgies will take place as follows:

Opening Mass held at Sacred Heart Church - August 31, 2023

Thanksgiving Liturgy held at Sacred Heart Church - October 3, 2023

Advent Liturgy held at Sacred Heart Church - December 12, 2023

St. Patrick's Day Liturgy held in St. Patrick's Community School Gym - March 15, 2024

Easter Mass held at Sacred Heart Church - April 24, 2023

### **ACADEMIC PROGRAM**

The Core Academic Program for Middle School includes:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Religious Studies

Other required courses are:

- Physical Education
- Health

The Career and Skill Development (CSD) courses meet the CTF requirements - Career and Technology Foundations, as set out by Alberta Education. Students have voice and choice in some of the selected courses that will be offered throughout the year.

The school year is divided into 3 terms:

- August 14th through to November 17th
- November 18th through to March 15th
- March 16th through to June 26th

### **Progress Reports and Certificates of Placement**

All progress reports for students in Grades 1 - 9 are available online through Schoology and are not printed off.

- Parents with students in either elementary and/or middle school are encouraged to access current academic information as well as important school information at any time, using the quicklink found at our school's website at: [stpatsschool.ca](http://stpatsschool.ca)
- More information about what your child is learning is available through the Program of Studies which can be found on the Alberta Education Website: <http://www.education.alberta.ca/>
- If your child is accessing English as a Second Language support, further information can be found at: <https://www.learnalberta.ca/content/eslapb/>
- Elementary students will receive a printed copy of their Certificate of Placement on the last day of school. Middle school students will not receive a Certificate of Placement.

### **Parent/Student/Teacher Interviews**

Our entire teaching community strongly encourages parents/guardians to attend Parent/Student/Teacher Interviews. This year, PTI's for the fall will be held on the evenings of October 25th and 26th for Kindergarten to Grade 9. These interviews will begin at 4:00 pm and end at 7:00 each evening. In the spring, PTI's will be held on the evenings of March 20th and 21st beginning at 4:00 pm and will end at 7:00 pm.

### **Parent-Staff Communication**

Ongoing communication between home and school is essential to the success of each student's learning and achievement. This can be done in a variety of ways:

- Schoology and PowerSchool
- Email
- Phone calls
- Meetings

Please be advised of the protocols that are adhered to when dealing with parent/guardian concerns:

- Any issue that may arise should first be addressed between the parent/guardian and the teacher directly in order to resolve the problem
- If the issue persists, either party can request facilitation to bring the issue to resolution from administration of the school

### **FINAL EXAMS**

In Grades 6 and 9, Provincial Achievement Tests (PAT) will be administered in May and June, 2024. Further, Grades 7 and 8 will also shadow the PAT schedule for their teacher administered final exams. All students are expected to write all final exams. A final exam schedule will be shared with students, parents and staff once confirmation from Alberta Education and senior administration.

## **HOMEWORK AND ASSESSMENT**

Students are expected to complete unfinished classroom assignments as homework. All students are strongly encouraged to do daily home reading. Any student having difficulty keeping up with assignments will be given the opportunity to complete unfinished assignments or complete assessments in the **Student Support Centre**. Teachers are encouraged to communicate with parents/guardians through the email, PowerSchool, phone calls, and/or parent meetings.

Students will not be expected to write any type of assessment (quiz/test/exam) on a Monday. The only exception to this will be during final exams.

## **DIGITAL Citizenship**

Digital citizenship is the appropriate and responsible behavior with regards to technology use. Digital citizenship should be practiced in every course, throughout the school and at home. It is an ongoing partnership between teachers, students, and parents. Just as teachers build an awareness of the importance of digital citizenship at school, parents build and reinforce these concepts with their children at home. Students need to approach any use of technology with the digital citizenship components in mind.

In such circumstances or in situations of defiance, a student may be referred to administration.

**NOTE: Electronic devices (laptops / chrome books may be exempt in some circumstances) are NOT permitted during examinations and their use may result in the student receiving a zero mark.**

## **DAWE CENTER LIBRARY**

We have complete access to the Red Deer Public Library Dawe Branch as our school's Learning Commons. Students will be accessing the Dawe Library on a regular basis to learn more about library access, research, finding a 'good fit' book and more. All students will receive a free library card to access their account online or in person at all Red Deer Public Library locations.

For more information call (403) 341-3822 or visit [www.rdpl.org](http://www.rdpl.org). For more information call (403) 341-3822 or visit [www.rdpl.org](http://www.rdpl.org).

## **PHYSICAL EDUCATION**

The physical education program at St. Patrick's is about the LEARNING not the SCORE. We believe that physical education is not simply "sport." Our focus is teaching and learning lifelong physical activity that meets the needs of the whole child as well as the knowledge, skills and attitudes necessary to lead a lifelong healthy and active lifestyle. As such, physical education is compulsory for all students.

## **AWARDS**

At middle school, an awards celebration is held in June to recognize students who have achieved a high level of academic, social, athletic, and spiritual excellence. As a result of dedication, hard work, continuous improvement, and demonstration of a Christian attitude, students have the opportunity to be recognized for their worthy contributions in making St. Patrick's an outstanding learning community.

Elementary success assemblies are held throughout the year to recognize academic achievement, spiritual growth, and good citizenship. We endeavor to acknowledge students' hard work and encourage continued dedication throughout their school career.



