



Father Henri Voisin School

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STUDENT HANDBOOK 2022 - 2023

Let the little children come to Me

Matthew 19:14

GREETINGS FROM ADMINISTRATION

Dear Parents, Guardians and Students,

Welcome to a new school year, a new beginning and a renewed journey with Christ in Catholic Education at Father Henri Voisin School.

Father Henri Voisin School is a community of lifelong learners with Catholic education as our common purpose. In the day to day environment of Father Henri Voisin, our school staff is committed to establishing a strong leadership community in which we make Christ known to children, ensuring academic excellence and creating a safe and caring school.

Our Division theme:

“Inspired by Christ on a Journey to Encounter, Nurture and Serve”
“Inspiré par Dieu dans une aventure à découvrir, grandir et servir”

Our staff are looking forward to providing a positive, safe and caring environment, where all are welcome, respected and belong. The staff is very excited for the coming school year that promises new opportunities for learning and growing in our Faith. We know God has a story for us all, and we want others to see that story. Let us all be witness to the graces, strength and the light God brings us.

I wish to welcome our new staff, parents and students to our community. I wish to welcome back parents and students who have been a part of the journey in education and Faith at Father Henri Voisin School.

Included in our journey and school community is our parish, Sacred Heart Parish. Under the guidance of our parish priest, staff, students and parents will have many opportunities to grow and learn Faith.

Please take the time to explore our website, Instagram and Facebook page to learn more about the school, our students, the staff, our parish and opportunities for parents and community members within our school.

It is an honor and privilege to be able to serve the community of Father Henri Voisin School and I look forward to a great 2022/2023 school year.

God Bless,

Shane Chisholm
Principal

MANDATE OF THE RED DEER CATHOLIC BOARD

The mandate of the Board is to provide the children and parents of the Division with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the Division.

The Board's mission is to ensure that:

- The schools are gospel-centered communities of hope, fostering a Catholic Christian value system within a pluralistic society continuing the mission of Jesus, Prophet, Priest and Servant King; and
- The life of Jesus, his mission and teaching are the focal points of belief and conduct within the schools. Therefore, the education of the whole child – intellectual, aesthetic, emotional, social, physical, and spiritual is its service commitment.

Bill 10

Red Deer Catholic Regional School Division 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. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites

PRINCIPLES OF PRACTICE

We Honour Our Children - Our schools are child-centred communities. We celebrate each student as a unique child of Christ through our love, care and respect.

We Provide A Safe And Secure Environment - Children feel safe and secure in our schools. We provide an environment of belonging for all children through gospel-centered communities of hope.

We Live And Proudly Proclaim Our Catholic Christian Faith - Our faith permeates our thoughts, words and deeds as we model Jesus, serving children first.

We Provide Quality Education In A Catholic Environment - Our schools maintain high standards of academic achievement while fostering lifelong faith development.

We Pray As An Educational Community - Our Catholic Christian education system reflects the communion of home, school, and Church providing daily opportunities for prayer and celebration of our Faith.

We Practice Servant-Leadership – Our staff are committed members of our Faith community who serve the family, school and Church.

We Focus On Our Mission Through Clarity Of Purpose – Our Catholic Christian Faith is clearly and consistently communicated and supports our unique and distinct ministry.

We Value Our Staff – Our staff members are an integral part of our community and we affirm their ministry and life long journey.

COMMITMENT TO CATHOLIC EDUCATION

Religious Education

Our Catholic faith is continually permeated in Religion classes, all curriculum areas, celebrations, and daily prayer. Students are encouraged to attend church and Catholic values are reinforced in classroom school activities. There are many opportunities for parents to join in both school and classroom celebrations of our Catholic faith.

Sacramental Preparation

Our school is a member of Sacred Heart Parish. Children in grade 2 or older will celebrate the Sacrament of First Reconciliation and First Eucharist. The grade 4 students will participate in a Bible Celebration, in which they receive their own Bible along with the rest of the district. The grade 5 students will receive their own Rosary at a district wide Rosary celebration.

VISION FOR OUR SCHOOL

Father Henri Voisin staff is committed to preparing students with a strong foundation in their education by:

- *promoting academic excellence, through relevant and authentic learning experiences;*
- *providing widespread opportunity for students to develop skills and values to succeed in their future as responsible Catholic citizens;*
- *implementing learner centered Alberta curriculum with co-operation and*
- *collaborating between school, home, community and church;*
- *celebrating each child as a unique and special gift from God;*

COMMUNICATION

In an effort to be as efficient as possible and as a commitment to our environment, important notices will be sent via Edsby and posted on our web page:

<https://www.frhenrivoisinschool.ca>. Please ensure your Edsby account is set up and you have access to it. Our office staff will gladly assist as necessary.

