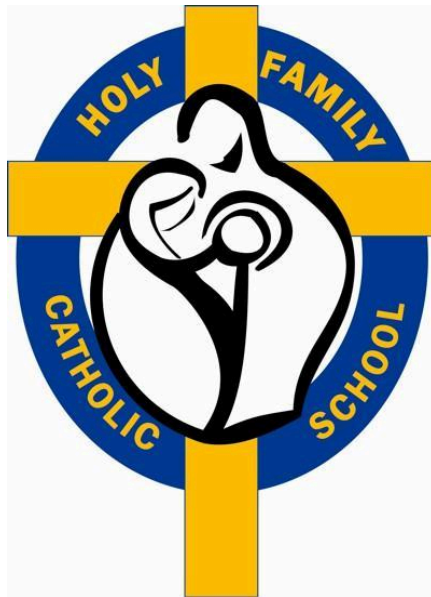


Holy Family Catholic School

Our School Community Expectations:
A Guide for Living, Learning and Belonging

September 2026



“With open arms!”

MISSION

Each person, as a masterpiece of God, is empowered to be dedicated to success.

AFFIRMATION

"I can do all things through Him who gives me strength." Philippians 4:13

Background

Holy Family Catholic School recognizes that we are created in the image and likeness of God. As such, all human beings are inherently sacred and must be treated with dignity and respect. All efforts to support the inclusive, safe and caring learning environment within our district must be in accordance with the teachings of the Catholic Church. A nurturing, inclusive community is one in which each person is welcome, accepted and supported as a Child of God; therefore, any discrimination is unacceptable. All students and staff have rights as provided for in the Alberta Human Rights Act and the Charter of Rights and Freedoms, all students and staff will be provided with an inclusive, welcoming, caring, respectful, safe and Catholic environment that promotes the well-being of all.

The purpose of this code is to:

- a) ensure that each member of the school community is provided with a welcoming, caring, respectful, safe and Catholic environment that promotes the well-being of all individuals and fosters community support for achieving this goal; and
- b) establish and publish expectations for student behaviour while at school, at school-related activity or while engaging in an activity that may have an impact on others in the school.

Student Responsibilities

A student's actions may impact the safety and well-being of himself/herself, other students and staff, as well as the student's own success in school. Accordingly, students are responsible for ensuring that their conduct contributes to a welcoming, caring, respectful and safe learning environment and shall conduct themselves in the following manner:

- a) Ensure conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging of others in the school.
- b) Assume responsibility for personal cleanliness, neatness and acceptable attire.
- c) Respect all persons of the school community.
- d) Respect the property of others and refrain from causing intentional damage to wear to books, facilities, materials, or other aspects of the school grounds.
- e) Refrain from fighting, creating disturbances, using or carrying any weapons or dangerous items, or acting in a manner that will expose others to risk of danger or injury.
- f) Report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- g) Respect the health and safety of others and refrain from using, possessing, transmitting or being under the influence of any illegal or prohibited substance; or by engaging in extortion, theft, assault, excessive noise, or any other unacceptable or unlawful activity.
- h) Attend school regularly and punctually.
- i) Be accountable for all behaviour to the teachers and other school staff.
- j) Be ready to learn, and actively engage in and diligently pursue your education.
- k) Contribute positively to your school and your community by living out the Gospel Values on a daily basis.

Unacceptable Student Behaviour

Students are prohibited from engaging in conduct, comments, bullying or actions that they reasonably know would:

- a) cause offense or humiliation to a student or staff member;
- b) adversely affect a student's or staff member's health and safety; and
- c) adversely interfere with the learning of others and/or the school environment.

Bullying includes repeated and hostile or demeaning behaviour by a student where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Students will be held accountable for engaging in **Unacceptable Behaviour** that occurs within the school building, outside the school building, during the school day and electronically (e.g. social media and email). While school staff are not able to control what students do outside of school, where that behaviour spills into the school environment, the student may face consequences for engaging in the Unacceptable Behaviour.

