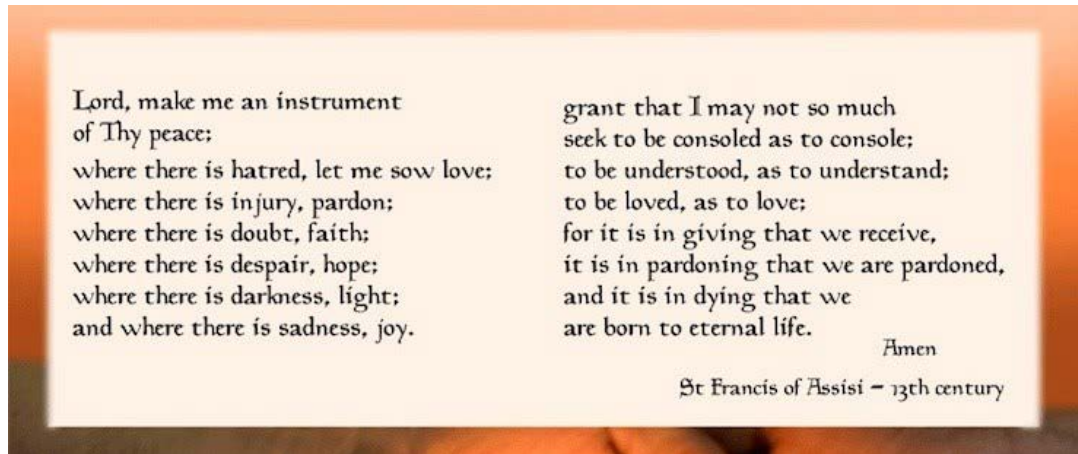




St. Francis of Assisi Academy

Student and Parent Handbook

2021 - 2022



The Mission Statement of St. Francis of Assisi Academy:

"St. Francis of Assisi Academy is a community of lifelong learners, where challenges are opportunities for growth, and individual gifts and talents are valued. Above all, we live with faith and love, reflecting the peace and goodness of Christ"

The Motto of St. Francis of Assisi Academy:

"Pace e Bene"



St. Francis of Assisi Academy is governed according to the [Administrative Procedures](#) of Christ the Redeemer Catholic Schools.

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Appendix A - Covid-Related Updates for 2021/2022

Please note that all Covid-related updates remain subject to revisions continually throughout the year based on changes at the school level, district level and any new direction provided by our Ministry and Alberta Health services. For the latest information, please click [here](#).

STF School Re-Entry Plan - the latest version is posted on our website, and can be accessed [here](#). CTR Catholic's Plan is indicated in black text with St. Francis of Assisi Academy updates in blue ink.

COVID-19 Screening Questionnaire - Parents, students and school staff must review the self-screening questionnaire each day before going to a school building. Visitors must also use this questionnaire to determine if they may enter our school.

Self-screening questionnaire

[English](#) | [French](#) | [Arabic](#) | [Traditional Chinese](#) | [Simplified Chinese](#) | [Punjabi](#) | [Hindi](#) | [Spanish](#) | [Tagalog](#) | [Urdu](#) | [Vietnamese](#)

FAQ's related to COVID-19 and our Re-entry Plan can be read [here](#).

Mental Health Information - CTR Catholic sees parents as partners in education.

Some things parents can do to help ease anxiety and apprehension of a child include:

- Focus on the positives and things they are looking forward to about school
- Provide reassurance and help your child to feel understood and supported
- Focus on what you can control and help your child identify what they can control and some practical things they can do to reduce anxiety such as getting organized, picking out school clothes, etc.
- Get back into school routines at least a week early - waking up, eating, going to bed at regular times
- Stick to familiar routines as much as possible
- Plan for the transition
- Allow for extra time the first day so you are not rushed
- Reach out to your school's principals or FSLW for more information and support.

More information can be found in the links below:

- [Help in Tough Times](#)
- [Helping Children Cope With Changes Resulting From COVID-19](#)
- [Supporting children's return to school during COVID-19](#)
- Mental Health Helpline: 1-877-303-2642. This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental health services and referrals to other agencies.



Division Overview

Christ the Redeemer Catholic School Division (CTR Catholic) operates in seven communities throughout the province of Alberta providing authentic Catholic education to students in 15 traditional schools, four Outreach schools and a distance education school.

CTR Catholic was created as a result of the Government of Alberta's restructuring of school districts across the province in 1994 and 1995. CTR Catholic was formed in 1995 by amalgamating Okotoks RCSSD #346, Drumheller RCSSD #25, and Assumption RCSSD #50. Today CTR Catholic operates in Oyen, Brooks, Drumheller, Strathmore, High River, Okotoks, and Canmore.

The Centre for Learning@HOME offers virtual education, home schooling and distance education to more than 3,000 students in communities throughout the entire province.

CTR Catholic supports more than 540 teachers and 300 support staff with faith-based learning opportunities, professional development and guidance. Our teachers continual commitment to learning, sharing and providing a safe and caring opportunity for each student is paramount. Our motto is, "Leave Not One Heart Behind."

History

The history of Christ the Redeemer Catholic Schools is one which embodies faith, commitment and perseverance. Literally hundreds of people have been directly involved in its formation.

The History of Our Division booklet (see sidebar) recounts several firsthand stories of our humble origins. The division's very existence is due to parents' deep-rooted desire to have authentic Catholic education available to their children.

While Christ the Redeemer Catholic Schools has existed as a separate entity for less than twenty years, some of our stories exceed the half-century mark, while others are still writing their first chapter. In every instance we can see faithful perseverance, unwavering determination, and the righteous and fervent belief that Catholic education is right, and good, and deserved.

Mission

As an evangelizing school division, in partnership with the family, we will deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a warm, caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence.

Vision

The truth of Christ and knowledge of God's creation will be experienced by and manifest in the students, staff, parents and supporters of our Catholic School Community.

