

# Holy Rosary High School

## Student Handbook



Principal: Mr. Jeremy Blais

Vice-Principal: Mr. Mitchell Cherry

Vice-Principal: Mrs. Shelley Revering

Vice-Principal: Mrs. Chelsey Strilchuk

6611A – 39<sup>th</sup> Street

Lloydminster, Alberta T9V 2Z4

Telephone: 780-875-3600

Fax: 780-875-9516

### ***MISSION STATEMENT***

*Holy Rosary High School is a Catholic Learning Community living a life of love and care towards all people. Our mission is to nurture spiritual, academic, emotional, social and physical growth in every individual. As a Christian family, we serve and praise God, guided by the words of Jesus,*

*"Love one another as I have loved you."*

## **Welcome to Holy Rosary!**

### **Home of the Raiders**

#### **VISION**

##### **We believe:**

- That Christ is our Mentor – a guide in all our endeavors.
- That our school is a caring Catholic community where all persons feel loved.
- That relationships are based upon mutual respect and trust.
- That students set challenging goals and provide their best effort to achieve them.
- That students, staff & parents accept responsibility for student learning, decisions and actions.
- That the progress of each child is closely monitored.
- That supports are provided to those requiring assistance.
- That students and staff conduct themselves in a way that contributes to a safe atmosphere.
- That students take pride in their achievements.
- That effort and achievement of students and staff be acknowledged.
- That the students, staff and parents work in partnership to promote positive growth in every child.
- That active participation in the Catholic and greater school community is a lifelong commitment.
- That students will graduate as responsible, compassionate, caring citizens who exercise Christian conscience in all they undertake.

#### **HOLY ROSARY VALUES**

Faith, Caring, Respect, Integrity, Responsibility, Service

#### **L'ÉCOLE HOLY ROSARY**

##### **DÉCLARATION DE MISSION**

L'École Holy Rosary est une communauté catholique et savante qui se tient ouverte vers tout le monde avec amour et soin. Notre mission est de nourrir le développement de chaque individu sur le plan spirituel, scolaire, émotionnel, social, et physique. Nous sommes une famille chrétienne dans le service et la gloire de Dieu, guidée par les paroles de Jésus qui nous a dit: ***"Aimez chacun comme je vous ai aimé."***

#### **Bienvenu à Holy Rosary**

#### **VISION**

##### **Nous croyons:**

- que le Christ est notre mentor – notre guide dans tout ce que nous faisons.
- que notre école est une communauté catholique qui prend soin de tout et où tout le monde se sent aimé.
- que nos rapports sont établis sur une fondation basée sur le respect et la confiance mutuelle.
- que les élèves, le personnel et les parents acceptent leur responsabilité pour leurs efforts à apprendre, leurs décisions et leurs actions.
- que le progrès de chaque élève est bien réglé.
- que nous fournissons les soutiens nécessaires à ceux qui en ont besoin.
- que les élèves et le personnel se comportent d'une façon qui contribue à un environnement soigneux.
- que les élèves sont fiers de leurs efforts.
- qu'il est nécessaire de reconnaître les efforts et les réalisations des élèves et du personnel.
- que les parents, le personnel, et les élèves travaillent tous ensemble pour promouvoir le développement positif de chaque enfant.
- que les élèves termineront leurs études comme citoyens responsables, compatissants, et soigneux de tout et qu'ils pratiqueront bien leurs valeurs chrétiennes dans tout ce qu'ils feront.
- que la participation active dans la communauté catholique et scolaire est un engagement pour la vie.

#### **VALEURS DE HOLY ROSARY**

La foi, le soin, le respect, l'intégrité, la responsabilité, le service

## 1. Student Activities

**Student Leadership Council (SLC)** – The Student Leadership Council is a body of students working for students. This group is a highly motivated student service group. We offer opportunities for students with a range of skills to enhance their leadership style and benefit the school at the same time.

**Athletics and Clubs** – Holy Rosary is the home of the Raiders – an emblem our students proudly wear. Numerous provincial banners have been captured by the dedication and teamwork of our Senior Raiders teams. Our Junior Raiders are the backbone of our senior program. Dedicated teachers, community, and parental supporters work many hours with our junior team members developing the skills and attitude necessary for these athletes to achieve their potential. Our practical and applied arts staff work with students to prepare them for Skills Canada competitions, our students are recognized both provincially and nationally each year. There are many staff lead clubs that allow all of our students to work with like minded friends and explore their passion areas.

