



MISSION AND VISION

Holy Cross Collegiate is United in Faith, Hope and Charity to Develop a Collaborative Community Where Individuals are Inspired to Discover their Spiritual, Academic, Athletic and Creative Potential

In congruence with the Christ the Redeemer School District and Mission Statement, Holy Cross Collegiate is a professional learning community that fosters hope and a Catholic Christian value system within a pluralistic society. Our service commitment is to make His life, mission and teaching our focal points of belief and conduct within our Catholic school. Specific to Holy Cross Collegiate our motto is:

“He died for us, We live for Him”

This motto is reinforced in our school commitment to making Christ known to each child.

Holy Cross Collegiate is centered in Christ. This school's primary commitment is to educate students in a Catholic environment, to challenge them to excel in all virtuous aspects of life and to encourage them to use their gifts in the service of the community.

VISION STATEMENT

Academic Vision

- ❖ We will build a professional learning community to share teaching practices and to encourage student achievement.
- ❖ We will foster an environment in order to pursue knowledge and truth.

Spiritual Vision

- ❖ We will demonstrate Catholicism as the underlying theme in all that we do at Holy Cross.

Creativity Vision

- ❖ We will permeate Catholic Faith in who we are and what we do at Holy Cross.

Athletic Vision

- ❖ We will foster an inclusive athletic community that encourages sportsmanship, fair play and Christian character.

DAILY PRAYER

Each school day begins with a prayer, which is led by a student or staff member. While prayer is being said, everyone is expected to stand still and reverently listen. Classroom teachers, coaches and club advisors incorporate additional prayer opportunities throughout the day.

The following is our school prayer:

“Lord, our God, defend us always by the might of Your Holy Cross. Free us from our sins and give us strength to face all struggles. By Your holy cross, You redeemed us, and by Your resurrection, gave us hope for eternal life. Help us take up our cross and follow You.” Amen

RELIGIOUS STUDIES EDUCATION

Every student is expected to successfully complete three courses in Religious Studies (15, 25, 35) to meet graduation requirements.

SERVICE HOURS

Students are encouraged to participate in activities that support the needy in our community and the needs of the underprivileged globally. This is evident in the many charitable organizations that we support and the commitment of students to volunteer service to the community. Part of the graduation requirements are 30 hours of community service completed between grades 10-12.

PASTORAL SERVICES

Holy Cross Collegiate has a relationship with our Catholic parish - Sacred Heart, as well as an affiliation with other district parishes. Holy Cross Collegiate holds religious ceremonies and celebrations and is pleased to have the parish as partners in the promotion of youth faith development.

Holy Cross Collegiate

Student Academic Achievements

MARKING, EVALUATION, REPORT CARDS, PARENT-TEACHER-STUDENT CONFERENCES

At the beginning of each course, the teacher will outline the course content, objectives and student assessment procedures. All grades are reported and accessed through Powerschool. This is a live reporting system and you will need to set up an account to access your child's account. Students also have passwords to access their marks and attendance. Instructions are mailed out in the fall for new registrations. Parents and students can use their same logins throughout their time at Holy Cross Collegiate. Powerschool gives detailed information regarding attendance and assignments/tests etc as well as the final mark at the end of the year. It is accessible 24/7 and is automatically updated as teachers enter marks. If you have questions or concerns about your child's grade, the first step should be to contact the teacher and speak with them directly.

Expectations for Students

CREDIT LOAD

Grades 10's - Students are required to take a full course load (no spares).

Grade 11's - Students are expected to take a full course load (no spares).

Grade 12's - It is suggested that students take 32 credits including Religious Studies 35 and they are required to have a total of 100 credits by the end of June.

Students are expected to use their spares for study.

ATTENDANCE IN CLASSES

Students are expected to attend all of their classes on regular basis. Poor attendance often results in poor achievement. The complete attendance guidelines are outlined in the attendance policy.