To all the supporters of our Catholic schools, we thank you for your dedication of time, energy and financial support. Please continue to keep our students, staff, families and communities in your prayers daily.

www.redeemer.ab.ca

St. Francis of Assisi Academy

Our School's Patron Saint

Lived: St. Francis was born in Assisi, Umbria, Italy, in 1181, and died in 1226.

Patron Saint of: The environment, animals, and birds because of the respect he gave to all God's creatures.

The Story of Saint Francis of Assisi:

Francis Bernardone was born the son of Pietro di Bernardone, a rich cloth merchant in Assisi in Italy. He led a wealthy and privileged life, wearing clothes made of the best materials and was well educated. With a future guaranteed in his father's business, some of his youth was miss-spent. His experiences as a soldier, during which time he was a prisoner of war, led him to a more somber and religious life. He undertook a pilgrimage to Rome and returned to Assisi following spiritual visions and mystical experiences. He decided to devote his life to the Christian faith and renounced all of his wealth preferring to lead a life of poverty. His evangelical preaching inspired others to follow him and in 1209, Francis and his first followers went to Rome to ask permission from Pope Innocent III to found a new religious order. The pope agreed and Francis d 'Assisi became the founder of the Franciscan Order of Preaching Friars. He was said to have preached to birds and animals, which explains his association with nature and all of God's creatures.

Saint Fun Facts:

Saint Francis of Assisi was a wealthy young man of privilege, served as a soldier and was a prisoner of war. He heard God's call and went on to be one of the most venerated Catholic saints. He designed the first living Nativity set and was the first man ever recorded to receive the Stigmata, the wounds of Christ.



Our Academic Logo



The STF academic logo depicts the cross of the Franciscan order, called the **Tau cross**, **transformed into an “F” representing St. Francis** then united with a distinctive **“S” for his sainthood**.

The **deep brown colour** was selected for St. Francis’ association with **nature and all of God’s creatures**. Brown is also the colour of the **traditional Franciscan robe**.



Our Athletic Logo

St. Francis Storm

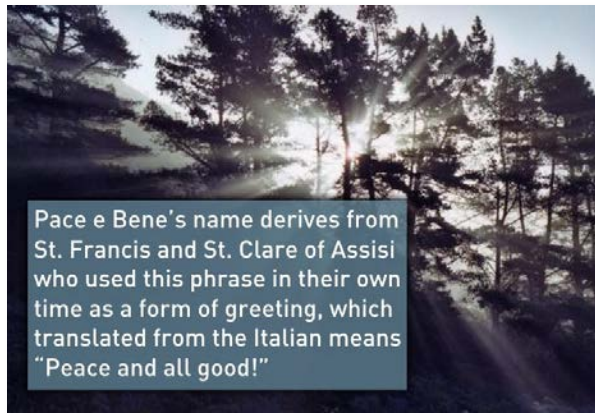
A Powerful Force of Nature!



Our School Motto

St. Francis of Assisi Academy's School Motto is:

Pace e Bene!



About Our School

St. Francis of Assisi Academy is situated north of Okotoks, in the Davisburg area. St. Francis of Assisi Academy opened its doors for the first time on August 30, 2016 with about 260 students. The school currently enrolls approximately 500 students from Kindergarten to Grade 9.

The state-of-the-art facility features one of the largest gymnasiums in the division, 13 large classrooms, a high tech New Media suite, a Band room, and a large Foods lab. It has a beautiful Atrium and a Library. CTR also has a joint use agreement so students can access the Scott Seaman Sports Rink next door for various skating programs and our Junior High Hockey option (Gr. 7-9) when student interest exists.

Faith is at the core of our school and permeates everything we do. Our other main areas of focus are **Literacy**, **Numeracy**, and **Physical Education**. A unique feature to the school's programming is an enhanced Math and Numeracy Program.



Local Parish



Our school's local parish is [St. James Church](#), in Okotoks, AB

Annual Education Plan

To access our school's latest report on results, please click [here](#).

Faith Expectations

Our Catholic faith permeates everything we say and do at St. Francis of Assisi Academy, and this extends to more than the content that is taught in our Religion classes. Our faith, and modelling the love we are called to show one another, are key elements to everything we do; our teaching, our discipline process, our communication, student programming and supports, and the way we treat each other at all times. In every interaction, we continually strive to help others grow in their faith by modelling Christ's example, and at the heart of everything we do, we aim to preserve the dignity of every one of the members of our school community.

The foundation of faith at St. Francis can be found in the school's motto, "Pace e Bene". Its historical roots are in the words St. Francis used to greet others. It is a tradition that we have adopted within our school community. It is more than just words, it is reminder each day to our students and staff that peace and fulfillment comes seeking God's goodness in each other and letting this same goodness shine through in our deeds and words.

The spirit of "Pace e Bene" can be seen in a broad spectrum of activities within the St. Francis of Assisi community. This spirit is most overt in our numerous celebrations throughout the year:

- Whole School Beginning and Year-end Masses
- Grade level Masses throughout the year

- Grade 4 Bible Blessing (Fall)
- Remembrance Day Liturgy
- Annual Advent Liturgy (December)
- Christmas
- Shrove Tuesday
- Ash Wednesday Liturgy (Beginning of the season of Lent)
- Stations of the Cross
- Celebration of Easter
- Stations of the Light
- Living Rosary
- Eucharistic Adoration

At St. Francis “Pace e Bene” is also visible in the numerous seasonal activities and celebrations. Whether is our junior high sports teams or our annual Halloween parade, our staff and students are expected to put the dignity of others before anything else.

St. Francis of Assisi Academy works closely with St. James Parish in Okotoks to provide meaningful encounters with students and clergy. Our two parish priests, Father Troy and Father Vincent, make frequent school and class visits to support our staff and student in the continued development of their faith.