Examples of **Unacceptable Behaviour** include:

- a) Acts of bullying, harassment or intimidation because of a school member's race, religious beliefs, colour, physical disability, mental disability, age, ancestry, source of income, gender, gender expression, etc;
- b) Verbal, written or graphic materials that demean, ridicule or show hostility towards an individual or group of individuals;
- c) Physical violence, or to be involved in fighting or any form of violence, nor support or encourage others to do so;
- d) Use of improper or profane language or gestures;
- e) Class disruptions (including being late, not having needed books and supplies, repeated interruptions, horseplay, failure to respect other's space and their property);
- f) Defiance of school authority;
- g) Possess, use or transmit any object that can reasonably be considered to constitute a weapon.
- h) Illegal activity such as:
 - a. Possession, use or distribution of illegal or restricted substances,
 - b. Possession or use of weapons or other dangerous items including lighters, etc, and
 - c. Theft or damage to property.
- i) Engage in any other behaviour which the principal of the school judges as being disruptive to the efficient, effective, and respectful functioning of a Catholic school environment.

Students who are impacted by **Unacceptable Behaviour** will be provided with support from the school in the form of mentoring, restorative process, counseling or regular check-ins with teachers or Family Outreach Workers.

Students who engage in **Unacceptable Behaviour** will be disciplined in accordance with the procedures set out below but will also be provided with support from the school to promote healing and teach appropriate behaviors. Support for students includes, but is not limited to: mentoring, restorative process, regular check- ins with teachers or Family Outreach Workers and counseling.

Discipline

It is the school's expectation that students will adhere to the Student Code of Conduct and respect the rights of others as outlined above. A student who fails to comply with this Student Code of Conduct shall be disciplined as outlined below. Discipline may occur at any step in the below disciplinary procedure depending on the seriousness of the misconduct. It is also important to note that consequences for unacceptable behaviour will take into consideration each student's age, maturity and individual circumstances.

1. Low Level Intervention – this may include meeting with the teacher to resolve the issue, meeting with administration, contact of parents or guardians or completing a conflict resolution process between students involved.
2. Loss of School Privileges – this may include, but is not limited to, the loss of lunch and recess breaks, loss of computer and technology access, loss of locker usage or hallway privileges, loss of ability to participate on school teams. The length of the loss of school privileges will be determined by the school and may or may not include contact of the student's parents or guardians.

3. In-School Suspension – Students will remain at school and will work in isolation under the supervision of school staff. This suspension may be for one half day up to 2 days. An In-School Suspension will always include contact of the student's parent or guardian. Upon the student's return to class they will meet with the school administration, and/or the school's Family Outreach Worker, to discuss and plan for future success.
4. Out-of-School Suspension – Students will not be permitted to attend school and will be provided with work to complete at home during the suspension. This suspension may be for one half day up to 5 days. An Out-of-School Suspension will always include contact of the student's parent or guardian. Upon the student's return to classes, they will meet with the school administration, and/or the school's Family Outreach Worker, to discuss and plan for future success.
5. Expulsion – The principal may recommend expulsion of a student to the Board in accordance with section 25 of the School Act. Notification of the school board and parent or guardians is required.

A re-entry meeting will take place after any suspension. A successful re-entry process begins with student responsibility for their actions.

Rules and Discipline Procedures

Each teacher will have an established behavior/discipline plan for his or her classroom that is consistent, clear, and in line with the overall school approach. Teachers will communicate the classroom plan to their students and also to the parents through the September class newsletter. Parents and teachers need to be viewed as partners in this important undertaking and should be in direct contact when either feels the need.

To be a student at Holy Family Catholic School requires that students view themselves as members of a Catholic Christian community, which is their extended family. This community is centered on Catholic Christian values and faith.

As a practical application of this, Holy Family Catholic School knows that students will grow in their ability to be self-disciplined; therefore, **we expect all students to adhere to the following 3 rules:**

1. **RESPECT THEMSELVES**- develop personal qualities such as honesty, integrity and dependability
2. **RESPECT OTHERS**- contribute to a positive teaching/learning environment for all
3. **RESPECT YOUR ENVIRONMENT**- work together to create a sense of pride in our school environment

APPENDIX

CELL PHONES/ OTHER DIGITAL DEVICES

Cell phones and all personal communication devices are not to be used during instructional time. The school and Division do not assume responsibility for personal communication or personal technology devices.

In compliance with Ministerial Order (#14/ 2024), students who choose to bring personal communication devices and other electronic devices with them to school must follow the following:

For Jr/Sr High students, these devices may be used during non-instructional times such as break and lunch, provided that the use is appropriate and does not infringe on the rights or privacy of other students or staff and adheres to Lakeland Catholic's Responsible Use Agreement. If devices are brought to school they must be stored in an approved location and not be on their person during instructional times.

For Grades K- 6 the use of these devices is prohibited during school hours.