DAILY OPENING AND CLOSING OF SCHOOL

The school office is open from 7:45 a.m. to 3:45 p.m. each day. The office business door is opened at 7:45 a.m. for parents wishing to conduct business at the school. At 8:05 a.m. assigned teachers will be on outside supervision. Students are to remain outdoors until the bell rings at 8:15 a.m. to commence school. **Students should not arrive at school prior to 8:05 a.m.**

OPERATION SCHEDULE

8:15 a.m.	First bell: Students proceed to classrooms
8:20 - 10:00 a.m.	Classes in Session
10:00 - 10:15 a.m.	Recess
10:15 - 11:45 a.m.	Classes in Session
11:45 - 12:15 p.m.	Lunch Recess 1, 3 & 5 Lunch in Classroom K, 2 & 4
12:15 - 12:45 p.m.	Lunch Recess K, 2 & 4 Lunch in Classroom 1, 3 & 5
12:45 - 2:54 p.m.	Classes in Session

EMERGENCY RESPONSE PROCEDURES

It is a requirement of Alberta Learning that schools in this province take the necessary steps to ensure that they are safe and caring places. Schools are considered to be one of the safest places in our communities. However, an emergency can strike anywhere at any time. During any emergency, our first priority is the safety of our students and staff. In order to provide an effective response to any school crisis the Division has developed an [Emergency Response Plan](#). This works in conjunction with other local emergency plans since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the Division Plan, are reviewed annually and after an emergency occurs. To help better understand our emergency protocols, we have please review the "School Emergency Program" handout that can be found on the division website at <https://www.rdcrcs.ca/schools/emergency-safety-response-plan>. This handout includes important information about student release in an emergency that may happen from an evacuation site. It also introduces our new "Community Hotline" number, which is where a recorded message will be available when any functional protocol is initiated.

We ask parents to familiarize themselves with our [School Emergency Program](#). This program is information is available on our website, <http://frhenrivoisinschool.ca>

We will practice “hold and secure”, “shelter in place”, “lockdowns” and evacuations to be sure that we can do each safely. **All of the people in our building must participate in these drills.**

As part of our school’s Emergency Response Plan, we must ensure that all parents and visitors **sign in at the office** when visiting during the day. We need to know who is in the building, should an emergency occur. Our office staff will assist you with your needs, and will have children called to the office when required. Thank you for your cooperation.

ENVIRONMENTAL PRACTICES

Our staff will promote positive environmental practices in classroom and school activities. We also encourage all parents to be “Idle Free” as they drop off or pick up their children.

HEALTH UNIT SERVICES

Our school will make use of the “wrap around services” of the David Thompson Health Region, including a registered nurse, Speech Pathologist and Occupational Therapist.

ILLNESS AND INJURY

In the event that a child becomes ill at school the parent will be contacted to pick up the child. If parents are unavailable, the emergency contact person identified on the child’s registration form will be contacted. It is District policy that school employees cannot distribute any form of medication to students.

In the event of injury, students will be directed to our office. If the injury can successfully be dealt with by the application of an ice pack, Band-Aid or consolation, it will be handled in the office. Several staff members are certified in First Aid. However, if the injury is more serious, parents will be contacted immediately and asked to come to the school. If we evaluate the situation as serious enough, we will call 911 and have your child transported to the Red Deer Regional Hospital. **Please note the school is not responsible for any ambulance costs resulting from this procedure.**

LUNCH EXPECTATIONS

Students are to eat in their homeroom and abide by classroom rules. Utensils and microwaves are not provided at school. There are no facilities provided for students to heat up or chill food items. As we are a closed campus, students are expected to remain on site at all times. Father Henri Voisin is striving to be an allergy aware school. No nut products should be sent to the school.

OPPORTUNITIES FOR STUDENT LEARNING

1. Instructional Coaching Team

Each class in Father Henri Voisin will be assigned a part - time LIFT Team member. Each LIFT teacher will work in unison with the classroom teacher to plan, deliver curriculum, assess for optimum student learning, and respond with appropriate interventions when necessary.

2. Technology

Our students will have many opportunities to utilize technology in all areas of the curriculum. Students in grades 3-5 may be allowed to bring their own technology devices, for educational purposes only, and are expected to participate in digital citizenship lessons delivered by the teacher. Students should not be using a cell phone for phone calls, texting or pictures of classmates at any time. They will have access to classroom phones if they need to call and parents needing to contact their children are to do so through the office.

3. Learning Commons

Each class will have the opportunity to check out books and utilize the space for a variety of school based activities.

4. Counselling

We have a school based counselor that is available to our students on a regular basis. He will work with individuals, small groups and homerooms to meet the needs of our school population. A Family School Enhancement Counselor, is available as a liaison to child welfare, social workers, and other local agencies. Family School Enhancement Counsellors work in conjunction with our counsellor.

5. Kindergarten

Our Kindergarten programs are an integral part of our school. Students participate in a rich program that strives to meet their needs and prepare them for entrance into grade one. To be eligible for Kindergarten, children must be five years old on or before December 31 of the school year. Kindergarten offers a full-day program. Busing will be provided for all our area students residing 1.6 km or greater from school. An evening orientation will be held in the Fall for parents of children attending in September. Parents are given an overview of the program at this time.

PARENT INVOLVEMENT

Parent involvement is highly supported and encouraged. At Father Henri Voisin, there are many opportunities for parents to play a significant role in their child's education.