In an act that defined his faith, St. Francis turned away from his wealth and worldly possessions to lead a humble life of service. At St. Francis of Assisi Academy, our staff and students have numerous opportunities to set aside their own personal needs and wants and experience the joy of service. Throughout the year, there are whole school initiatives that invite our entire community to reach out to the less fortunate in our surrounding community and beyond:

- Fall Food Drive for the Okotoks Foodbank
- Magic of Christmas Backpack Campaign
- Winter Jacket Collection
- Mission Mexico

Furthermore, grade levels and individual classes frequently take numerous initiatives that seek to spread peace and goodness within the school and beyond its walls. Over the years, a number of clubs and student groups have also organized to provide further opportunities for service:

- Elementary “Love Club”
- Channels Plus Service Club
- Rosary Prayer Club

In his life, St. Francis discovered that prayer was more real than many of the things he had been considering more important. It is in this same spirit that we begin and end each day in prayer at St. Francis of Assisi Academy. Learning to talk to God and listen for Him through prayer is part of each day in all our classrooms.

St. Francis inspired the well know prayer *Make Me a Channel of Your Peace*. The words of this prayer are stenciled on the wall of our school chapel and became the foundation of a special program called “Channels of Peace”. In this program, older students in the school serve as encouragers to our younger students. These encouragers meet with younger grades to pass on what they have learned about being a “channel of peace” in the lives of others. They model and teach strategies that encourage students to feel confident in “going out of their way to be kind” to the most vulnerable in our community. Students learn the relationship between the Word of God and their own personal choices.

St. Francis staff are called to be witnesses to our faith and they are called to be practicing Catholics. In terms of our student population, we are accepting of all children who share our deep-rooted values, and we do have a number of non-Catholic students who attend the school.

The school has many visible symbols of our faith, including a Chapel space, as well as Faith Centres in every classroom, as well as symbols in our common gathering areas such as our Atrium and our Gym.

Lastly, we believe that our parents are the primary educators of our children. Parents founded our school division, parents who wanted to be able to offer their children a faith based education in our communities. We owe parents a debt of gratitude for the great lengths they went through to ensure our schools could exist.

Catholic Learning Communities

Every Friday afternoon, St. Francis staff meets for Professional Development and Faith Formation through what we call Catholic Learning Communities. The overarching goal of Catholic Learning Communities, CLC’s, is to work collaboratively in order to improve student achievement. Teachers collaborate for 75 minutes each Friday afternoon in order to stay on top of the latest research in education, best teaching practices, and vertical and grade level goals that support the goals of the school and those of our division. These gatherings always begin with prayer and regularly focus on faith formation for our staff. This format for professional development also reduces the amount of days that students are away from our building, which creates minimal disruption to learning for them and ensures continuity of instruction is always maintained. This format also helps parents to have a predictable routine for reasons such as childcare, etc. In February, the week of the Family Day long weekend, our staff participates in two days of faith formation organized by CTR Catholic Schools and two days of Professional Development.

