



St. Mary's Catholic School

Sexsmith, Alberta 780-568-3631
www.gpcsd.ca/stmarys

School Handbook 2011-2012

***Mission Statement:** We are a Catholic Faith community that reflects the teachings of Christ. We cultivate a compassionate environment that values the uniqueness of all individuals by striving to create and inspire confidence, success and the ability to achieve life-long learning as students, staff and community.*

Principal Message:

This year we will continue with our virtue project, precisely “The Catholic Virtues”. To ensure that we can teach each virtue in depth we will chose 8 instead of 10 and spend more time examining and developing these virtues. Our goal is to have our students walk in the footsteps of our Lord and become aware of their faith formation in a positive and achievable way.

Our District is beginning their new 3 year plan: Sowing Seeds of Justice. The new theme is a district wide approach to create citizens for a better world. For the 2011-2012 school year the focus will be **The Sower - “Jesus, the one who Teaches the Word”**.

*Stage 1 will be Collections: Bring a relief of Immediate Needs

*Stage 2 will be Direct Service: Directly filling needs in the community.

We are also very excited to welcome our first High School Year; Grade 10. We are looking forward to helping our seniors achieve the education that will propel them forward towards their future goals and ambitions.

Due to the distance from the church to our new location, we will attend mass in the church in September and June. All other masses will be celebrated in our school gym.

Have a great year at St. Mary’s school!

Our School Team * 2011-2012

Teachers:

Mrs. L. Seifert	Kindergarten
Ms. D. Dressaire	Grade 1
Mrs. K. Finkle	Grade 2
Mrs. S. Lillico	Grade 3
Mrs. K. Peyton	Grade 4
Mrs. A. Zakresky (Maternity leave for Mrs. Coffin)	Grade 5 & JH Option Classes
Mrs. M. Walker	Grade 6
Mrs. A. Campbell	Jr. High - Grade 7 Homeroom
Mr. S. Pfau	Jr. High - Grade 8 Homeroom
Mrs. J. Corcoran	Jr. High - Grade 9 Homeroom / CST
Mrs. B. London	Sr. High - Grade 10 Homeroom
Ms. R. Coish	Jr. & Sr. High
Mrs. M. Wild-Thibault	Music
Mme Linda Beaudet	Principal

Support Staff:

Mrs. A. Sheehan	Secretary
Mrs. K. Badry	Librarian & Early Literacy
Mrs. M. Fink	Educational Assistant
Mrs. A. Kosa	Pre-Kindergarten Instructor
Mrs. K. Wiebe	Educational Assistant
	Head Custodian
Ms. K. Francis	Custodian
Father Clifford Sherwin	School Chaplain

School Year: 2011-2012

August	29	Professional Development Day for Staff
	30	Professional Development Day for Staff
	31	Classes begin for Grades 1-9
	31	ECS Staggered Entry – M/W/F, Group A (am) & B (pm)
September		<i>VIRTUE of the Month: RESPECT</i>
	01	ECS Staggered Entry – T/TH/F, Group A (am) & B (pm)
	02	ECS Staggered Entry – M/W/F, Group C (am) & D (pm)
	05	NO SCHOOL - Labour Day
	06	ECS Staggered Entry – T/TH/F, Group C (am) & D (pm)
	12	Early Dismissal for Staff Meeting (2:35)
	13	Meet the Teacher Night –Assembly @ 5:30, Classrooms @ 6:00, School Council 6:30
	19	School Pictures – Begins 9:00 Monday morning
	20	MASS at the church @ 9:30
	28	Terry Fox Run
	30	Virtue Awards @ 2:25
October		<i>VIRTUE of the Month: TEMPERANCE</i>
	03	Early Dismissal for Staff Meeting (2:35)
	03	School Council Meeting @ 6:30
	04	Grade 8 Retreat Day
	06	Thanksgiving Celebration in gym @ 9:30
	07	NO SCHOOL - Professional Development Day
	10	NO SCHOOL - Thanksgiving Day
	21	Official School Opening
	27	Virtue Awards @ 2:25
	28	NO SCHOOL - Professional Development Day
November		<i>VIRTUE of the Month: LOVE</i>
	07	Early Dismissal for Staff Meeting (2:35)
	09	Remembrance Day Celebration in gym @ 9:30
	10	NO SCHOOL - Day off in lieu of PTI's
	11	NO SCHOOL - Remembrance Day
	14	School Council Meeting @ 6:30
	16	Book Fair Starts; runs from the 16 th - 24 th
	18	Report Cards go home
	23/24	Parent Teacher Interviews, 4:00-7:00
	25	NO SCHOOL – Professional Development Day
	28	Advent Celebration @ 9:30
	30	Virtue Awards @ 2:25

