



STUDENT HANDBOOK

7501 Willow Drive
GRANDE PRAIRIE, AB
T8X 0H7

Telephone : 780 – 814 - 9732

Fax : 780 - 814 - 9762

e-mail : motherteresa@gpcsd.ca

Website : <http://www.mt.gpcsd28.ab.ca/>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



MISSION STATEMENT

Mother Teresa Catholic School is committed to building a sustainable culture of outstanding leadership, exemplary teaching and excellence in learning within the context of Catholic Education.

MOTHER TERESA CATHOLIC SCHOOL PHILOSOPHY

Mother Teresa School is Christ-centered.

WE BELIEVE in a Catholic Christian atmosphere for the students. In Religion classes, and throughout the day, teachers incorporate Christ's teachings into the subject areas as well as their discipline.

WE BELIEVE that each child has been granted many gifts from God and as Catholic educators we plan to provide the students with opportunities to cultivate these talents.

WE BELIEVE that parents and teachers form a unique partnership. Loving parents teach responsibility and skills for making appropriate choices. They become actively involved and support their children in their learning experience.

In turn, teachers become knowledgeable of expectations in their grade level or subject area. They make long-range plans, unit plans and daily lesson plans. Standards of behavior are set to ensure appropriate order and discipline but above all teachers are to be the instruments for each individual child's growth, academically and spiritually.

ABSENCE FROM SCHOOL

If you know in advance that your child will be absent from school for any reason, a phone call or a note explaining the absence is requested. For illness or other immediate absences, please phone the school at 814 – 9732.

ALLERGIES

Please let the school office know if your child/children have asthmas, allergies or any other medical concerns. Because some of our students have allergies to peanuts etc., Mother Teresa has become a "Nut Aware School".

CALENDAR/NEWSLETTER

The school will send a calendar on a monthly basis only. All dates for activities and events will be presented to parents with the monthly newsletter.

CHANGE OF ADDRESS

If your home address, or home/work telephone number should change, please contact our secretary and update this information. In case of an emergency we need current information.

CELL PHONES / OTHER TECHNOLOGY

Students are not to use cell phones or any other technology devices during school hours. (that includes headphones or earphones.)

COLD WEATHER POLICY

Students riding school buses serving the Grande Prairie & District Catholic Schools are not expected to attend school when the temperature is equal to, or colder than –40

degrees Celsius. Buses do not operate on these days.

However, the school will remain open and in operation no matter what the temperature. Students who do not ride a bus and who can safely travel to school can do so. Parents of students who ride buses can transport their own children if they wish.

When the temperature and/or wind-chill are -25 degrees Celsius or lower, students will stay inside during recesses. Otherwise, students are expected to dress properly for outdoor recesses.

CONTACTING STAFF

Teachers are usually available from 8:30 a.m. - 8:40 a.m., during recess, lunch hour and after school until 4:00 p.m. If you are unable to make contact, a message can be left at the front office.

DAMAGE/LOSS OF SCHOOL PROPERTY

Grande Prairie Catholic School Board Policy #704 states, 'Students who damage or lose school property, whether willfully or through neglect, will be required to make full restitution. In case of damage, the Principal, together with other personnel, shall assess the damage and shall notify the pupil, the parents, and the Secretary-Treasurer, as to the extent of the damage.

In case of loss, full replacement cost is expected and an invoice will be presented to the pupil and his/her parents. The cost to be

paid will be the responsibility of the pupil and the parents.

DISCIPLINE CODE

The goal of this code is to assure that all students can pursue their studies in a safe and positive learning environment. Students are developing into responsible and caring young people. Staff will counsel, advise and challenge students when they feel it necessary, but they will also take action when behavior is clearly inappropriate.

Our hope is to correct inappropriate behavior while affirming the worth of the individual. With communication and cooperation between parents and teachers, we are confident that the best solutions to problems can be agreed upon. We value and appreciate parental assistance in the discipline process.

A STUDENT MAY BE SUSPENDED FOR THE FOLLOWING REASONS:

- 1.0 Failure to comply with Section 12 of the School Act states:
"A student shall conduct himself so as to reasonably comply with the following code of conduct:
 - a) Be diligent in pursuing his studies;
 - b) Attend school regularly and punctually.
 - c) Cooperate fully with everyone authorized by the board to provide education programs and other services.
 - d) Comply with the rules of the school.
 - e) Account to his teachers for his conduct;

f) Respect the rights of others.”

- 2.0 Failure to comply with policies of the Gr. Pr. Catholic School District #28.
- 3.0 Use of improper or profane language.
- 4.0 Violence of a physical, verbal, psychological or sexual nature, which violates the rights or dignity of another student or staff member.
- 5.0 Other conduct which negatively affects the moral tone and/or well being of the school.