School Organization

2021 - 2022 Staff List

Administrators

[Atkinson, Diana](#) - Principal

[Schreiber, Peter](#) - Vice Principal

Administrative Assistant

[Allen, Jihane](#) - Administrative Assistant

Receptionist

[Oginski, Susanne](#) - Receptionist

Family School Liaison

[Bogstie, Valerie](#) – Family School Liaison Worker

Learning Support

[deMedeiros, Monika](#) – Learning Support Coordinator, JH Learning Strategies

[Bruce, Joanne](#) - Educational Assistant

[Glanville, Melanie](#) – Educational Assistant

[King, Tracy](#) – Educational Assistant

[Kononoff, Jennifer](#) – Educational Assistant

[Wood-Wiberg, Claire](#) – Educational Assistant

Teachers - Kindergarten

[Threlfall, Candace](#) – Kindergarten

[Olynyk, Cindy](#) – Kindergarten

[Cassidy Leger](#) - Kindergarten

Teachers - Elementary

[Bruketa, Roxanne](#) - Grade 1

[Dutka, Julie](#) - Grade 1

[Bryn Yanko](#) - Grade 2

[Perizzolo, Laine](#) - Grade 2

[Showalter, Julie](#) – Grade 2

[Hall, Jennifer](#) - Grade 3

[Shauna Gatto](#) - Grade 3

[Rachel Amatto](#) - Grade 3

[Ellis, Hannah](#) - Grade 3

[Bilawchuk, Carol](#) - Grade 4

[Gibbs, Greg](#) - Grade 4

[Kommes, Barb](#) - Grade 5

[Sziva, Tara](#) - Grade 5

[Byrne, Sheena](#) - Grade 6

[Campbell, Kara](#) - Grade 6

[Emily Knudsgaard](#) – Elementary PE

[Wynder, Lee Ann](#) - Complementary Subjects Teacher

Teachers - Junior High

[Annicchiarico, Michael](#) - Social, PE, Options

[Furedy, Renee](#) - Math, Science, Options

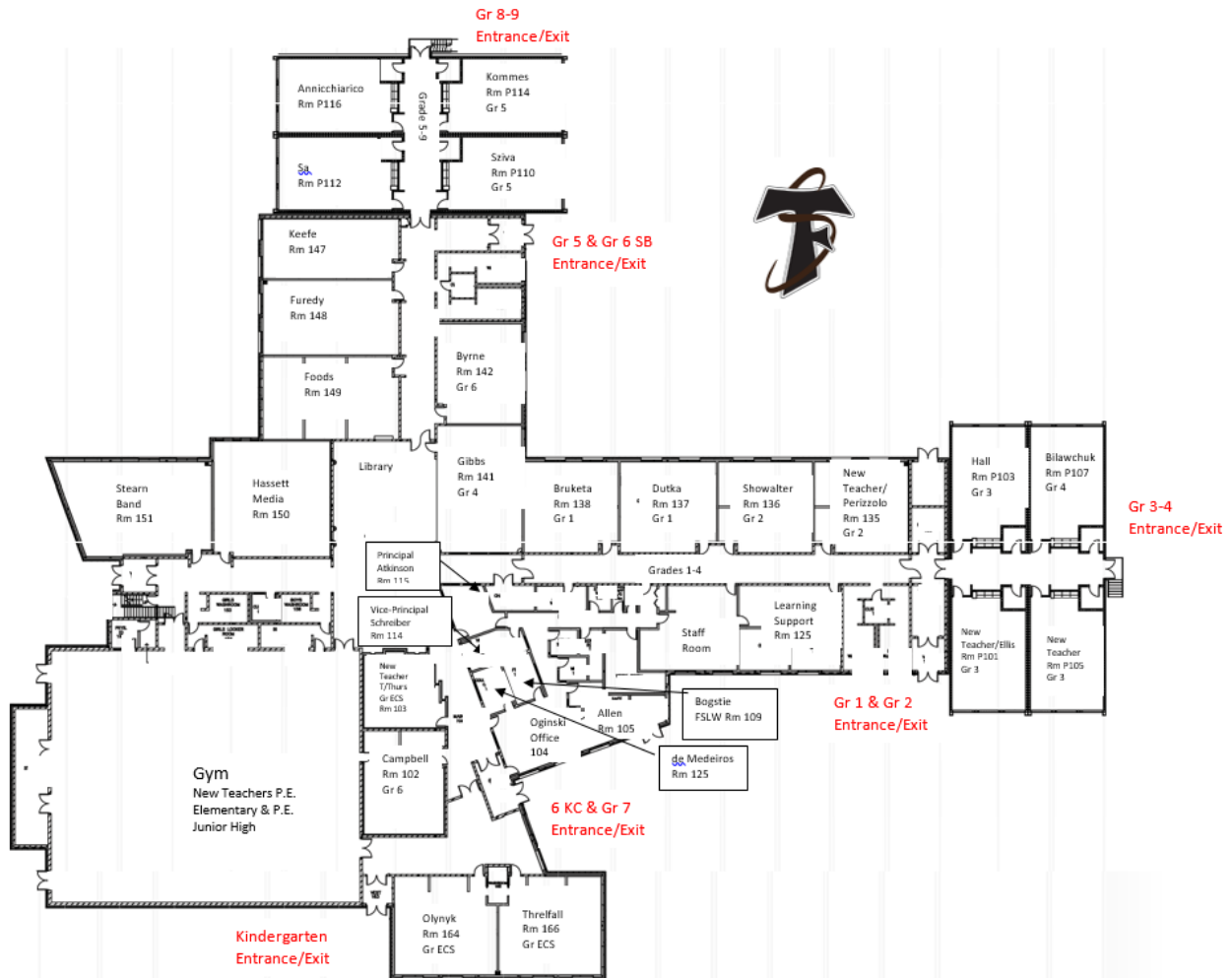
[Hassett, Angela](#) - LA, Options

Keefe, Mathew - Math, Science, Options
Sa, Jeff - LA, Options
Walton, Regan – Junior High PE, Social, Options
Stearn, Kristin - Band
Sziva, Tara – Options

Custodians

Salguero, Elder - Head Custodian
Sabtal, Dolores – Custodian (Currently on Leave)
Villamizar Barrero, Sandra - Custodian

School Map



School Calendar

CHRIST THE REDEEMER CATHOLIC SCHOOLS

SCHOOL CALENDAR - 2021 - 2022

ALL SCHOOLS EXCEPT – CENTRE FOR LEARNING@HOME & ASSUMPTION SCHOOL

<p>25-26 New Teacher 26-27 Undefined Operational 30 CTR Division PD Day 31 School Based PD Day</p>	<p>AUGUST 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>SEPTEMBER 2021</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>1 Students First Day of School 6 Labor Day</p>							
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200 Hundred School Days (187 Instructional Days, 195 Operational, 2 Days In-Lieu of Parent Teacher Interviews, 3 Undefined Operational Days)
 Undefined Operation Days - These days are paid days for the teaching staff in recognition of the work they do to prepare their classrooms for the beginning of the school year or to complete their year end responsibilities. Teachers will not be required to be at school on these days, but the expectation is that all responsibilities are completed. This day is also reserved for students who require an exam make up day.

Bell Schedule K – Gr. 9

	Monday -Thursday		Friday
1	9:00-9:40	1	9:00-9:50
2	9:40-10:20		
Recess	10:20-10:35		
3	10:35-11:15	2	9:50-10:40
4	11:15-11:55		
Enhanced Numeracy/Math Period	11:55-12:15		
Lunch	12:15 -12:55	Recess	10:40-10:55
5	12:55-1:35	3	10:55-11:45
6	1:35 – 2:15		
7	2:15 – 2:55	4	11:45-12:35
8	2:55 – 3:35		

Student Services and Programs

Learning Support Overview

At St Francis of Assisi Academy, the Learning Support department oversees a variety of programs to meet the educational needs of students in grades Kindergarten through to grade 9.

Candidates for Christ the Redeemer intervention programs are determined in partnership with teacher input and the Learning Support Coordinator, who then communicates participation to families. These programs include early Reading Intervention for grade 1 and grade 2 students, Enhanced Reading for students in grades 3-6, English Language Learning, Gifted and Talented, Learning Strategies for students in grades 7-9, and Attachment, Regulation and Competency (ARC). The Learning Support department liaises with several therapists to provide support for students requiring additional assistance in the areas of Speech Therapy, Occupational Therapy, Physiotherapy, and Deaf and Hard of Hearing support.

Individual Support Plans for students with identified learning needs or those requiring additional academic, behavioural, or medical supports are coordinated through the Learning Support Coordinator, with input from classroom teachers and specialists. Educational Assistants are key members of the Learning Support team in supporting programming in classrooms, in small group, or one-on-one sessions to help meet the specific learning goals of students.