## **STUDENT SUPPORT SERVICES**

### **COUNSELLING SERVICES**

St. Patrick's uses several different approaches in meeting students' social/emotional needs. One method is the 'teacher as counsellor' which includes two certified teachers, who have obtained their Masters degree, that offer a student general guidance and direction. Our Teacher/Counsellors are not Therapeutic Counsellors and; therefore, do not provide therapy.

At our school, our parents and students have full access to our Family School Enhancement Counsellor (FSEC). Our FSEC can assist in facilitating support both in school as well as in the home. For further inquiries about our counselling services, please call the office at 403 343 3238.

Our counselling programs offers the following services:

- Programming, planning and in-class presentations on a wide variety of mental wellness related topics
- Small group activities for all age groups
- Programming and planning for grade nine students entering high school
- Referrals to community supports
- Liaison between home and school
- Family support
- Support for students with personal or family concerns, and peer relationships

### **Central Alberta Refugee Effort - Settlement Support in Schools (SSIS)**

Settlement Support Workers assist immigrant and refugee students and their families. They provide the immediate essential support for a smooth transition into the Canadian school setting within Red Deer and surrounding areas. Each SSIS aims to strengthen the student's ability to cope with the many challenges of adjusting in a new school setting. For more information, please access the link below:

[Settlement Support in Schools & Libraries – SSISL | CARE](#)

## **OTHER SCHOOL SERVICES AVAILABLE**

### **Medical Concerns**

Parents, for your child's safety, please make the office staff aware of any medical issues that may affect your children during the school day. Parents or designated contacts will be notified immediately if an emergency arises. Staff are not permitted to provide students with any medication. Student medications must be stored in the office.

**\*It is critically important that all emergency contact information is current and up to date. Please ensure that correct phone numbers are on file. Thank you for letting front office personnel know if there are any changes to your personal information.**

\*\*Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students in PowerSchool as they would with other medical conditions.

### **School and Transportation Property Damage**

Any student involved in damaging school property or damage done to buses with Red Deer Catholic Regional Schools transportation will be fully responsible for paying for the damage done. Additional consequences may be given as a result of the outcomes as each individual situation dictates. Please see RDCRS Administrative Procedure #318: <https://www.rdcrs.ca/download/290210>

### **Theft**

Any student involved in theft will be expected to pay for the theft incurred. Other school consequences may be applied that are appropriate to the offence. This also applies to any theft while riding Red Deer Catholic Regional Schools transportation.

### **Supplies And Valuables**

It is strongly suggested that students do not bring valuables to school. All clothing (ie: boots, mitts, coats) and school supplies should be clearly labeled with the child's first and last name. All students are to have a separate pair of indoor shoes which are stored in their classroom.

### **Lost And Found**

Items of value that have been found are retained in the office. Clothing and miscellaneous items are kept in a hallway "lost and found". Periodically these items will be displayed for retrieval. Those items not collected will be given away to a charity.

## **GENERAL INFORMATION**

### **Attendance**

All students are expected to be on time and attend school as per the Alberta Education Act. Students absent from school without good reason are considered truant. All absentees are checked by telephone from the school. Parents are required to phone the school when their child is ill. Students who are late must check in at the office for a late slip. Late slips must be given to the classroom teacher upon admittance to class.

Chronic truancy and late students will be dealt with according to the Alberta Education Act. Letters indicating truancy will be issued to the parent/guardian of the student not attending. This information will be recorded in the Student Information System. If issues continue with student attendance, a recommendation will be made to the Associate Superintendent of Student Services for a hearing with the Attendance Board.

### **Field Trips**

Field trips help reinforce classroom materials, bringing lessons to life. School trips give students the opportunity to visualize, experience and discuss information on a subject. Going on field trips offers students a unique cultural learning experience.

As such, our School Council, made up of parent volunteers, works hard to support field trips for all of our students. Field

### **Dress Code**

Outer clothing and backpacks are to be stored in lockers during class time. All clothing is to be appropriate and respectful for the classroom. We promote modesty. Outer clothing items with slogans inappropriate to a Catholic school are not permitted. Students' shirts must be long enough to be tucked in. Shorts, dresses and skirts should be no shorter than mid-thigh. All pants must cover undergarments. Hats, hoods on hoodies are only to be worn outside only and NOT in class.

### **School Visitors**

All visitors to the school, including parents/guardians and other guests, must first check in at the front office.

### **Bicycles/Rollerblades/Skateboards/Wheelie Shoes**

Students may ride bicycles to school provided they are locked up throughout the day in the bicycle racks provided. Students must wear helmets when riding bicycles, rollerblades and skateboards. If riding bikes or skateboards to school—students must dismount and walk when they enter school grounds.

Students may blade to school; however, roller blades are to be removed at the school entrance area and carried into the school.

Wheelie shoes are not permitted in the school at any time.

### **Aerosol Spray Products**

To maintain a safe environment for students with allergies, students are asked to refrain from using aerosol spray products such as deodorants, perfumes and body sprays at the school and instead use stick forms or non-aerosol products when used.

For further information, please refer to Administrative Policy #161: Scent Sensitive Schools <https://www.rdcrcs.ca/download/290129>

### **School Council**

We are excited to renew the School Council's presence at St. Patrick's. If you are interested in having a direct impact on your child's educational experience, please contact the office at 403-343-3238. Please consider this wonderful opportunity to shape the future of St. Patrick's community.