December	05	Early Dismissal for Staff Meeting (2:35)
	12	School Council Meeting @ 6:30
	13	Christmas Mass in gym @ 9:30
	15	Christmas Concert @ 7 pm
	17-31	NO SCHOOL - Christmas Break
January		<i>VIRTUE of the Month: HOPE</i>
	1/2	NO SCHOOL - Christmas Break
	03	Classes Resume
	06	Epiphany Celebration in gym @ 9:30
	09	Early Dismissal for Staff Meeting (2:35)
	16	School Council Meeting @ 6:30
	17	AM Sr. High Exam, Gr. 10 English Language Arts – Writing
	24	AM Sr. High Exam, Gr. 10 English Language Arts – Reading
	26	AM Sr. High Exam, Gr. 10 Science
	27	Virtue Awards @ 2:25
	31	2 nd Semester Begins for Sr. High Classes and Jr. High Options
February		<i>VIRTUE of the Month: COMPASSION</i>
	03	Sr. High Semester 1 report cards go home
	5-10	Vocation Week
	06	Early Dismissal for Staff Meeting (2:35)
	10	NO SCHOOL – Staff Professional Development Day
	12-18	Teacher Appreciation Week
	13	School Council Meeting @ 6:30
	17	NO SCHOOL – District Mass & Staff Professional Development Day
	20	NO SCHOOL - Family Day
	21	Shrove Tuesday
	22	Ash Wednesday Mass in gym @ 9:30
	24	Virtue Awards @ 2:25
March		<i>VIRTUE of the Month: FORGIVENESS</i>
	05	Early Dismissal for Staff Meeting (2:35)
	08/09	NO SCHOOL - Teachers' Convention
	12	School Council Meeting @ 6:30
	21	Stations of the Cross in gym @ 9:30
	23	NO SCHOOL - Day off in lieu of PTI's
	28-30	Library Book Fair
	30	Report Cards go home
	30	Virtue Awards @ 2:25
April		<i>VIRTUE of the Month: FAITH</i>
	02	Early Dismissal for Staff Meeting (2:35)
	02-04	Library Book Fair
	03/04	Parent Teacher Interviews, 4:00 – 7:00
	05	Holy Thursday Easter Celebration in gym @ 9:30

06 NO SCHOOL - GOOD FRIDAY
 07/15 **NO SCHOOL – Spring Break**
 16 School Council Meeting @ 6:30
 17 Gr. 10 Retreat
 20 Carnival
 26 Virtue Awards @ 2:25
 27 NO SCHOOL – Staff Professional Development Day

May

VIRTUE of the Month: JUSTICE

02 Living Rosary in gym @ 9:30
 04 Elementary Track & Field
 07 Early Dismissal for Staff Meeting (2:35)
 14 School Council Meeting @ 6:30
 14 AM PAT Exam, Gr. 9 English Language Arts - Writing,
 14 AM Jr. High Exam, Gr. 7 & 8 English Language Arts – Writing
 15 Grade 6 Retreat
 15 AM PAT Exam, Gr. 3 English Language Arts – Writing
 16 AM PAT Exam, Gr. 6 English Language Arts – Writing
 18 School Talent Show
 21 NO SCHOOL – Victoria Day
 25 NO SCHOOL – Staff Professional Development Day
 31 Virtue Awards @ 2:25