The onus is on the parent/guardian to advise the school if a student is to be absent from school by telephoning the school prior to, or on the morning of the absence. There is a 24-hour attendance line, 403 901-2050 (extension "1") where messages can be left or parents can email HCC-Attendance@redeemer.ab.ca. Parents must contact the school office to excuse their child from school and or class, even if the child is over 18.

Holy Cross Collegiate

Student Conduct Policy

INTRODUCTION

The student conduct policy was developed by the staff of Holy Cross Collegiate and has been endorsed by the parent council and the ward committee. We believe that discipline should have as its goal, the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of his/her school and community.

Good discipline exists in a school and in a classroom when a positive, constructive learning environment is apparent, and when the misbehavior of any student is not allowed to interfere with, or adversely affect, the required learning process for all students. In order for good discipline to occur, however, the staff of Holy Cross must acknowledge that consistency in the application of this discipline policy is necessary; as a result, it is paramount that all staff members adhere to the material outlined in this policy in the same manner.

As well, please refer to the [Student Conduct and Discipline Process](#) as posted on Christ the Redeemer's website under School Board>Administrative Procedures>Students.

PARENT/STUDENT EXPECTATIONS

Parents are the most important educators of their children and have great impact in the lives of their children. Teachers need to work with parents in order to have their expectations understood and supported by students.

Expect from students non-negotiable behaviour that they are capable of upholding in order to be successful - students will...

- ✓ Attend all classes.
- ✓ Be on time for class.
- ✓ Bring required materials to class.
- ✓ Complete all assigned work on time and achieve at a level of 50% or better.
- ✓ Never use verbal or physical abuse in play or in dealing with conflict.
- ✓ Never take or damage the property of others.
- ✓ Pitch in to keep the school a clean place.
- ✓ Wear clothing that reflects cleanliness, modesty, and is in accordance with Catholic values.
- ✓ Follow staff instructions when given.
- ✓ Never leave the classroom without a staff member's permission.
- ✓ Follow all school rules as designated in this handbook.
- ✓ Show respect for self and respect for the rights of others.
- ✓ Show respect for fellow students, teachers, support staff and visitors to the school.
- ✓ Show a respectful Christian attitude.
- ✓ Practice and display the use of respectful language.

GENERAL EXPECTATIONS FOR STUDENTS

Being prepared

Students will come to class prepared to work and will...

- ✓ Come to class on time.
- ✓ Have on hand all the materials necessary to successfully participate in the activities of that class.
- ✓ Have completed all homework as assigned, be prepared to show their completed homework and will answer questions related to the homework and participate in discussion specific to that homework.
- ✓ See to their washroom needs during breaks and before class.
- ✓ Go directly into the school when the warning bell rings.
- ✓ Make up missed learning time.

Please Note: *Students who arrive late will be obliged to sign in at the office. (Students will be considered late if they arrive after the last bell).*

Being on-task

Students will be on task (attentive and involved) in all activities and will ...

- ✓ Have all books, pens, etc. on hand and be note taking when appropriate.
- ✓ Remain in class unless directed otherwise and at all times work on tasks individually or in groups without interruption.
- ✓ Follow effective listening strategies as outlined by the teacher and posted in the classroom.
- ✓ Remain in their seats and be attentive during announcements. Students should not pack up their materials early.
- ✓ Only consume food or drink during class time at the discretion of the individual classroom teacher. Listening devices are to be used at the discretion of the teacher.

Respect

Students will be respectful of themselves, their peers and their teacher and will ...

- ✓ Respect the teacher or student speaking by listening attentively; raise their hand and wait for the teacher to call on them if they wish to speak.
- ✓ Show patience and assist other students as directed by the teacher.
- ✓ Discuss difficulties (personal or otherwise) with the appropriate persons involved.
- ✓ Act respectful of all students and treat others in a manner similar to that which they would wish to be treated.
- ✓ Ask a teacher or staff member to mediate when problems arise.
- ✓ Use appropriate language at all times.