All volunteers must complete a criminal record check; forms and information are available at the school office. Involvement is encouraged in ANY of the following areas:

- 1) attending school functions
- 2) providing a supportive learning environment at home
- 3) volunteering for work committees and projects
- 4) providing supplementary learning activities at home
- 5) participating in School Council
- 6) providing positive support and good public relations for the school
- 7) communicating openly with the school

If you would like to volunteer in your child's class, please contact the homeroom teacher. We are grateful for any support you can give us by volunteering for committees, projects or attending activities at the school. Research clearly indicates that student success rates at school (happiness and achievement ratings) are highest when parents are supportive of the school and involved in school activities.

PLAYGROUND PRACTICES

All students are expected to go outside for two recess breaks each day. Recess provides opportunities for socialization, exercise and fun! During inclement weather, recess will be indoors for all students. Once the temperature is colder than -20°, with wind-chill, indoor recess may be enacted. **It is important that students come dressed appropriately for rain, snow and sun conditions.**

REPORTING PERIODS - STUDENT EVALUATION

Early in November, parents are highly encouraged to attend the first parent/teacher/student conference where individual student goals and concerns are identified. For students in Gr. 1-5, parents will have ongoing access Edsby to monitor their child's progress. A second set of parent/teacher/student conferences is held in March. Parents are invited to arrange additional interviews any time they have a concern by contacting the classroom teacher or administration.

SCHOOL COUNCIL

The model we will adopt, in keeping with the provincial mandate for Alberta schools, is a town hall model. Within this model all interested parents are part of the council. **The council provides an advisory function to the principal and staff on matters of school operation and also provides opportunities for family activities throughout the year.** Please join us for our monthly meetings, which will be posted on our website.

SCHOOL FEES AND SUPPLIES

There will be no School Fees for the 2022-2023 school year. Supply lists will be sent home as well as made available through our website for parents to ensure children have the necessary items. Father Henri Voisin School offers the opportunity to purchase your school supplies through School Start for 22-23 school year. Orders can be placed online at www.schoolstart.ca. Visa, MasterCard, and PayPal are accepted. The supplies will be packaged and delivered directly to your home in August before school starts. It will be labeled with his/her name on the School Start package. School supply lists can also be viewed and printed off of our website.

SCHOOL POLICY ON ATTENDANCE AND ABSENTEEISM

Attendance is checked at the beginning of the morning shortly after 8:30 a.m. and in the afternoon shortly after 12:30 p.m. Absentees are noted and recorded in the class registers. **If your child will be absent or late from school on a certain day, we would appreciate notification of this prior to 9:15 a.m. of that day.** In cases where absentees are not reported, automated phone calls will notify parents at home or at work at 9:30 a.m. Your cooperation in this matter will be greatly appreciated. Please call the school 403-341-4548 to record your child's absence or email at fhvattendance@rdcrs.ca

STUDENT BEHAVIOR - Safe and Caring Schools

In Red Deer Catholic Regional Division we honor our children and we provide a safe and secure environment for our students. We believe that everyone in our school must show respect for self, others and our school property. Our school has adopted a School Wide Positive Behavior Policy, which can be found on our website. If your child reports problems in this area, please feel free to contact his/her classroom teacher.

STUDENT DRESS CODE

Students are expected to dress modestly and respectfully. Clothing items with slogans/designs inappropriate to a Catholic school are not permitted. Indoor and outdoor footwear are required.

STUDENT PHONE CALLS

In the case of passing messages along to students, we ask that you call in the case of urgency only. Students are to ask their homeroom teacher for phone use in urgent matters only. Please make arrangements with your child prior to the school day regarding after school pick-up.

Father Henri Voisin School Calendar 2022-2023

Sept. 1 - First day of school for students

Sept. 5 - Labour Day (no school)

Sept. 23 - Teacher Professional Development (no school)

Sept. 30 - Truth & Reconciliation Day (no school)

Oct. 7 - Teacher Professional Development (no school)

Oct. 10 - Thanksgiving (no school)

Nov. 8 & 9 - Parent/Teacher Interviews (regular school days)

Nov. 10 & 11 - Remembrance Day Holiday/Lieu Day (no school)

Nov. 25 - Teacher Professional Development (no school)

Dec. 24 – Jan. 8 - Christmas Break (no school)

Jan. 30 - Teacher Professional Development (no school)

Feb. 20 – Feb. 24 – Winter Break (no school)

Mar. 10 - Teacher Professional Development (no school)

Mar. 22 & 23 - Parent/Teacher Interviews (regular school days)

Mar. 24 - Lieu Day for Parent/Teacher Interviews (no school)

Mar. 27 - Mar 31 – Spring Break (no school)

Apr. 7 & 10 - Good Friday & Easter Monday (no school)

Apr. 28 - Teacher Professional Development (no school)

May 19 - Teacher Professional Development (no school)

May 22 - Victoria Day (no school)

May 29 - Teacher Professional Development (no school)

June 28 - Last Day of School