June

04 Early Dismissal for Staff Meeting (2:35)
 08 End of the Year Mass at the church @ 9:30
 11 School Council Meeting @ 6:30
 12 AM PAT Exam, Gr. 3 English Language Arts – Reading
 14 AM PAT Exam, Gr. 3 Mathematics
 14 AM PAT Exam, Gr. 6 Social Studies
 15 AM PAT Exam, Gr. 6 English Language Arts – Reading
 18 AM PAT Exam, Gr. 6 Mathematics
 19 AM PAT Exam, Gr. 6 Science
 20 ECS Grad
 22 AM Jr. High Exam, Gr. 7 & 8 Science
 22 AM PAT Exam, Gr. 9 Science
 22 AM Sr. High Exam, Gr. 10 Social
 22 Elementary Play Day
 22 Last day for Pre-K
 25 AM Jr. High Exam, Gr. 7 & 8 Mathematics
 25 AM PAT Exam, Gr. 9 Mathematics
 25 AM Sr. High Exam, Gr. 10 Mathematics
 26 AM Jr. High Exam, Gr. 7 & 8 English Language Arts – Reading
 26 AM PAT Exam, Gr. 9 English Language Arts – Reading
 27 AM Jr. High Exam, Gr. 7 & 8 Social
 27 AM PAT Exam, Gr. 9 Social
 28 Elementary Awards @ 9:00,
 PowerPoint followed by Jr./Sr. High Awards @ 10:20
 27/28 Last Day for Kindergarten Students
 28 Last Day for Students (1-9): Report Cards go home

School Operational Day

ECS – GRADE 6 BELL SCHEDULE

8:35	Supervision Begins Inside – students come directly in when they arrive
8:41	Warning Bell (5 minutes to get to the first class)
8:46 - 9:27	First Period
9:27 - 10:08	Second Period
10:08 - 10:19	Morning Recess
10:19 - 10:53	Third Period
10:53 – 11:34	Fourth Period
11:34 - 12:17	Lunch (11:55 bell to signal end of lunch & start of recess)
12:17 - 12:58	Fifth Period
12:58 - 1:39	Sixth Period
1:39 – 1:50	Afternoon Recess
1:50 - 2:24	Seventh Period
2:24 – 3:05	Eighth Period
3:05	Dismissal

JUNIOR & SENIOR HIGH BELL SCHEDULE

8:35	Supervision Begins Inside – students come directly in when they arrive
8:41	Warning Bell (5 minutes to get to the first class)
8:46 - 9:27	First Period - JH
9:27 - 10:08	Second Period – JH
<i>8:46 - 10:08</i>	<i>BLOCK 1 Senior High</i>
10:08 - 10:10	Transition Between Classes
10:10 - 10:52	Third Period - JH
10:52 - 11:34	Fourth Period – JH
<i>10:10 – 11:34</i>	<i>BLOCK 2 – Senior High</i>
11:34 - 12:17	Lunch (11:55 bell to signal end of lunch & start of break)
12:17 - 12:58	Fifth Period - JH
12:58 - 1:39	Sixth Period – JH
<i>12:17 – 1:39</i>	<i>BLOCK 3 – Senior High</i>
1:39 – 1:43	Transition Between Classes
1:43 - 2:24	Seventh Period - JH
2:24 – 3:05	Eighth Period – JH
<i>1:43 – 3:05</i>	<i>BLOCK 4 – Senior High</i>
3:05	Dismissal

* Students are reminded that the teachers and not the bell shall signify the end of class.

Attendance

Attendance Policy

Every student shall attend school regularly and punctually. The following are acceptable reasons for being absent from class:

- 1) Illness
- 2) Compassionate/Celebrations related to family
- 3) Medical reasons
- 4) School representative at an outside school event

Parents are asked to inform the school when students will be absent from school. The parents will be informed if a child is truant. Repeated truancy will be dealt with as per the School Act sections # 13 - #15.