Clothing

Students' clothing will reflect the values and teachings of the school and school district.

- ✓ Clothing should be respectful and appropriate for a Catholic School.
- ✓ Headwear (including bandanas) is not to be worn in the school at any time during school hours.
- ✓ Sportswear in gym class and school sports must include shorts with a 5 inch inseam and a t-shirt.
- ✓ Shorts should have a 5 inch inseam, skirts should be mid thigh.
- ✓ No jean rips above mid thigh unless rips are frayed over .
- ✓ No visible skin between top and bottoms. Your shirt must meet your pants around your entire waist.
- ✓ No backless, see-through backs, sheer tops, or cut-outs that show your undergarments.
- ✓ No very low-cut tops.
- ✓ Shoulder straps must be one inch (2 fingers). No spaghetti straps, or gapping t-shirt cutoffs. No display of undergarments.
- ✓ No clothing which displays offensive language, images or graphics, or which would contradict the Christian nature of our school.

School Cleanliness

Students will take responsibility for cleaning up after themselves.

Lockers:

- ✓ Lockers will be kept clean.
- ✓ All students will have a combination lock for their lockers and ensure it is locked at all times.
- ✓ Students are expected to look after their personal belongings. The school will not take responsibility for lost items.
- ✓ Damage of lockers will be the responsibility of the student.

Materials/Resources/Textbooks/Garbage:

- ✓ Student will return all materials to appropriate places. i.e.: books on shelves ... papers on teacher's desks, etc.
- ✓ Students will dispose of refuse in garbage containers, and recycling items in appropriate recycling containers.

Lunch Time Expectations: Students will...

- ✓ Remain in class until they are dismissed for lunch.
- ✓ Place (not throw) their own trash in wastebaskets.
- ✓ Clean up their eating space after eating and place refuse in container.

School Equipment

Students will be respectful of school equipment and the school facility and will...

- ✓ Not write on or deface walls, desks, lockers, posters, textbooks, furniture or any other school property.
- ✓ Be required to replace, repair or reimburse damage for which they are responsible.

School Environment

Students will contribute to the school's safe and orderly environment in the following ways and will...

- ✓ Not engage in rough play, fighting or harassment/intimidation of students at any time or in any place in the school, on the school property, riding the bus or transit.
- ✓ Refrain from throwing snowballs, rocks ... "sanding or snowing" anyone.
- ✓ Walk quietly and in an orderly manner at all times in the hallways.
- ✓ Not smoke within the school or on the school property. This includes the use of smokeless tobacco and e-cigarettes.
- ✓ Students will keep their bikes locked at all times in the designated area.

Bikes / Buses

- ✓ Students will adhere to town bylaws while riding bikes and will lock their bikes to the southeast fence during the day.
- ✓ Food and drink is not allowed on the school bus.

Please Note: *The use or possession of liquor or non-prescription drugs will not be tolerated within the school or on school property. These offences are treated very seriously and will result in suspension and/or recommendation for expulsion from school. The RCMP may become involved and possible charges laid. This regulation holds true for students while on school-sponsored activities.*

HOMEWORK

Students are to spend time each evening on schoolwork. The time will vary with the grade level and the capabilities of the student. If a student has no specific assignment, he/she should develop the habit of reviewing his/her notes each day. If parents find that their son/daughter does not actually have homework to do, reasons to explain this situation should be explored. Parents are encouraged to call the school and consult with the teacher if any uncertainties regarding homework assignments occur.

One of the factors that have a very high correlation to student failure is the non-completion of homework. Since failure is to be avoided, students who do not complete homework must be dealt with immediately with logical and caring consequences. Parents are encouraged to ensure that this problem does not occur by monitoring the completion of homework at home. Teachers will contact home initially and subsequently with a phone call if homework assignments are not complete. Students are strongly encouraged to attend the SDL block to get assistance with

homework. Students may be asked to stay in at lunch or stay after school to complete homework.

