



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

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

Facebook: facebook.com/StPatsRD

Instagram: instagram.com/stpatsrd/

Greetings from Your Administrator Team:
Ms. Cathy Cameron and Mrs. Mandy Reed

Welcome to 2021 - 2022 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
“Be strong, be brave, be fearless. You are never alone.”

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.

2021 - 2022 St. Patrick's Calendar

Office Opens	August 5
PD Day (no school for students)	August 5
Teacher Organizational Day	August 6
1st day for students	August 9
PD Day (no school for students)	August 30
Labour Day Holiday	September 6
PD Day (no school for students)	September 24
PD Day (no school for students)	October 8
Thanksgiving Day Holiday	October 11-15
No School in Lieu of PSTI	October 22
Fall Break (no school)	November 10-12
PD Day (no school for students)	November 26
PD Day (no school for students)	December 10
Christmas Holidays	Dec 22 - Jan 11
PD Day (no school for students)	January 31
Family Day Break	Feb 21 - 22
Teacher PD and Convention	Feb 23 - 25
PD Day (no school for students)	March 4
No School in Lieu of PSTI	March 25
PD Day (no school for students)	April 1
Easter Break	April 15 - 29
PD Day (no school for students)	May 6
PD Day (no school for students)	May 20
Victoria Day Holiday	May 23
PD Day (no school for students)	June 3
Last Student Day	June 28
Teacher Organizational Day	June 29

Re-Entry

[Please check our division website for up-to-date information on school re-entry.](#)

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 9th, 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 Tuesday, August 10th, 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 Monday or Tuesday) but not both, to attend.

On Wednesday, August 12th, 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 9th.

School Hours

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

Class Hours: 8:35 am - 3:06-3:09 pm

The doors to the school open and supervision of students starts at 8:25 am. Middle School Students are dismissed at 3:06 pm and elementary school 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.

Consequences:

- On a first occurrence, the cell phone and/or digital device will be taken away by the teacher
- On a second occurrence, the cell phone and/or digital device will be turned in to the office to be picked up at the end of the day
- On a third occurrence, the cell phone and/or digital device will be taken to the office to be picked up by the parent.

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 19, 2021

Thanksgiving Liturgy held at Sacred Heart Church - October 6, 2021

Advent Liturgy held at Sacred Heart Church - November 30, 2021

St. Patrick's Day Liturgy held in St. Patrick's Community School Gym - March 17, 2021

Easter Mass held at Sacred Heart Church - May 18, 2021

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 9th through to November 9th
- November 15th through to March 11th
- March 14th through to June 28th

Progress Reports and Certificates of Placement

All progress reports for students in Grades 1 - 9 are available online 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

- 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.
- Kindergarten will be receiving their calendar on their first day of school

Parent/Student/Teacher Interviews

Our entire teaching community strongly encourages parents/guardians to attend Parent/Student/Teacher Interviews. This year, PSTI's for the fall will be held on the evenings of October 21st and 22nd for Kindergarten to Grade 9. These interviews will begin at 3:30 pm and end at 6:30 each evening. In the spring, PSTI's will be held on the evenings of March 23rd and 24th beginning at 3:30 pm and will end at 6:30 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:

- Edsby and PowerSchool
- Email
- Phone calls
- Virtual 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, 2022. 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.

In 2022, all students will receive the option of double the time to complete final exams.

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 St. Patrick's webpage, email, PowerSchool, Edsby, 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 FLUENCY

In support of digital fluency, students complete monthly "digital citizenship" lessons where they learn about: internet safety, privacy and security, creative credit and copyright, information literacy, cyberbullying, digital drama, hate speech, racism, relationships and communications, digital footprint and identity, media balance and well being.

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. For more information call (403) 341-3822 or visit 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 after each term with a final celebration 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 in educational counselling, 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 backpacks 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 cover their shoulders and must be long enough to be tucked in. Shorts, dresses and skirts should be no shorter than mid-thigh. All pants must cover undergarments. Bandanas for all students are prohibited. 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. As we continue to monitor safety protocols, regarding COVID, throughout the month of August 2022, the school is currently restricted to only students and staff.

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>

Clubs, Organizations and Events

Clubs and organizations include School Ambassadors, a wide variety of sport teams, Health Champions, recycling team, Edge Ministry and many more. Events include St. Patrick's Day festivities, liturgical and other celebrations, track & field meet, elementary fun day, theme days, Grade Nine Farewell, and awards recognition assemblies.

Student Leadership Team

At St. Patrick's School, it is very important to listen to the voices of our students. The Student Leadership team collaborates throughout the year to bring school spirit alive in our learning community. More information will be shared at the opening school assembly in August.

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 Cathy Cameron or Mandy Reed at 403-343-3238. Currently, meetings will be held by either Google Meets or Zoom. Please consider this wonderful opportunity to shape the future of St. Patrick's community.