We check off attendance twice a day and will call the parents of any child that is not at school. We will not call if the parent has made us aware that the student will not be attending that day.

Research shows that regular attendance is one of the five pillars of a student's success. Please ensure that your child attends if at all possible, as it is imperative to their learning.

Important note: Students away from school, for other reasons besides a short illness, are responsible for the work missed. It is not acceptable to say, "I didn't know about this assignment because it was given when I was away."

Arriving Late

Students are expected to arrive for class on time. If a student arrives late for classes they will be considered absent unless they report to the office. Students that are habitually late or absent will be dealt with and a letter will be sent home notifying parents of the issue. Parents are asked to inform the school if a student will be late. The front (north) doors are the only doors that remain open throughout the school day (8:35-4:00). If your child comes later than 8:46 am, ensure that they know to enter through the front doors, as the others will be locked as per the school safety guidelines/regulations.

Staff Meetings

Staff meetings are held on the first working Monday of each month, and on these days students will be dismissed at 2:30 pm.

Supplies and Equipment

Instructional Fees

The total cost for the instructional fees are \$65.00 for grade 1-6, \$75.00 for grade 7-9 (this includes the student agenda and some of the additional supplies, i.e. color coded Duo-tangs, Ziplocs, Kleenex, etc.) and \$85 for grade 10. There will be additional fees for Junior and Senior High as well for their options classes. All fees may be paid at the school office, or payment can be sent in with your child. **We would appreciate receiving all payments by the end of September as fees are due on September 30th.** Students are expected to handle textbooks with care and return them in good condition. Lost or defaced books **will have to be replaced** at full cost by the student concerned.

Lockers and Locks

Students in grades 7-10 will be assigned a hallway locker for their use during the school year. The school will provide all locks used. A \$5 rental fee will be charged for locks, this will be refunded when the lock is returned and the locker is cleaned at the end of the year. The school will not be responsible for money or valuables missing from lockers. Items of value should be turned in to the office for safekeeping. Please do not make a habit of sending valuable items to school. Students are encouraged to label their belongings.

School Supplies/Agenda

A list of **supplies** for the year is available from the office and was included in your child's report card. Some changes have been made this August at District level regarding instructional fees; now all fees are reflected in the one price. The only separate cost is for those students in Grade 2, 3 and 6 as they will need to purchase sacramental preparation booklets. The extra cost for grade 2 & 3 will be \$5 and for grade 6 it will be an additional \$10. This is only half the price of the booklets as the District is picking up the other half.

Combination locks to be used on the students' lockers will be provided at the school. Students are not allowed to bring one from home.

Proper gym clothing and footwear is required for all Physical Education classes, as students are expected to change if required by the teacher.

Students are expected to have clean, **non-scuffing shoes to wear indoors** at all times.

Lost and Found

Lost articles may be retrieved by searching through the "Lost and Found" box. Please encourage your child to check the Lost and Found periodically. Articles that are not claimed after one month will be given away to the Salvation Army. Please label all of your children's belongings (lunch kits, water bottles, etc.).

Daily Activities

Daily Prayers and Religious Celebrations

The school day at St. Mary's begins with O' Canada. If anyone is walking in the hallway at this time they will be asked to please be still until O' Canada is finished. Individual classroom prayer will follow. Classroom and whole school celebrations are held periodically throughout the year as part of the religion program. Also the school either attends mass in Sexsmith or a celebration in the gym once a month. All students are expected to attend Religion classes and participate in Religious Celebrations. Parents are welcome to attend all school Religious Celebrations.

Announcements

If there are announcements to be made the intercom will be used first thing after O' Canada and/or at the end of the day at 3:00 pm to relay general information to staff and students. Staff, students or parents wishing to have items announced should bring them to the office no later than 2:00 pm of the same day.