## 2. Stewardship

Holy Rosary believes that Christian Service is part of who we are as the people of God. In effort to improve the way we approach the practical aspect of our Christian Ethics program; we have adopted the Stewardship philosophy. Stewardship is using our special gifts that God has given us to do His will in a way to give thanks for the gifts that we have received. By having our students serve **10 hours** with an approved **Charitable or Non-Profit Organization, School or Church**, we believe that serving those in need in our community is making our world a better place.

## 3. Graduation Policy

Graduation is seen as recognition of the achievement of the grade twelve students each year. It is a privilege that should be rewarded to those grade twelve students who meet the following criteria:

1. To graduate from Holy Rosary High School, a student must be enrolled in all the required areas of study as designated by the Department of Education for a complete Grade 12 standing.
2. Students must also be enrolled in or have completed Catholic Studies 30 and required Stewardship hours and are required to participate in the religious education program of the school. Attendance at all faith celebrations (masses, prayer service and retreat) are mandatory to participate in graduation ceremonies.
3. In Semester Two, students must have a minimum mark of 55% at the midterm of Semester Two in all subjects necessary for complete grade twelve standing from the Department of Education and Holy Rosary High School.
4. Failure to meet this requirement will result in the student being removed from the Graduation list.
5. Must pass all required areas of study.
6. Students must meet the requirements of the school policy on attendance to graduate. Withdrawal from a required class due to irregular attendance will result in the student forfeiting the privilege of participating in graduation activities.
7. Students must have paid all school fees including graduation fees (if applicable) to participate in graduation activities.
8. Students who are enrolled in grade 12 but who do not meet the graduation requirements are eligible to attend the mass, however they will not be eligible to participate in the official commencement exercises.

#### 4. Attendance

LCSD is using SafeArrival for parents to report absences for their children. This convenient system will allow parents to report their child's attendance without having to call the school. Please follow the steps on our website and sign up for SafeArrival. Our office staff can help with any questions or concerns regarding these procedures. *Absence from any class for unexcused reasons may result in disciplinary action. Each student is responsible for all class work missed, regardless of the reason for the absence. After 5 absences in any class regardless of the reason, the school administration may be in contact with the student and parents/guardians.*

If a student misses an exam, that student should be prepared to write the exam upon immediate return to that class, unless prior arrangements with the teacher have been made.

##### Punctuality:

It is the student's responsibility to be on time for all classes. Habitual tardiness will be considered a discipline issue and dealt with by a school administrator.

##### Required Leaves During Class Hours:

Parents and students are asked to arrange medical, dental and other appointments outside school hours, if possible. Students who must leave school during class time are required to obtain prior parent/guardian permission. This permission is obtained by a phone call or note to the attendance office. *Students must sign out at the office before leaving the school.*

##### Extended Leaves:

Parents and students should be aware that absence from classes for whatever reason will adversely affect class success and should be avoided if possible. When extended leaves (i.e. Family Travel of greater than five days) are unavoidable, students and parents must contact the school Administration/classroom teachers, and an education plan must be developed as soon as the need for the leave is realized. It is the parent's responsibility to ensure the education continues and the homework is completed upon the students return.

##### Illness During the School Day:

Any student who becomes ill during the school day must report to the main office for assistance and/or directions.

##### Extreme Weather:

Although Lloydminster Catholic Schools will remain open on extremely cold school days, the Catholic school division affirms and supports parent's discretion in keeping their children at home when weather conditions warrant. Parents are asked to contact the school if they choose to keep their children at home.

## 5. AWARDS AND HONOUR ROLL

At Holy Rosary High School, we take great pride in the achievements of all our students, setting aside special moments to honor students for their successes.

We also present Junior and Senior awards for athletics, extra-curricular activities, Spirit of School and Christian Spirit.

1. Each fall, an Awards Ceremony is held to recognize the top academic winners (Gold, Silver & Bronze medals) and Honor Roll recipients from the previous year.
2. In mid-June, we hold an Extra-curricular Awards Ceremony to honor students who have demonstrated outstanding achievement in a wide variety of extra-curricular programs including athletics, performing arts, major school awards (Catholic Spirit, Spirit of School and Outstanding Leadership) as well as various school clubs.
3. As part of the Graduation Ceremonies at the end of June, grade 12 subject awards are presented to the top students in each subject. In addition, a number of other major awards are presented.
4. Student scholarships will be presented at the Graduation Ceremony in June.

## 6. VTTRA FAIR NOTICE. (Violent Threat Risk Assessment) Letter sent home to all LCSD families.

## 7. Student Expectations

### A. Personal Property

To avoid the loss of property, students should avoid having items of great value at school. Before gym class, students should lock valuables in lockers or follow the Phys. Ed. Teachers classroom procedure for securing personal items. Under no circumstances should money or valuables be left unattended/un-locked in locker rooms. *The school will not be responsible for the loss of any personal property.*

### B. Visitors

The school and school property are the exclusive use of Holy Rosary students. All visitors must report to the office.