DISCIPLINE POLICY

Classroom teachers outline expectations and guidelines, and are responsible for managing discipline within the class. Supervising teachers will do the same during non-class time.

The school employs a number of disciplinary measures to discourage behavior that is unacceptable. These include verbal reprimand, loss of privileges, detentions, behavior essays, contracts, forms of exclusions, and finally suspensions/expulsions. Suspensions may be in school or out-of-school. The type of disciplinary action varies with the severity and the frequency of the offense.

In the event of serious behavior problems, the parents will be notified. The Principal may be involved in the case of severe or persistent misbehavior. The Grande Prairie Separate School Board Policy Handbook outlines reasons for suspension and/or expulsion from school.

DROPPING OFF & PICKING UP STUDENTS

Ensure the safety of your own child and other children attending this school. Watch for the NO IDLE / NO PARKING signs. Please park along the sidewalk only where permitted. Have your child carefully leave your vehicle. Do not wait for your child in the drop off loop in front of the school. Please use the parking lot or street to wait for your child as parking in NO PARKING areas can jeopardize the safety of the students.

EVALUATION

Evaluation of student progress is an ongoing process. Formal report cards will be issued three times a year for students in grade one to eight: **NOVEMBER 19, 2010, MARCH 18, 2011, and JUNE 28, 2011.** Conferences between parents and teachers are scheduled following the November and March report cards to allow an opportunity for discussion of the child's progress. Please plan to attend. However, please feel free to phone and arrange a meeting at any time during the year. If you have concerns we need to know.

Jr. High students who receive less than 50% on quizzes, tests and some projects & assignments will be required to have their parents sign a form indicating they have seen this mark as well as complete an additional assignment to improve their mark to a passing grade of 50%.

FIRE DRILLS/LOCK DOWN

Periodic fire drills and lock down provide us with practice at clearing and locking the building quickly and quietly. Students will be

acquainted with the exit route from every room or area in which they spend time during the day. The fire drill regulations will be reviewed. Controlled movement and safety is our goal.

FOOTWEAR AND CLOTHING

For health and safety reasons, students are expected to wear shoes at all times. To maintain the cleanliness of the school and support the efforts of the caretaking staff, students are expected to have an outdoor pair of shoes and an indoor pair of shoes. **Only non-marking soled footwear is to be worn in our school.** Black and dark-soled shoes mark the floors, and make it more difficult to keep our floors shiny and new looking. Proper gym footwear is required for all Physical Education classes.

We have guidelines about student clothing because the school is the **workplace** for students and staff. Acceptable dress and appearance are related to **neatness, cleanliness** and **appropriateness**. Students are expected to dress appropriately and modestly for all school activities. Specifically, the following are **not** appropriate to the **professional working atmosphere** maintained at Mother Teresa Catholic School:

- Clothing that exposes the midriff, shoulders, back or chest.
- Shorts or skirts of inappropriate length. Must be longer than the tip of the fingers when reaching down the leg.
- Clothing with inappropriate, illegal, or offensive messages, images or symbols
- Hats or headgear in the school

- Outside jackets in classrooms
- Student backpacks in classrooms

*Students arriving at school dressed inappropriately will be asked to change; if they do not have a change of clothes it will be provided.

FRIDAY ENVELOPE

At Mother Teresa, some classes use a system of “Friday Envelope” to communicate and send home important information and student work. Communications from the school will be sent home in this large envelope on scheduled days. Please see your child’s homeroom teacher to see if they are using this system and what the send home dates are. Replacement cost for a Friday envelope is \$1.

Classes not using a Friday envelope will still send home information in your child’s backpack.

HOMEWORK

At the elementary school level, adequate time is normally provided in class to finish most assignments. Homework may be given to students but the quantity of such is minimal. Students who are absent may be required to catch up on work at home. The quality and quantity of homework will increase with each grade. In Junior High homework increases but is manageable when students use their class time effectively.

INJURY

If a student is seriously injured at school, we phone and request that a parent come and pick up the child. In an extreme emergency, students are taken to the Queen Elizabeth II

Hospital as quickly as possible while the parents are being phoned from the school. It is extremely important the school have an emergency phone number where a responsible adult may be reached if neither parent can be contacted. If this information has not been given to the office, please call the school or send a note as soon as possible.

LATES/ABSENCES

The school office hours of operation are 8:15 a.m. to 3:45 p.m. Students who arrive late **MUST** check in at the office. Parents are asked to help ensure that their child is not consistently late or absent. The School Act states 'Students are to attend school regularly and punctually.' Consequences and or a plan of action may be implemented if a child is consistently late.