Newsletters

Newsletters will be published monthly. In the interest of the environment, we are establishing a school email distribution list. This list will be strictly confidential and will enable the school to send email copies of the school newsletters in place of the hard copy. However, if you wish to continue with a hard copy they will be given to the youngest child in the family to take home to his\her parents\guardians. The picture collages that accompany the newsletter will only be sent through the email distribution list, but will be available on our website as well. The newsletter can also be found on the St. Mary's web page (www.gpcsd.ca/stmarys).

Visitors to School

Parents and Guardians are welcome to visit the school at any time. All visitors to the school are asked to check in at the office first.

Homework & Study

The school is a training ground for the acceptance of responsible attitudes towards work. Students will require a period of home study on most school days' whether it is in a particular subject or even just daily reading. Kindergarten to grade 6 have a daily reading program which you will get information about from your child / children's' individual teachers. Parents are requested to assist the school in this request by providing time and opportunity for their children to study at home whether homework has been assigned or not.

To achieve and improve academic performance, Junior and Senior High students must expect to do homework. Many of these students feel that unless a specific assignment is due, they have no homework. This is not so; each of the following areas listed below should be a part of your regular homework.

- 1) Completion of work that you did not finish in class
- 2) Completion of daily assignments and work missed because of illness or other reasons
- 3) Completion of long term assignments. If you have one due in two or three weeks, work on it regularly. Do not leave it until the night before.
- 4) Review work taken each day. Studies show that 70% of work is forgotten if it is not reviewed within three days.
- 5) Take time to keep notes neat and in order.
- 6) Study for quizzes, tests and exams.

The student planners are an excellent way for parents to keep in touch with activities and homework at school. Encourage your children to make use of their student planner and review it with them periodically. This includes electronic agenda's, which the junior and senior high students will be using this year. We also have a Parent Portal on our online District PowerSchool program that will have lots of information for parents of students in grades 7-10; information such as attendance, marks, homework assignments, etc. Please watch for information to be sent out in September on how to sign in to Parent Portal.

Change of Address / Medical Information

Please report any changes of address, telephone number (home or work) or medical information/legal information to the school office so your child's file can be kept up to date. The District Office needs to be kept current with address and phone number changes as well so we relay this new information on to them.

All families should have an emergency phone number where a responsible adult can be reached during the day.

Transfers out of this School

Please notify the school secretary as early as possible, if your child will be transferring out of St. Mary's. They will need to turn in all books when they leave.

Bus Safety

Please DO NOT park in the bus zone, on the bus lane, or in the parent drop off zone. Parking in the bus lane is not allowed and may cause some students to run across the road to you when they see you. This is very dangerous because there are buses and parent vehicles coming and going who may not notice them. Encourage your children to meet you at the sidewalk and if you are parking please park in the appropriate area which is on the street in front of the school, not on the side where the bus and parent pull out lanes are.

Library

Students will be encouraged to use the library regularly. The loan period will be for two weeks. Students will be responsible for any books that are lost or damages that occur while out on loan. Replacement of lost or damaged books is expected. Parents will be notified if a book is damaged or lost.

Report Cards

Report cards will be issued three times during the year: November, March and June. Grade 10 will have four reporting periods (November, February, March and June) as they run a different schedule for senior high. Interviews are scheduled with the November and March report cards. However, if at any time parents are concerned or have a question, they should contact the school to set up an interview.

If a student still has not returned a textbook or a sports uniform at the end of the year, their report card will be held back. Once the items are returned or paid for the report card will be released.

If students are not going to be present on the last day of school, they must pay a \$2 fee to have their report card mailed out to them over the summer. They could also choose to wait until August when the office opens again to pick it up.

Parking

Parents who are **quickly** dropping off and picking up their children can use the turnaround lane at the top of the hill **just before** the bike racks. This is 102 Street which is on the west (Right) side of the school. **If you are leaving your**

vehicle please use the lane in front of the main entrance (90th Ave) to minimize congestion. The turnaround area past the bike racks is for BUS ONLY. Please do not park or turn around in this area. Also at no time during the day are you allowed to park along the side of the road opposite the bus and parent pull in as we are then in a situation where children are running across the road to get to the vehicles, which causes a huge safety concern for all motorists.