Parents are encouraged to provide the school with their email address so that staff can also use this method for sharing homework assignments and student issues.

HOMEWORK POLICY

At Holy Cross we believe that students should not have the option of not doing work. We want work handed in so students can learn. If the assignment is not handed in when it is due, the student may lose 5% per day to a max of 20%, therefore the most marks a student may receive is 80%. After the four days, a phone call/email home will be made and the parents will be notified that the assignment still has not been handed in and currently it has been marked as a zero. However, please note that if the work is brought in, it will be marked, just out of 80 (teacher discretion) marks not 100 and the zero in the grade book will be replaced with the mark. The policy is in place for junior and senior high students.

DISCIPLINE PROCEDURES

Absenteeism

Unavoidable absences for all students include:

- ✓ Illness.
- ✓ Serious illness or death in family.
- ✓ Medical, dental or other professional appointments (verified with note from place of appointment).
- ✓ Approved school excursions.

Unexcused absences (Avoidable):

All absences that have not been called in by a parent/guardian will be considered unexcused until confirmation from a parent/guardian (verbal or by a note or email to the school office).

Reminders Regarding Absenteeism:

- ✓ Notify office of reasons for absence prior to 8:32 a.m. of the date of the absence through the school's phone message system.
- ✓ Students are responsible for making arrangements to get work missed and complete assignments within the guidelines prescribed by the teacher.
- ✓ Students whose absences are avoidable are encouraged to have a parent/guardian contact the school.

Students are responsible for catching up on all work done during any time missed.

Lates / Tardiness

Our late policy will be as follows:

- ✓ Junior and Senior High student lates will be tracked for all four blocks.

- ✓ Each month Senior High students will get a three late grace period.
- ✓ Each late after the three grace period counts as fifteen minutes of owed time at lunch. This will be determined at the start of every month.
Example: If a student has been late 5 times then he would owe 30 minutes at lunch.
- ✓ We will run a late room for these students.
- ✓ If lates are becoming a concern parents will be contacted and a meeting may be required to address the situation.
- ✓ Students will be placed on closed campus during lunch hours if there is no improvement from serving lunch hour late times or if lates are becoming an issue during the lunch

MUSIC

Content - Students must respect the nature of the school when selecting the music that they bring to school. Music with mature content, inappropriate vocabulary and topics contrary to the school culture and philosophy must not be brought to school. Any staff member may request to listen to any music that a student brings to school. Should the music prove inappropriate, it will be confiscated and the matter discussed with Administration.

Listening devices are to be used at the discretion of the teacher.

INTIMIDATION/BULLYING

Bullying and intimidation will not be tolerated. If this does occur, Administration will meet with the student to stop the behaviour immediately so it does not happen again. Parental contact will be made through letter or phone. If the bullying and intimidation continues a suspension may occur.

STORMING OUT/LEAVING CLASS

Students are not permitted to leave class or school without teacher authorization. If a student storms out of class after being told to remain in the classroom, the office will be contacted. Parents/guardians will be contacted by the school administration. If the student refuses to return to class immediately a parent/guardian will be required to come to school to remain with the student. Missed learning time will be made up. If a student refuses to leave a class when asked, Administration will be called to escort the student out of class. A parent meeting may be required before the student is permitted back to class.

PHYSICAL ASSAULT

Suspension will be immediate in the event of physical assault on a staff member or a student causing bodily harm. The maximum school assigned suspension is 5 days. Suspensions of further length are at the discretion of the superintendent. A re-entry meeting is compulsory involving the administration, parents and student in order for the student to resume class attendance (for any suspension). In the event of a physical assault, there exists the possibility of the RCMP becoming involved and charges being laid.