LIBRARY

We encourage students to borrow books from the school library for pleasure reading and research. Some books (reference) do not circulate but may be used in the library. **Students will be charged full replacement cost for any lost or damaged library materials.**

LOST AND FOUND

Clearly mark all clothing and footwear to prevent the problem of lost articles. Any articles found should be returned to the office. Lost articles may be retrieved by talking to the custodian or checking LOST & FOUND boxes, which is located in the office and set out for claiming in the central gathering area. Articles that have not been claimed after ONE MONTH

will be donated to charity. Articles left on the last day of the school year will be donated immediately because of the major school cleanup done at that time of the year.

LUNCH POLICY

Students in grades K-6 eat their lunches in their homerooms. Students are expected to remain seated in their desks while eating their lunch, and cleanup after themselves and go outside for the second half of the lunch break. Any misbehavior or disruption during lunch will result in a warning to the student. If this warning is ignored the child may incur a consequence such as detention time. Jr. High students eat their lunch in the main gathering area of the school.

Students must have a parent permission form signed if they choose to go home for lunch. This privilege may be revoked if the student abuses this privilege or if they are required to stay at the school for another reason.

RELIGIOUS CELEBRATIONS

The school day at Mother Teresa begins with a staff and student prayer. Classroom celebrations are held periodically throughout the year as part of the regular Religion Program. The school holds regular school Celebrations and offers the opportunity for the Sacrament of Reconciliation at Christmas or Easter. Parents are encouraged to attend school Celebrations. All students are expected to attend Religious Celebrations.

SACRAMENTAL PREPARATION: It's a three-fold process.

- The **PARENTS** have the primary role in the spiritual formation of their child. Parents are the first and most important models of lived faith for their child. Parents must prepare their own child.
- The **CHRISTIAN COMMUNITY** shares and supports the responsibility of parents. The priest and the parish guide programs for parents and children.
- **TEACHERS** continue their traditional support by teaching the religion programs within the school. The programs are geared toward certain sacraments in particular grades. Grade 2 - Sacrament of Reconciliation; Grade 3 – Sacrament of First Communion; Grade 6 - Sacrament of Confirmation.

Parents, know their children best, and must decide when their child is ready and wants to receive the sacrament. Parents of children being prepared for these sacraments will be advised of meetings to assist in the preparation.

****Please note that a student receiving any of the above sacraments must have been baptized according to the Holy Trinity. If your child is not baptized and it is your wish to bless him/her with this sacrament, please call the parish, 532-2351 to make arrangements.**

SCHOOL COMMUNITY TEAM

The School Community Team is a community approach to helping families. It is an inter agency group of professionals who meet at Mother Teresa School at least once a month to help parents and students who are in need of support. The team consists of representatives

from Provincial Family Enhancement Unit, Peace Country Health Authority, Student Health Initiative, Student Support, and the school. The team offers weekly case conferences, as well as pro-active workshops.

Parents can phone the Principal to access the TEAM. This service is free and confidential.

SCHOOL COUNCIL

The Mother Teresa School Council is an active group of parents who play an essential role to foster the success of our school program. We encourage all parents to become involved and to participate in the parent sponsored activities and decisions.

The Council links parents, the community and the school. They can provide advice on educational matters at the school level and in this way serve the interest of the students presently attending Mother Teresa Catholic School. Meetings are held monthly and the dates are indicated in the school newsletter.

SCHOOL SUPPLIES

A supply list is sent out in June of each year for the following school year. This list can also be found by accessing our school website. Some items are the responsibility of the parents to purchase and other items are purchased by the school in order to have uniformity with the classroom supplies as well as offer the best discounts to parents. The supply list will detail which items are provided and which must be purchased by the parent. Items supplied are payable with school fees in September.

SICKNESS

If your child is ill, he/she should remain at home. If a student is too ill to participate in

regular school activities including recess they are too ill to attend school. Students not feeling well during school hours are asked to notify their teacher who will then advise the school secretary. Arrangements will then be made to contact parents and to arrange for transportation home. *NOTE: According to Board Policy #709, non-prescription medication (e.g. Aspirin) shall not be housed by the school or be administered to any student. Prescription drugs can be supervised and administered by the Principal only upon written notification by the parent.

STAFF MEETING

Students will be dismissed at 2:30 p.m. on staff meeting days, which is the FIRST Monday of the month.

STUDENT TRANSPORTATION

Students who ride to and from school with First Student Coach Lines are expected to comply with rules and regulations.

- Eligible students must pick up their bus pass from the school.
- Students must arrive at their bus stop on time. Buses will not wait past the scheduled pickup time.
- Students are expected to wait back from the curb in order to be safe.
- Students shall observe the same behavioral regulations that prevail in school.
- Adequate supervision will be provided during bus loading after school.
- All students must present a bus pass when boarding the bus.

- Eligible students who have lost a bus pass may purchase a duplicate from the school office.
- Any breach of the above regulations will be reported to the school concerned. Students can be suspended from riding the bus.