Sacraments

The grade 2 class will be celebrating their First Reconciliation this year and the grade 3 class will be celebrating their First Communion. The grade 6 students will all be preparing for Confirmation this year as well. This preparation will be done between home, school, and Parish.

Student Welfare

Illness or Injury

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 the parents and to arrange for transportation home. In the case of an injury sustained during school hours the school will phone and request that a parent come and pick up the child. In an emergency situation students are taken to the QE II hospital as quickly as possible while the parents and family doctor are being phoned from the school. It is very important that the school have an emergency phone number where a responsible adult can be reached if neither parent nor guardian can be contacted. If this information has not been given to the school, please send a note or telephone number as soon as possible. At all times, the health and welfare of the student will be of paramount importance. All injuries should be reported immediately to the teacher in charge.

If your child is ill, please keep them home.

Note: According to Board Policy, non-prescriptive medication (e.g. Aspirin) shall not be housed by the school or be administered to any student. The principal, only upon written notification by the parent, will ensure the supervision of administering prescription medication.

Student Insurance

The School District endorses a student accident insurance policy at a low cost to the parent. It is strongly recommended that parents purchase this insurance.

We will receive application forms from the insurance company early in September to distribute to the students.

Fire Drills

Periodic fire drills provide us with practice at clearing the building quickly and safely. The students must acquaint themselves with the exit route from every room or area in which they spend time during the day. When the fire alarm rings, they must clear the building immediately, following the directions posted in the classroom or given by the teacher in charge. **** If you are visiting during this time you are expected to exit the building as quick as possible by the nearest door.**

Lockdowns

We will also be having periodic lockdown drills, which provide us with practice at securing our staff and students' safety, in the case of a threat in the school. When a lock down is announced, all students come together in a designated area in their classroom. The window coverings are drawn and the doors are locked. The most important aspect of these drills is to be in total control of their actions. As an extra precaution, our policy at the school is to have all entrances to the school locked throughout the day, except for the main doors by the office.

School Community Team

If you, or someone you know, are having difficulty with family relationships, school problems, parenting problems, or just have some questions/concerns, the Team is available and willing to help. The Team is an interagency group that meets in each school about once a month to help parents and students who are in need of support from helping agencies. Just phone the school and ask the principal to book a time with the Team whenever it is convenient for you. **This service is free and confidential.**

Student Conduct

School Act - Section 11 - Paragraph 12 - Student Conduct

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing his/her studies
- b) Attend school regularly and punctually
- c) Co-operate fully with everyone authorized by the board to provide educational programs and other services

- d) Comply with the rules of the school
- e) Respect the rights of others

Discipline Code

The goal of this code is to assure all students at St. Mary's can pursue their studies in a safe and positive learning environment. The staff realizes that the students are developing into responsible and caring young people. We will do our best to provide them with sound Christian surroundings in which they can grow. We will counsel, advise and challenge them when we feel it necessary, but we will also take action when their behavior is clearly inappropriate.

The school employs a number of measures to discourage behavior that is unacceptable or aid students to make better choices. These include counseling, loss of privileges, detentions, and various forms of suspensions. Suspensions may be in school or out-of-school. The type of disciplinary action varies with the severity and frequency of the offence.

Parents will be advised of discipline cases that result in a suspension.

Dress Policy

Students should dress in a manner, which contributes to the school atmosphere rather than distracting from learning. Student clothing should be neat and clean and suitable to the activity within the school. Students, who wear inappropriate dress, including short-shorts and bare midriffs, spaghetti straps, T-shirts or buttons with crude or vulgar sayings or obscene pictures, will be asked to change. Hats and jackets are outdoor clothing. Students will be asked to remove them. Outside or muddy footwear must be left at the entrance. Students are to have non-scuffing inside shoes to wear at all times. Only running shoes may be worn in gym. **No black soled shoes**, as they mark up the floors and gym.