Students who use these devices outside of the guidelines mentioned above will:

- ▶ Have their phone taken away on the first offense and given back to them at the end of the day.
- ▶ On any subsequent offense, students will have their phones taken away until their parents come to pick the phone up. *Phone calls from parents saying it is okay to give the child back their device may not be accepted.*
- ▶ *Any behaviour that is disrespectful and not understanding of the consequences will result in application of the disciplinary process.*

STUDENT PERSONAL ITEMS

Students are expected to keep unnecessary personal items at home as the school is not responsible for loss (should it occur). Such items include (though not limited to) trading cards, toys, stuffed animals, gadgets, etc.

K-6 students are encouraged to have creative play during recess time, that does not include the use of toys or objects. Should such items be brought out during the school day, they will be asked to return it home.

LEAVING SCHOOL GROUNDS AT LUNCH

The following list is expectations for any student leaving school grounds during lunch:

- ▶ Gr 9-12 students *must* have a note from their parent or guardian giving them permission to leave school grounds. The note must include the date, the reason for leaving school grounds and signature from a parent or guardian.
- ▶ Students will return to the school **before** 12:30 p.m. (the start of their classes).
- ▶ Students will conduct themselves in a proper and respectful manner while off school grounds.
- ▶ Any student who does not meet these expectations will have their parents/guardians contacted and may not be permitted to leave in the future.
- ▶ If a parent would like to grant permission to their child to leave school grounds at lunch on a **daily** basis they are to indicate this in a note and we will keep it on file in the office.
- ▶ Students in grades K-8 are not permitted to leave school grounds during the school day.

DRESS CODE

Dress Code: Students must dress neatly and appropriately for learning in a Catholic school environment. This means:

- ▶ T-shirts with inappropriate slogans, politically incorrect statements or labels (e.g. beer labels or obscenities) are not permitted.
- ▶ Skirts or shorts to be of appropriate length.
- ▶ All tops are to be of a length that covers the midriff and back. Collars and necklines must be appropriate. Undergarments of any kind will not be shown on any part of the body. Students who are not wearing appropriate clothing will be required to change into appropriate attire. The school has large T-shirts and pants available should an individual not have means to change into appropriate attire.
- ▶ Hats and headgear (including hoods) must be removed upon entering the school and remain in lockers (or off of the head) throughout the school day.
- ▶ Clean, non-marking, dry footwear must be worn indoors. A pair of non-marking indoor running shoes (not “Crocs”) must be kept at school for physical education classes. “Heelys” are not to be worn at school due to safety risks to self and others.
- ▶ Changing for Physical Education is mandatory for students in Grades 5 - 12. They will have the option of wearing appropriate length shorts or sweat/track pants.

HEALTH and WELLNESS

Supporting student responsibility for their health is a priority for HFCS. We encourage healthy lunches that provide for optimum stamina through the day. Soda beverages and coffee are not permitted for K-9, and energy drinks are not permitted anywhere within the school for K-12. As well, warning labels will be followed for any beverage.

LOCKER RULES

Student use of the lockers requires that there is respectful usage including having care and cleanliness, and not damaging. School lockers are available on the condition that the Principal or designate reserves the right to search and repossess the locker at any time without notice as per District AP 351-1. As per HFCS convention, locks are not used on lockers. If students in grade 7-12 wish to have a lock, they may sign one out with a deposit fee at the office.

ATTENDANCE INTERVENTIONS

HFCS expects regular attendance and provides support for those students who are unable to attend school due to extraordinary circumstances. While students have a right to access an educational program, they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. We are called to ensure every reasonable effort has been made to ensure the child attends school. Please notify the school through School

Enter in School Messenger if your child is unable to attend school for any reason. Students who are
HFCS Expectations Manual

marked truant will receive a phone call home to verify their absence and documentation will be recorded indicating the reason for not being at school, and the following monitoring protocol will be followed:

Attendance Protocol Monitoring/Action Steps

With the foundation that relationships, consistency, and presence are essential to nurturing the dignity and potential of each learner.

- (a) Monitoring to determine patterns of non-attendance will take place at the end of each month.
- (b) Patterns of non-attendance are determined by the number of times arriving late and absences for all or part of the day.
- (c) All amounts for students who are late or absent will be looked at in terms of percentage (by dividing the amount of times late or absent by the current number of school days). For example, if a student is absent 2 days over 20 school days, their percentage of school missed would be $2/20 = 10\%$.