ALCOHOL, TOBACCO PRODUCTS, E-CIGARETTES, BANNED SUBSTANCES & DRUG ABUSE

Holy Cross Collegiate has a zero tolerance policy towards the use or possession of liquor, tobacco products, e-cigarettes, banned substances and/or non-prescription drugs within the school, on school property, or within the general area of the premises during school hours. This regulation holds true for students while on school-sponsored activities. These offences are treated very seriously and will result in suspension and/or recommendation of expulsion from school. The RCMP may become involved and possible charges laid. Students who are suspended for alcohol, tobacco products, e-cigarettes, banned substances and/or drug abuse will be required to complete a number of conditions in order to be considered for re-instatement to the school. One of these conditions may be an agreement by the student and the parent/guardian to participate in an educational counseling program run by AADAC.

SUSPENSIONS

Suspensions may also be issued for continual and escalating disruptive and/or dangerous behavior or for non-compliance. Parents will need to meet with Administration before the student is permitted back into class. The following are policies from the School Act Section 24 and School Board: A student shall conduct himself so as to reasonably comply with the following code of conduct:

- ✓ Be diligent in pursuing his studies.
- ✓ Attend school regularly and punctually.
- ✓ Co-operate fully with everyone authorized by the board to provide education programs and other services.
- ✓ Comply with the rules of the school.
- ✓ Account to his teachers for his conduct.
- ✓ Respect the rights of others.

A student may be suspended or recommended for expulsion if, in the opinion of the teacher, the principal, or the board, the conduct of the student does not comply with Section 24 and 25. Suspension from school may occur for the following (per District Policy):

- ✓ Use or possession of or active contact with weapons.
- ✓ Threats, which may, in the opinion of the principal, endanger others.
- ✓ Obscene or abusive language/gestures.
- ✓ Theft.
- ✓ Assault.
- ✓ Vandalism.
- ✓ Use, possession, distribution, or active contact with alcohol/illegal substances.
- ✓ Sexual harassment.
- ✓ Extortion.
- ✓ Disruptive behaviour or non-compliance of authority.
- ✓ Involvement in or association with criminal gang activity.
- ✓ Harassment/intimidation of any individual.

Police involvement will always occur in instances of criminal activity.

CELL PHONES

Cell phones may be used outside of class time. If a phone is used or goes off during class time the teacher will confiscate the phone and give it to Administration to be picked up at the end of the day. During class time students are expected to keep their phones in their lockers. As with cell phones and all other electronic devices these items are brought to school at the students own risk. Holy Cross will not be held responsible for lost, stolen or broken electronic devices.

LUNCHESES / MESSAGES

Classroom time is very valuable and we prefer not to interrupt classes. Please leave any messages or lunches at the office.

BUS LANE

For the safety of your children there is no parking in the bus lane as per the posted hours. Vehicles will be ticketed through bylaw enforcement.

STUDENT SUPPORT SERVICES

The primary goal of the school is to provide an environment that encourages student success. School staff will utilize any student support services available to assist a student to be the most successful student possible. This may involve accessing counseling services by staff, utilizing community services and working cooperatively with parents.

Christ The Redeemer (CTR) Catholic Schools is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. If a student group such as this is formed in one of our CTR Catholic Schools, the school principal will notify parents via email/school website.

A NOTE FOR PARENTS FROM OUR PRINCIPAL, MR. LAVERN EVANS

At Holy Cross Collegiate we realize that parents care about their child's education. With parental help in the areas previously described in this handbook, we are sure that our school will have no problems with inappropriate behavior in the classrooms, hallways, or grounds of the school. The school will then be able to get on with the real task of providing your child the best education possible.

Your child, as well as every other child in our care, is very important to us. We want all students to succeed academically but we need to inform you that we will not let any child go beyond the stated limits in this handbook without taking a stand and actively involving parents.

This parental involvement will not be done to cause added stress, frustration or problems to your family, or to fix blame or guilt on anyone. It will be done because we truly believe that you are the most important and influential person in your child's life and if we work together and intervene early before anything becomes a real problem, we can ensure success and a great educational year.