St. Francis of Assisi Academy' Learning Support Coordinator is Mrs. Monika de Medeiros. Parents can contact Mrs. de Medeiros directly by calling the school or emailing her at mdemeiros@redeemer.ab.ca

Family School Liaison Program

The role of the school based Family School Liaison Worker is to provide supports to students who are experiencing difficulty with social, emotional and/or behavioral issues with the focus of enhancing success at school. The FSLW enhances student coping through the provision of supportive counseling, targeted skills interventions, and universal education and prevention sessions/programs. The Family School Liaison Worker also acts as a liaison between home, school and community to promote the coordination and collaboration of services.

St. Francis of Assisi Academy' FSLW is Mrs. Valerie Bogstie. Parents can contact Mrs. Bogstie directly by calling the school or emailing her at vbogstie@redeemer.ab.ca

Junior High Complementary Courses

At St. Francis of Assisi Academy, we want to provide students with the opportunity to express their talents and learn in a variety of different areas of interest. Since the opening of our school, we have built our option programs at the Junior High Level by taking advantage of our teacher's areas of expertise as well as by consulting with our students about their interests and areas they would like to learn more about. At St. Francis of Assisi Academy, all students in Gr. 7 – 9 rank their options in order, and although we cannot guarantee they will always receive their choices, Administration always tries, and builds the schedule around the student's number of requests. Options at St. Francis are semestered, with Concert Band running the duration of the school year. Below are our current complementary course offerings:

Hockey - An opportunity for students to discover ice hockey as a recreational opportunity. Learn the skills, rules, and teamwork of hockey in a safe, fun, no pressure environment. A full set of protective hockey gear is required. Students do not have to own the equipment, it can be borrowed. There is a cost associated with this option to subsidize the cost of the ice time that the school would need to pay. Cost to be determined.

Concert Band - This option is for students who possess an eagerness to learn a concert band instrument. Instrument training and basic musicianship will be the main objectives of this course. Students will have the choice of brass, woodwind or percussion instruments. The class is designed as a "hands-on" class. Young musicians will learn how to play different rhythm and pitches together as a band as well as is a full year course.

French as a Second Language - Would you like to learn another language? Why not French? In this course, students develop oral and written communication skills. Games, skits and projects are used to master vocabulary.

Art - Are you interested in the fine arts or do you have a flair for design and color? Fine arts and design are an important part of the world we live in. Within the art program, you will learn how to use different media and techniques to communicate your ideas and thoughts in an artistic way, regardless of experience or skill level. The fine arts program is built around three main concepts: Drawing, Painting, and Sculpture.

Drama - Ever dreamt about acting? In Drama, students learn to take risks and build confidence through improvisation. You will work independently and in small groups to express yourself creatively.

Foods - Are you the next Master Chef? Do you like learning from cooking shows? Students in Foods will be developing an appreciation for nutritious food along with kitchen safety, reading recipes and creating simple meals, but best of all, you will get to make food and eat it!

Information Processing - Would you like to learn about computer software or improve your typing skills? How about creating engaging digital presentations? Information Processing helps students relate their computer skills to real life applications using various computer software.

Media - Are you very confident in working with computers and wish to challenge yourself to use your creativity and problem solving skills in photography, print and audiovisual applications? Then Media is the course for you!

PE Plus - The focus of this sport option will be to provide students with a variety of aerobic activities/games and challenges that may not be offered as part of the regular physical education program. By offering this option, students will have FUN; they will improve FITNESS and FAIR PLAY. This option will incorporate off site activities as well, such as bouldering, bowling, golf, etc. There is a cost associated with this option. Typically students are asked to pay for a portion of the off campus activity fees and the school budget subsidizes the rest and pays for transportation. Cost to be determined and is dependent on how businesses will run post Covid-19.

Learning Strategies - In the Learning Strategies option class, students can access a variety of learning skills for academic growth. Students will be guided through lessons, which encourage self-monitoring of their current study habits as well as instruction in specific areas such as motivation, remembering information, time management, test taking strategies, and concentration. Additionally, students will have time for course specific academic support and homework completion based on their individual needs. Students will be able to access help in all core subject areas.

Wellness - Do you feel stressed out sometimes? In this course, we will explore ideas and activities that contribute to your overall wellness such as preparing healthy meals, relaxation techniques, sleep hygiene, gratitude and prayer, mindfulness, acts of service, time management and balance, healthy relationships, and many other facets of living a healthy, happy life!

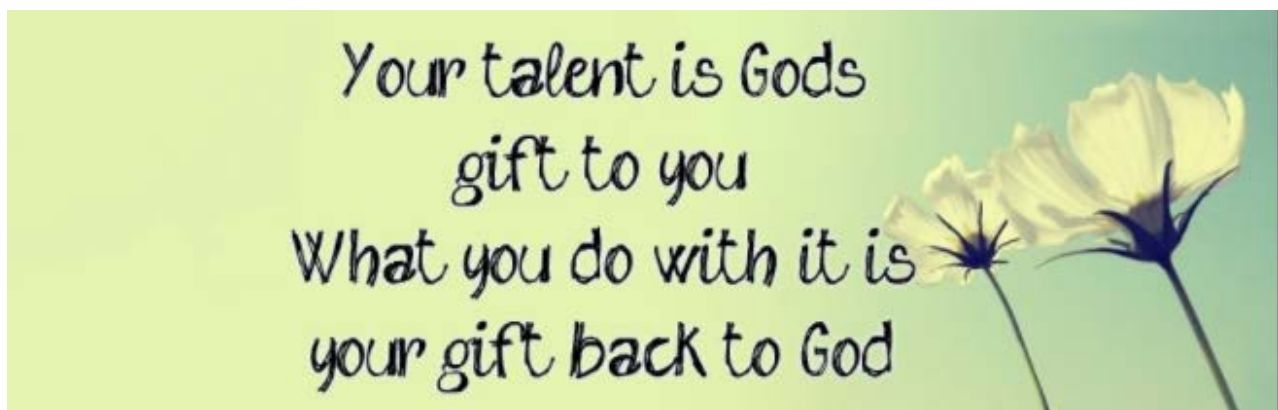
Creative Writing - “Creativity is intelligence having fun” - Albert Einstein. Do you wish you had more time to create and write? Do you have ideas that you would like to develop into stories, poems, comic books, screenplays, poems, songs, or novels? This option will go deeper in exploring the habits of effective writers and help you tap into what is your heart and mind through writing exercises, exploring mentor text, and peer sharing. This class will help to nurture, develop ideas, and provide inspiration to writers.