### C. Locks and Lockers

Lockers are the property of the school and are provided for student use. Students must use locks provided by the school and are cautioned not to reveal their combination to others. Please note that school administration reserves the right to search lockers at any time. Lock problems should be reported to the office immediately. Students may use gym lockers during gym class but must remove the lock at the end of the period.

### D. Food

All food and drink are restricted to the cafeteria and the hallway immediately adjacent to the cafeteria. Students are expected to clean up their garbage. Food and drink are not to be consumed during class time, unless approved by the teacher.

### E. Recommended Closed Campus for Grade 8 and 9 Students

Holy Rosary recommends that it is a closed campus for students in grade 8 and 9. Students are recommended to remain on school property, unless they are going home for lunch.

F. Respect for Others

Students are expected to treat staff and fellow students with courtesy, respect and dignity at all times. Treat others as you wish to be treated. Conduct such as fighting, pushing, shoving, tripping, and kicking are examples of inappropriate student behaviors and will not be tolerated. Any form of abuse including physical abuse, mental abuse or sexual abuse should be reported to the office immediately.

G. Honesty

Students are expected to treat others with honesty. Lying, stealing, and cheating are forms of dishonesty, which show a lack of respect for oneself and others.

I. Profanity

Students are always expected to use appropriate language. Avoid the use of name-calling, crude, rude and abusive language as it is an assault on the dignity of others.

J. Dress Code – Any student who is found to be in violation of the dress code will be asked to change their clothes (if available at school), parents may be asked to bring a change of clothes to the school, or if appropriate, the student may be able to go home and change clothes.

1. Short clothing and any immodest clothing are not acceptable.
2. Pants will be secured at the waist/hips. Wearing pants below the waistline exposing undergarments is not allowed.
3. Bare midriffs that are too short will not be worn. The length must meet the pants.
4. Tops which reveal excessive cleavage or exposed backs are not acceptable.
5. Clothing that is obviously offensive (racist, sexually discriminating/explicit, swearing, etc.) or clothing that displays tobacco, alcohol or drugs will not be worn.
6. Hats and headwear are prohibited. Hats and headwear are allowed at school on sanctioned "Hat days", in which case they must also adhere to rule 5 and 6.

K. School Cleanliness

Students are expected to pick up all garbage and place it in the appropriate containers. Please help to keep our school and school grounds clean and attractive.

L. Neighbors

Respect the property and rights of those who live around Holy Rosary. Please ensure that garbage is picked up outside so that it does not become a nuisance for our neighbors. Hanging out in the path between the houses to the north of the school is not allowed. The path can be used to get from point A to B but not used as a place to gather.

M. Drugs and Alcohol

The staff at Holy Rosary recognizes that drug and alcohol abuse is a serious problem in our society and that substance abuse will have a negative impact on a student's performance at school as well as a long-lasting impact on a person's life. Consequently, the use of alcohol and drugs on school property or during the school day are forbidden. Students found in possession of illegal substances or under the influence will be reported to the office immediately. Parents will be contacted and asked to come to the school. Depending on the circumstances the students may be:

- a. Suspended
- b. Required to attend counseling as a condition of their return to school.
- c. Required to appear before a discipline committee of Lloydminster Catholic Schools.
- d. Referred to addictions counseling with reinstatement or continued enrollment at school conditional on successful completion of a counseling program.
- e. Expelled

N. Smoking/Vaping

Holy Rosary High School is a smoke/vape free school and surrounding property that belongs to Holy Rosary. Students are not allowed to smoke/vape on school property **including inside vehicles in the parking lot.**

Tobacco Usage Regulations as stated by Alberta Law are recognized in areas adjacent to Holy Rosary High School property. Students in violation of our smoke free environment and/or Alberta Tobacco Usage Regulations will be sanctioned by school administration. **E-Cigarettes, Vaporizers and Smokeless Tobacco Products are strictly prohibited inside the school or on school property.**

O. Vandalism

Holy Rosary is an attractive, modern school. The facilities are here for your benefit. Students are expected to keep the school clean and to avoid any behavior which might damage the facilities in any way. Students will be charged the cost of replacement or repair for any damage caused.