Cell Phones / Electronic Devices

ELEMENTARY:

Students are not allowed to have their cell phones with them during school hours. We prefer they are kept at home but if you require them to have a cell phone on them for travel to and from school they must be shut off and kept in their backpack once school has begun. I-pods (or any other musical devices) may be used in class at the teacher's discretion and outside at recess time; however they will not be allowed to be worn / used in the hallways or during assemblies. Any electronic hand held games, such as a DS, will not be allowed at school at any time. We prefer students to be physically active and social during recess time. However, it can happen that your child's teacher may have a special day where these devices would be allowed to be brought in.

JUNIOR/SENIOR HIGH:

Electronic devices such as cell phones, or iPods will be allowed in the classrooms; however they will not be allowed to be worn / used during assemblies. Paper agendas will not be provided as students will be encouraged to use an electronic agenda. (Do not feel you need to purchase one of these electronic devices as a hard copy agenda will suffice.) Appropriate texting will be accepted under the directive of a staff member during a learning activity.

When the electronic device is not being used as a classroom resource, it must be turned off and NOT in use. Students who do not use these devices in a responsible and respectful manner will have to surrender them to the principal. They will get it back at the end of the day. The second time it needs to be taken away, they will lose it for 24 hours. If a third offense occurs, they will lose it for a week.

iPads

Senior high students will be provided with an iPad that will contain reading materials and applications that will benefit their learning. Each student will be assigned their own iPad which will be in their care for the year. These iPads will be synchronized **at school only**.

Students will be allowed to bring their iPads home to use as a school resource. Any iPad that is synchronized at home, has accessed inappropriate sites, or has apps downloaded, will be taken away from the student and resynchronized at school. As a consequence of this, fees will be incurred to have the students resources resynchronized to the iPad, as this is a cost to the school (Similar to the loss of a textbook or library book.) The student will also lose the privilege of taking the device home.

Lunch

Lunch is to be eaten at the lunch break in the students' own classroom. The students should remain seated during the lunch period. (11:34 - 11:55) Students should not eat in the library, gym or hallways (Besides the grades 7-10 eating in the common area).

Students will not be allowed to leave the school at lunch unless:

- 1) They have a note, which is provided by the school, saying that they are allowed to go home for lunch (Grade 6-9 only).
- 2) They have a note signed and dated by their parents or guardian indicating they give the student to permission to leave the school on that day.

Note: It should be stressed that the second option should be used as sparingly as possible.



Junior High students may leave the school grounds at lunch break only when a permission form has been signed by the parents, as the school will not be supervising them after they have left the school grounds. When the students make that choice to leave at the lunch bell, they need to remain outside of the school for the duration of the lunch break (Including recess).

Senior High students in grade 10 may leave the school grounds at noon hour without permission. If parents want to rescind that right, please call the school.

Smoking

Students are not allowed to smoke in the school, on the school grounds or during school sponsored functions. Students smoking in the school or on the school grounds will be suspended.

Note: All School District buildings have been designated as smoke free.

Alcohol and Drugs

The use of alcohol or drugs by students at school or school-sponsored functions will not be tolerated. Students found in possession of or under the influence of liquor or drugs will automatically be suspended, and can be expelled from the school.

School Supervision

During the cold days of winter (**-25 or lower, including wind chill**) the doors will be opened promptly at 8:35 so that they may wait in their classroom or in the bootroom out of the cold. Students are asked to be on their best behavior while waiting for school to begin.

Supervision starts at 8:35 a.m. each day and continues until 3:17 pm or until the busses have left. After school supervision is on bus activity at the side of the school only; there is no playground supervision. To aid in preventing any potential problems during lunch hour, all students are to sit in their desks to eat their lunch. At the bell, students are required to go outside during the recess except for the students who may have intramurals at this time.

Parents

School Council

St. Mary's School Council meets regularly throughout the year to work with the school staff to create a better learning environment. All parents are encouraged to attend. Call the school for more information.