TELEPHONE

For **EMERGENCY** purposes there is a student courtesy phone available in the main office. Students must ask permission from a staff member in order to use the phone.

TEXTBOOK RENTALS

Students will receive a schedule of fees that the Grande Prairie Catholic School District has set for rental of all textbooks and sacrament books required. Rental fees including additional supplies for classrooms are due by September 30th of the school year. Cheques are made payable to Mother Teresa Catholic School.

VOLUNTEERS

We invite and welcome all parents/guardians to visit and/or volunteer at the school. Thanks to all our volunteers, who give wholeheartedly their time and talent to assist with many projects, which contribute to the educational experience of our students.

The list of contributions is enormous: classroom, clerical, library, cleaning, organizing classroom projects etc. Help can range from one day in the year to every day if you have time. Everything counts and is needed. Please come and share your talents when the parent group comes together to

volunteer. Please ask the office secretary for your volunteer form.

OUR CATHOLIC FAITH

In our Catholic faith - we have many beliefs, practices, and devotions unique to the Catholic Church. This includes the Mass, the Sign of the Cross, the Seven Sacraments, the Rosary, and other forms of devotions. The Ten Commandments and the Beatitudes teach us how we can live our lives in the best way possible.

THE CHURCH CALENDAR

The Catholic Church follows its own calendar – Advent, Christmas, Lent, and Easter.

The Church Year begins on the First Sunday of Advent, which is four Sundays before Christmas (December 25th). Lent begins on Ash Wednesday, forty days before Easter, and ends on Good Friday, two days before Easter.

Easter is celebrated for fifty days and ends on Pentecost Sunday. During this time, we celebrate the new life of Christ. After the Easter season, there is a return to Ordinary Time until the end of the Church Year.

THE SIGN OF THE CROSS

The Sign of the Cross is a very short prayer that is said before and after each prayer. It shows our faith in the Holy Trinity – the Father, the Son and the Holy Spirit – and it shows we understand that Jesus died on the cross to save us.

CATHOLIC PRAYERS

The Sign of the Cross

In the name of the Father and of the Son, and of the Holy Spirit. Amen

Our Father

Our Father, who art in heaven,
Hallowed be thy name.
Thy kingdom come, thy will be done on
earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those who trespass
against us
and lead us not into temptation
but deliver us from evil.
For thine is the Kingdom,
The power and the glory,
Forever and ever.
Amen.

Hail Mary

Hail Mary, full of grace,
the Lord is with you.
Blessed are you among women
And blessed is the fruit of thy
womb, Jesus.

Holy Mary, Mother of God,
Pray for us sinners, now,
And at the hour of our death.
Amen.

2010 – 2011 School Year Calendar
(Please watch for any changes in monthly school newsletter)

Aug 31	First Day for Students	Feb 7	Early Dismissal – 2:30
		18	PD Day #6 – No School
Sept 6	Labor Day – No School	21	Family Day – No School
13	Early Dismissal – 2:30		
16	Welcome Back BBQ & “Meet The Staff” – 5:30	Mar 7	Early Dismissal – 2:30
		8	Shrove Tuesday
		9	Ash Wednesday
Oct 4	Early Dismissal – 2:30	10-11	Teacher Convention /No School
8	PD Day #2 – No School	13	Daylight Savings Time Begins
8 th & 9 th	Little Red Volleyball Tournament	18	Report Card #2 Sent Home
11	Thanksgiving Day – No School	22-23	Parent Teacher Interviews
12	RESPECT – Magic Show – 9:00am		Book Fair
14 th & 15 th	Grade 8 Faith Retreats	25	In Lieu of P.T.I – No School
18 th & 19 th	Picture Day	28-31	Spring Break-No School
29	PD Day # 3 – No School		
		Apr 1-3	Spring Break-No School
Nov 1	Early Dismissal – 2:30	4	Classes Resume
7	Catholic Education Sunday		Early Dismissal – 2:30
	Daylight Saving Time Ends	21	Holy Thursday
7-10	Parish Mission 2010	22	Good Friday – No School
11	Remembrance Day – No School	25	Easter Monday – No School
12	In Lieu of P.T.I – No School		
19 th	Report Card #1 Sent Home	May 2	Early Dismissal – 2:30
23 rd & 24 th	Parent Teacher Interviews	8	Mother’s Day
	Book Fair	12	World Catholic Education Day
26	PD Day #4 – No School	20	PD Day #7 – No School
		23	Victoria Day – No School
Dec 6	Early Dismissal – 2:30		
18–31	Christmas Break	Jun 6	Early Dismissal – 2:30
		19	Father’s Day
Jan 1–2	Christmas Break	27	Gr 1-6 Swimming 1pm to 2pm
3	Classes Resume	28	Report Card #3/Students Last Day
	Early Dismissal – 2:30		
31	PD Day #5 - No School		