P. **HRHS Personal Electronic Devices Procedure**

The procedure for use at Holy Rosary will be consistent for all students in Grade 8-12. Students in Grade 8-12 upon entering the classroom will place their cell phone in their assigned holder. Students will remove their cell phone from the holder when transitioning to their next class, lunch hour, or dismissal. Students are allowed, and recommended, to leave their cell phone in their locker however if transporting the cell phone in the school the cell phone *must* be in the holder. Students who disrupt the learning environment within this policy will result in further school disciplinary action. Students who require a cellular phone for medical reasons will be required to have the accommodation as listed in AP 316 Medical Health service plan. Students requiring PED for learning accommodations will have it noted on their learning plan or written approval from the principal. These procedures are in place to ensure a positive and collaborative learning environment where the classroom is interruption free.

The use of cell phones within the classroom for instructional purposes will need to be approved by the Principal after collaboration with HRHS Professional Learning teams for grades 9-12. The exemption for each academic semester will include: a professional learning teams list of classroom activities that students will be allowed to use cellular phones for classroom learning.

#### Q. Computer Privileges

Students are required to follow the Computer Usage Policy of the Lloydminster Catholic School Division. Students who violate terms of the computer user agreement will face loss of computer privileges for an appropriate period.

#### S. HRHS Assessment Rewrite Policy

Students requesting the opportunity to rewrite an assessment must fulfill these conditions before the opportunity will be granted:

1. The student initiates the request for rewriting. The teacher may also suggest that a student re-write an assessment.
2. To be eligible for a rewrite opportunity, students must be present on the original day of the assessment, **unless the student has an excused absence.**
3. Any unexcused absence (determined by Administration) on the original day of the assessment, will result in forfeiting the rewrite opportunity. The student will only write the assessment once.
4. The teacher and student together determine the time and date for the student to rewrite.
5. The exam will be rewritten within five school days of the original assessment, or as arranged by the teacher and student together.
6. All assignments pertaining to that exam must be completed by the student. Additional measures may also be required to support learning.
7. Rewrites are available to all students, regardless of the grade they achieved on the original assessment. For each assessment, a student may only have one rewrite opportunity for that assessment.
8. Students will have second opportunities to demonstrate understanding and knowledge of all assessed Learning Outcomes and Key Learning Targets.
9. After the rewrite, the highest grade will be recorded.
10. Midterm and Final exams cannot be rewritten.



#### T. HRHS Anti-Bullying Policy: Statement of Intent

At Holy Rosary High School, we are committed to providing a caring, friendly and safe environment for all of our students, so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to report and know that incidents will be dealt with promptly and effectively. We are a *REPORTING* school. This means that *anyone* who knows that bullying is happening is expected to tell a staff member.

#### What Is Bullying?

Bullying is a conscious and repeated willful, and deliberate hostile activity, intended to harm.

Bullying is the use of aggression with the intention of hurting another person. Bullying involves an imbalance of power, creates fear, and is not gender specific. Bullying results in pain and distress to the targeted person.

Bullying can be:

- Emotional            being unfriendly, excluding, tormenting (e.g., hiding books, threatening gestures)
- Physical            pushing, kicking, hitting, punching or any use of violence
- Racist                racial taunts, graffiti, gestures
- Sexual                unwanted physical contact or sexually abusive comments because of, or focusing on the issue of sexuality
- Verbal                name-calling, sarcasm, spreading rumours, teasing
- Cyber                All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology, i.e., camera & video facilities

#### U. Parking

Background: As Holy Rosary continues to grow in population, the demand for student parking increases, there is not enough space for every student with a vehicle to park in the student parking lot. To ensure safe and orderly parking on HRHS property and to accommodate student parking, these procedures are in place.

#### Procedure:

1. Students will park in spaces that are marked with **white painted lines** on Holy Rosary High School property. Students may not park in spaces that are reserved for the driver education instructor, spaces dedicated for drivers with disabilities or in spaces reserved for visitors marked with a red curb.
2. Parking is on a first come, first served basis.
3. To maintain parking privileges, students must successfully follow HRHS parking lot etiquette:
  - a. Straight parking inside parking space lines.
  - b. Parking in parking spaces always. **DO NOT PARK ON GRASS OR CURBS OR DRIVE THRU LANES**
  - c. Adhere to **10 km/h speed limit**.
  - d. Minimal vehicle noise.
  - e. Compliance with general driving laws.
  - f. Assist in the general cleanliness of HRHS parking lot and surrounding grounds.
5. Parking privileges may be removed for lack of compliance with these procedures or acts of misconduct.

6. Special events at Holy Rosary may cause areas of the parking lot(s) to be reassigned to visitors (ie: Polling station, City Track Meet at HRHS, etc.)
7. Students are NOT to use the parking lot(s) as an area to hang out inside their vehicles during spares, breaks or lunch.
8. Staff and Catholic Social Services parking lots are **off limits** to students and parents.