Enterprise and Innovation - Do you have what it takes to be an entrepreneur? Do you have a great idea for a business that you would like to run but you are not sure where to start? In this option, learn how to brainstorm and research potential business ideas, get financing (Shark Tank style), design your product and advertise it, manage your company, and operate your very own business.

World History - St. Francis’ World History option will look at major historical occurrences that go beyond the Junior High Social Studies curriculum. We will delve deep into topics like WWI, WWII, the Cold War, 9/11 and many other major 20th and 21st century world events. We will also get the opportunity to look at some amazing documentaries and media that will allow students to better make sense of how these events continue to shape our lives today.

Spanish - Students will be introduced to the core concepts of the Spanish language, including written and spoken. Students will learn the basics of conversation in various situations. In addition, students will learn about Spanish culture, including festivals, traditions, food, music, gestures, symbols, etc.

Outdoor Education - Outdoor Education will provide basic knowledge, skills and attitudes necessary for safe, comfortable outdoor experiences in all seasons. Students will learn awareness and appreciation of living things and understanding of basic ecological processes while demonstrating skills, judgment, confidence and sensitivity in a wide range of environmentally responsible activities in outdoor settings. Students will also develop lifestyle strategies that foster contact with the natural world, encourage responsibility for local and global environments and encourage living in harmony with others.



STF Athletics

At St. Francis of Assisi Academy, we are blessed to have dedicated staff as well as parents and community coaches that offer opportunities for students to be involved in Athletics. We work in conjunction with the Alberta School's Athletic Association ASAA in order to provide opportunities for team sports at the school.

St. Francis of Assisi Academy strives to promote respectful behavior in all our extracurricular sports activities by student athletes, parents, spectators, and coaches. Participating student athletes must agree to abide by the following Code of Conduct:

1. Offer constructive support to your team, rather than criticize the opposition.
2. Show appreciation of good plays by both teams.
3. As a host school, welcome the visitors and guests, offering all possible assistance.
4. As a visitor, respect the property and regulations of the host school.
5. Recognize the integrity of the officials, respecting the difficulty of their decisions.
6. Accept the officials' decisions as final.
7. Respect the feelings of all participants and show empathy for an injured or disqualified player.
8. Learn the rules of the sport.
9. Accept victory or defeat graciously, respecting the efforts made by all.
10. Express thanks to those responsible for the opportunity to enjoy a school sports activity.
11. Represent our school well through both your dress and behavior and understand that if you are not in good standing with the school, your opportunity to participate in athletics may be revoked.

If student athletes do not comply in any way with the above Code of Conduct, they may be suspended or removed from our school teams. Parents of students and spectators of extra-curricular sports activities also need to comply with the above Code of Conduct or they may be removed from any athletic venue.

St. Francis of Assisi Academy' Athletic Director is Mr. Michael Annicchiarico. Parents can contact Mr. Annicchiarico directly by calling the school or emailing him at mannicchiarico@redeemer.ab.ca

Student Discipline and Expectations

Student Conduct and Discipline

At St. Francis of Assisi Academy, we hold ourselves and our students to the highest standards of conduct and discipline. Whether on school grounds or outside the school walls, our students are STF's ambassadors to the greater community, thus our expectation is that students represent themselves and our school with utmost integrity, in both words and actions. This expectation is true in our classroom and school shared spaces, as well as at community and sporting events, field trips and any school related function. In all interactions, students are encouraged to show true character, compassion and integrity, and show respect, acceptance, and kindness to all.

In terms of discipline, we use a school wide, restorative approach; in other words, we discipline with love and compassion, understanding that challenges are opportunities for growth and learning, and always seeking to maintain the inherent dignity of all children. We want to ensure that all students feel safe and cared for in our school and will go to great lengths to ensure that happens. When students make mistakes and do not treat others the way they should, we work together and try to restore the peace that once existed as well as restore the relationship that was harmed. This begins in the classroom with teachers encouraging resolution through collaborative problem solving, and, depending on the nature of the behavior, a situation may be escalated to require intervention by Administration. In all cases, we begin by helping students understand their mistake and the harm that was done, understand the impact of their actions on themselves and others, and work to restore the relationships with the parties affected, where harm was done. If subsequent incidents occur, students will find themselves in a discipline cycle where escalating consequences will be given.

For more information about our discipline process, please see CTR's Administrative Procedure on [*Student Conduct and Discipline Process*](#).

Bullying

All St. Francis of Assisi Academy students are expected to contribute to a school environment that is welcoming, safe and caring, and respectful, an environment that respects diversity and fosters a sense of inclusion and belonging for all. Several factors make up the criteria for bullying:

- **repeated** hostile or demeaning behavior,
- behavior intended to cause harm, fear or emotional distress to another member of our school,
- physical, psychological, or harm to an individual's reputation, and
- any action that demeans or humiliates another member of our school.

The most common types of bullying we encounter are verbal, social, physical and cyber bullying. Our staff and Administration will treat every incident of bullying seriously. Without bias, and in a fair manner, our Administration will thoroughly investigate any bullying incident, and consequences will be determined by taking into consideration the nature of the incident, whether it is a repeated offense, and the gravity of the action. Administration will always contact parents as well as inform teachers of the students involved, whenever a bullying incident is investigated.