Universal: (School Culture and Classroom Supports)	Targeted School Supports - Activated with 10% or more absences from school (both excused or unexcused)	Individualized Supports - Activated with 20% or more absences from school (both excused or unexcused)
Supports are universal and do not require a referral/request for support process	1. The second day of an unexcused absence, it will be followed up by an in-person phone call to parents from the office. If there is no response, the emergency contact will be contacted. 2. On the third day of an excused absence (without further communication to the school) parents will be contacted by the office. 3. The teacher will contact home after observation of being on track to miss 10% or greater. 4. The teacher will track and follow up for positive change the following month. 5. Referral to Administration for applicable interventions.	1. Contact between the school and the Division Director to review continuum of supports, documentation, and steps taken. 2. Further interventions will occur with consultation from Division Director. a. If progress is made, return to steps 1-3 in Targeted Supports. b. If NO PROGRESS is made, continue to step 3 below. 3. Division Attendance Officer will be notified. Next steps may include: a) student, family, staff conference, or b) referral to the attendance board if necessary.

Ref. LRCSSD AP330 and *Education Act*, SA 2012, c E-0.3, ss. 7, 8, 9, 31, 32, 33, 46, 47, 48, 49

DISMISSAL PROCEDURES FOR TOWN STUDENTS

It is important for all students to know how to safely exit the campus. For town students there are more variables for safety and the following procedures must be followed.

While buses are in the bus lane:

- Students are to wait for an adult to assist in crossing the crosswalk. Vision is blocked from the buses, and an adult must be there to ensure safe crossing. This adult may be their own parent or the principal.
- Students may access their bikes from the bike rack, and exit the property from either the north east corner of campus, or by the library. Students must walk their bikes on the property during dismissal time.
- Under no circumstances are students permitted to exit the property through the parking lot, between cars, or cross behind or between the buses.

SCHOOL BUS MISBEHAVIOUR

Misbehaviour on school bus – Misbehaviour on the school bus, may follow these procedures unless

the infraction is very serious. Misbehaviours include improper seating, yelling, swearing, taking other's belongings, and use of a cell phone that does not respect the privacy of others, etc.

- ▶ The driver completes a Bus Misconduct form. This is sent to Central Office and is kept on file at school.
- ▶ Discipline procedures will follow the basic outline in the Discipline section of the Student Code of Conduct. Therefore, this may include low-level interventions and removal of privileges, but also bus suspensions for up to 5 days.

ACADEMIC HONESTY

HFCS is committed to fostering honesty, integrity, and responsibility in learning, rooted in our Catholic faith and guided by Gospel values. As technology evolves, including the use of Artificial Intelligence (AI), students are expected to use all tools ethically and in ways that support their own learning.

Academic dishonesty will be addressed in accordance with school procedures (AP 350 and AP 360) and may include loss of credit, reassessment, and/or further disciplinary action.

- Examples of academic dishonesty include plagiarism, cheating, unauthorized collaboration, or misrepresenting work (including through AI or altered media).
- Students are expected to: Submit original work that reflects their own thinking, Properly acknowledge all sources, including AI tools, Demonstrate honesty on all assignments and assessments.
- Use of Artificial Intelligence (AI): AI may be used for brainstorming, skill development, and deepening understanding. AI may only be used to complete assignments or assessments when explicitly approved by the teacher. Any use of AI must be disclosed.
- Submitting AI-generated work as one's own is considered academic dishonesty.
- Teachers will implement their classroom procedure. After 2 events, it will be referred to administration.

EXTRA-CURRICULAR PARTICIPATION

Participation in extra-curricular activities is a privilege that supports student growth, connection, and well-being. Students are expected to demonstrate a consistent commitment to their academic responsibilities in order to take part. To remain eligible, students must:

- Maintain regular attendance and arrive to classes prepared to learn
- Complete and submit any missed work (due to attending an event) in a timely manner
- Demonstrate consistent effort toward course outcome and be in good standing (no significant or ongoing concerns regarding incomplete work or academic dishonesty)

Students who are experiencing academic difficulty may be temporarily limited in their participation until improvement is demonstrated. Support will be provided to help students regain good standing. Our goal is to ensure that extra-curricular involvement complements, rather than replaces, a student's responsibility to their learning.

*Reference: Section 12, 14, 16, 20, 24, 25, 45, 60, 61, 113 School Act
Occupational Health and Safety Act
Prevention of Youth Tobacco Use Act
Smoke-free Places Act
Lakeland Catholic Administrative Procedure 323
Lakeland Catholic Administrative Procedure 324*