Parent Volunteers

Parent volunteers are extremely important to the functioning of a school. We encourage as many parents as are able to consider volunteering at our school. If you would like to use your talents please contact the school or your child's teacher

Other Information

Field Trips

Sometimes it is necessary to take the students out of the school to enhance their learning activities. In the case of a field trip the parents will receive a written message from the teacher with an explanation of the trip. All St. Mary's parents have filled out a permission form at the start of the year in the past, that covered all field trips taken within school hours. This form will remain in effect for the duration of the students' education here at St. Mary's School. Any new student registering now, and over the last couple of years, have also filled out permission for field trips as part of the registration package. However if the students will be taking a bus for the field trip we will be asking you to fill out a permission form for that particular trip. Any field trips that are taken outside of the realm of the school day, and high risk activities, i.e.; swimming will also need an additional form filled out.

Inter-School Sports

Intermediate, Junior and Senior High students will have the opportunity to compete with other schools in sporting competitions including; volleyball, basketball, badminton and soccer. However, a sport can be cancelled due to lack of participation or in the instance where we cannot find a coach.

It is a privilege to be on an inter-school team and team members must comply with the following:

- 1) Complete assignments
- 2) Display satisfactory effort in their schoolwork
- 3) Comply with school rules/demonstrate good sportsmanship

School rules will be followed at all school sporting events.

Cold Weather Policy

It is school board policy that all schools will remain open during all scheduled instructional days, regardless of the temperature. On extremely cold days, local radio stations will advise if bussing is cancelled for specific routes.

Please ensure that students are adequately dressed for the weather. Only in very cold weather will students be kept in prior to school starting, during lunch, and recess.

Awards Celebrations

Every month, there will be an awards celebration in which the whole school takes part. Each student will at one time throughout the duration of the year, be publicly recognized and celebrated at one of these celebrations, for some talent or gift they use in school. Parents will be notified in advance if their child will be receiving an award so as they may attend if possible.

Awards this year will be given according to the virtue we will be practicing during that particular month.

Gifted Education

Some students possess exceptional abilities. It is the responsibility of parents and teachers to recognize and respond to children who demonstrate characteristics of giftedness. Students who have exceptional intellectual ability, abundant creativity or a specific academic aptitude often require differentiated programming to realize their potential (*Alberta Learning, The Journey, 2004, p. 14*). Information about different areas of giftedness, traits and needs common to gifted students and district identification and programming procedures, can be accessed through the district website at www.gpcsd.ca

IGA - "School Is Cool" Program

Our school participates in this great program through both the north and the south side IGA. Below is some information about it from their website. (http://www.freson.com/free_groceries.html)



“Here's how it works. Each time you shop at either Freson IGA in Grande Prairie, you will be awarded points for groceries purchased. Simply tell the cashier the name of the school you want your points awarded to and they will be automatically entered into the cashing system. When a school reaches a targeted number of points, the points will be converted into dollars. These dollars will then be presented to the school by Freson IGA. Ultimately, the school will use this money to purchase additional equipment, resources or supplies. A weekly total of accumulated points will be posted in the store, so you can keep track of how well your school is doing.”

Bottle Recycling

The Playground Fundraising Committee has started an ongoing fundraiser with Recycle Plus. You can take your bottles, cans, etc. to Recycle Plus II on Resources Road and just drop them off. They **should be sorted** and in bags with our Power Plus Card Number on the bag (labelled with paper/tape, etc.).

Our power plus number is **1363-3896**. **You can take your order directly to the cashier and do not have to wait!** They will issue the St. Mary's Playground Committee a cheque every 3 months for the bottles that have been put to our account.

Remember you can still drop off at the Sexsmith Bottle Depot as well, letting them know it is for St. Mary's.

Staples Dividends

Our school is also set up with a Dividends account at Staples in Grande Prairie. Points will be credited towards our account for any purchases that you make. We then get a percentage back four times a year. Just give the school phone number to the cashier before you ring your purchases through (780-568-3631).