We encourage students to communicate incidents of bullying to a trusted adult and to our school staff. Being a by-stander to any bullying event is not helpful; by telling a trusted adult, students will help maintain a safe and caring environment at our school. For more information, please see CTR's Administrative Procedure on [Anti-Bullying](#).

Dress Code for Students

With respect to our core values of permeating faith in all areas of our life, and given that student dress is a reflection of our values, we expect students to be courteous and respectful when it comes to dressing and grooming within our school learning environment. Students should dress in a comfortable manner that allows them to interact and learn in our school in a way that takes into account modesty (not wearing overly revealing clothing), and appropriateness for the school setting (nothing that would detract from the learning environment or that include messages that are unacceptable). As well, we expect students to dress appropriately for PE classes, including bringing appropriate indoor shoes, as well as dressing appropriately for the weather and for transportation to and from school. Lastly, at STF, we have a long-standing tradition of dressing in our "Sunday best" when attending celebrations and observances such as Masses, Liturgies, Remembrance Day Ceremonies, etc. Staff will always treat all students with utmost dignity and love when explaining dress code concerns. Please direct any questions regarding dress code to Administration.

For more information, please see CTR's Administrative Procedure on [Dress Code for Students](#).

Cell Phone Use

Unless students have permission from their teachers to use their cell phones or personal electronic devices during instructional time, students are not to use these devices while at school. At all times, students are to store their cell phones or devices in their backpacks (or lockers, when locker use is reinstated), out of sight and on silent mode.

This year, for junior high students, we made a concession to allow students to use their cell phones or devices appropriately while eating lunch; at all other times they are to store their devices away, in order to both foster relationships and face to face communication, as well as to minimize disruptions during learning. Misuse of cell phones at school will result in the phone or personal electronic device being confiscated and brought to Administration to be returned to the student or the parent at the end of the school day.

For elementary students, we ask that all valuable items such as cell phones or other electronic devices be left at home.

Students are free to use our school phones anytime they need to be in touch with their parents, and we ask all parents to call our school office anytime they wish to leave a message for their child.

Our school is not responsible for any damage to, or theft of student cell phones or personal devices.

Responsible Use of Technology

As members of Christ the Redeemer Catholic Schools, we believe that we are all created in the image and likeness of Christ and therefore the words, images and activities we engage in, both in person and online, must reflect the values of our faith as well as our societal laws. All technology, whether divisional or personally owned, must be used in responsible ways. Below are guiding principles of how students demonstrate Responsible Use of Technology.

All Students Must:

Respect and Protect the Privacy of Self and Others

- use only your assigned account
- keep your account and password private
- only post photos and data of others with permission
- keep private the address and phone number of yourself and others

Respect And Protect Electronic Resources.

- use technology resources, including bandwidth, file space and printers for school related work
- do not alter or damage hardware and software

Respect and Protect the Intellectual Property of Others

- obey copyright laws
- reference the work of others

Respect and Practice the Principles of a Safe and Caring School Community

- communicate only in ways that are kind and respectful.
- report threatening or discomfoting materials to a teacher
- Do not intentionally request, access, transmit, copy, create or download materials that are sexual, threatening, hate-based, rude, discriminatory or meant to harass.

Respect Our Learning Environment by Practicing Technology Etiquette

- place electronics in silent mode during instructional and other school activities
- use technology at appropriate times

- use technology at times determined by school staff
- ensure that technology does not distract you and others from school work

Christ the Redeemer Catholic Schools uses internet-filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, he / she must advise the supervising teacher of the inadvertent access.

Consequences for Improper Use

Any breach of the Conditions and Rules for Use will result in disciplinary actions and may result in but is not limited to:

- restricted technology use
- restricted network access
- loss of network access
- disciplinary action as outlined in the [Student Code of Conduct](#)
- legal action, if criminal in nature

Closed Campus

St. Francis of Assisi Academy is a closed campus, which means that students may only leave our school property with parental permission. Any student coming or leaving our school campus outside of regular hours needs to sign in or out at the front office, again, only with parent permission. Students may not sign themselves out of the school for any reason; parents need to notify us in each case, preferably with advance notice. At this time, all visitors to the school must have permission from Administration, and can only enter and exit the school through the main entrance.

Attendance Matters!

The most important thing a student can do (and a parent can support) to ensure success in school is to have regular attendance in every one of his/her classes. Each day, direct teacher instruction occurs on curriculum aligned, high level topics; being taught in a traditional classroom setting by one of our excellent teachers is never the same as getting the notes outside of class time, or simply completing missed assignments. There are activities and discussions that occur in classes that simply cannot be replicated, and there are curriculum objectives that can only be achieved through participation. Teaching is a dynamic process; we often refine our practice, review, reteach, and re-assess based on formative assessment and information we gather during your child's participation in class.

We understand and respect that some absences are out of your control (i.e. illness or death of a loved one, or a special family circumstance). However, as educators, we must

be honest and upfront: planned absences have a negative educational impact that we cannot control, and we want to ensure you are aware of the impact. Ultimately, we will always respect your decisions. Thank you, in advance, for supporting students to aim for highest attendance levels.

In terms of late arrival to school, we understand that, occasionally, things beyond your control prevent students from arriving to school on time. However, students who arrive late to school consistently, interfere with the learning of others as well as their own. It is the responsibility of students and parents to ensure that tardiness does not become an issue and that student arrive to school and to class on time. Habitual tardiness or unexcused absenteeism will be addressed by Administration in every circumstance. We love our students and we want to see their smiling faces at St. Francis every single day!

To report absences, lates or student appointments, please call the school directly, 587-757-8702 or email STF-Attendance@redeemer.ab.ca

Homework Expectations

At St. Francis of Assisi Academy, our philosophy is that homework is an essential tool that helps reinforce skills and concepts learned at school. Homework can take place in many ways; reading, reviewing, making notes, engaging in additional practice, answering questions, working on projects, solving problems, etc. We also understand that students have commitments outside of school as well as the need to spend time with their families. As such, our teachers will use good professional judgement in the type and volume of homework that they assign to each student that takes into account their needs as well as age level. Literacy and numeracy are pivotal to all areas of learning, so even if no formal homework is assigned, we would like to ask all students to read for a minimum of 20 minutes each evening. Teachers will also communicate due dates of major projects and assessments via their Google Classrooms or whatever communication system they set up with you and your child at the beginning of the year.

Being a Student in Good Standing at STF

At St. Francis of Assisi Academy, we want students to become well rounded in their education, not just in academics, but also in athletics, fine arts and other extra-curricular activities. Our staff as well as some parents give much of their time volunteering to ensure that opportunities are available for students to get involved in the extra-curricular school life at St. Francis. These opportunities are met with a certain level of expectations for those who choose to participate.

In order to participate in any extracurricular activity at the school, be it a club, a sports team or an activity/ school trip, students must be in “good standing” with the school. Good standing means that a student attends school regularly and punctually, behaves appropriately in and outside of the classroom, on the bus, out in the community, and

maintains grades to the best of his or her ability. If a student is not in good standing, Administration may revoke the privilege of participation in any school event.

Concerning athletics and significant co-curricular events, individual coaches and teachers retain the right to suspend or remove a student from a team or group for sufficient reason. Please note that students may not participate in athletic school events if they were absent due to illness or truancy on that particular day.

We expect that all members of our school community will be positive and honorable ambassadors of St. Francis of Assisi Academy in all situations. This certainly extends to our sporting events. Players and fans are expected to demonstrate good sportsmanship, hospitality to our guests, a love for one another and respect to our hosts. Failure to do so will result in administrative consequences and potential removal from extra-curricular participation. Students will always have the chance to improve their standing and get back on the team, and coaches and Administration will always contact parents should there be any concerns.

Please also check out [CTR's Administrative Procedure on Student Transportation in Private Vehicles](#) , which often applies to the transportation of students to games and tournaments.

Parent Communication

At St. Francis of Assisi Academy, we believe that parents are the primary educators of their children. As such, we strive to keep our lines of communication open, always. Parents can expect frequent contact from teachers and Administration informing them of concerns, student challenges or progress, or upcoming events and initiatives. Likewise, if parents have concerns or things they wish to communicate with the school, we ask that they always feel encouraged to do so, by contacting the classroom teacher and then following up with Administration if required. We deeply value our relationships with our parents and you will see this reflected in the attention we pay to communicating in a variety of ways.

School Council

St. Francis of Assisi Academy has a vibrant parent community and an incredibly dedicated group of individuals, parents, staff, and trustees, which serve on STF's School Council. School council members are advisory to the Principal and offer advice and feedback about matters relevant to the school. School Council representatives encourage parent participation in their child's education and keep the larger parent community informed about events, initiatives, and matters that affect our school and our school division. Our School Council also fosters our Catholic school community and works together to provide supports so that the best possible Catholic education is accessible to all of our students. Since our schools' inception, School Council, through its various committees, have promoted events that build and strengthened our community as well as provided resources for our students, including the massive

undertaking of fundraising for and building our school playgrounds. School Council sub- committees also oversee programs such as Hot Lunch, Fundraising, Social and Faith events. We are very blessed to have such great parent support and involvement at St. Francis of Assisi Academy. We thank all parents for their involvement and support!

To reach out to our School Council Executive or to find more information about our School Council, including information about Hot Lunch, Fundraising, meeting dates, agendas and minutes, please click [here](#).

Power School



Do you have a Parent Portal Account? If not, sign up today for this important connection between you, your child and our school!

****If you already have a PowerSchool Account, you do not need to do anything, except add any student that did not have the access codes previously. Please do not create a new account as this creates duplicates in our system. If you do not know if you already have an account, please contact our school.**

To better serve you, we offer the Parent Portal of PowerSchool to all parents in our school.

Through the Parent Portal, PowerSchool offers parents online access to their child's grades, attendance, student forms, and notices. The most important reason to have access to the Parent Portal is that we are required to have you confirm or update all your personal information (i.e. contact numbers, address, etc.) on an annual basis and parents can now do this through the Parent Portal! The Parent Portal will also give you access to a variety of forms required for your child such as field trip forms, option selection forms for junior high students, etc.

It is simple to sign up! Parents **who do not have an account yet** will receive a unique Access ID by calling our school office. Once you have your Access ID, simply download the PowerSchool App on your mobile device and enter the ID information. If accessing from your desktop computer, go to the link on the letter provided and follow the steps. There will be a separate unique Access ID for each of your children. Once you receive your access codes, you can sign up by clicking the PowerSchool link [here](#).

Principal Monthly Message

Each month, our Principal, Mrs. Atkinson, will send a Monthly Principal's Message to parents, highlighting school happenings under each one of the school's four pillars, Faith, Safe and Caring, Learning, and Stewardship of Resources, as well as important dates for the month. This will come your way via email, though if you prefer a paper

copy, one can be obtained through the front office. Administration will also use our school's [Facebook](#) page and our school [website](#) to keep parent informed of events and happenings taking place in our school.

Teacher Communication

Every teacher will communicate with parents via email, calls or in-person meetings. Elementary teachers from Grades K – 6 typically send out monthly newsletters or even weekly ones! In Junior High, teachers will communicate with you in their respective teaching subject areas in a variety of ways. All teachers will have a Google website or a Google Classroom set up for your child(ren) to which they will invite you via email.

Contacting Staff

To reach any of our staff, at any time, please use our staff directory to find individual teacher emails, or call the school phone 587-757-8702 and our office staff will direct you to the appropriate teachers. We encourage you to contact staff during regular working hours and we strive to answer all parent communication within 24 hours, or the next business day. We would greatly appreciate student or teacher concerns being brought up to the teacher first, and we understand that in some rare situations, the gravity of the concern might require Administration support immediately. We are always here to support you.

