

ST. MICHAEL'S SCHOOL

2017-2018

STUDENT AGENDA AND SCHOOL HANDBOOK

865 Black Blvd. NW
Medicine Hat, AB
T1A 7B5
Office: 403 - 527-7242
Fax: 403 - 527-9651
www.stmichaelsmh.ca



This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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WELCOME

Welcome to St. Michael's Fine Arts Focus School! We are a **School Community of Learners committed to promoting excellence in a caring and safe learning environment.** The continued support and encouragement from parents is invaluable. Working together we can do more. Every school day will be filled with new educational experiences, challenges and opportunities. We look forward to a year filled with rewarding accomplishments.

MISSION STATEMENT

St. Michael's School provides an education based on the teachings of Christ that is both a preparation for life and a way of life. Catholic Education provides for the physical, intellectual, emotional and spiritual development of the whole person. A climate of love, trust and mutual respect invites responsible decision-making.

Special emphasis on the fine arts and their integration throughout the curriculum develops creativity and personal initiative, and encourages a desire for life-long learning.

Co-operation among families, school staff and clergy within St. Michael's community is demonstrated by a commitment to the school mission.

*"Our Journey: Growing in Faith,
Learning and Community"*

PRAYER TO ST. MICHAEL

Saint Michael the Archangel, defend us in battle, be our



protection against the wickedness and snares of the devil. May God rebuke him we humbly pray; and do thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all evil spirits who wander through the world seeking the ruin of souls. Amen

ST. MICHAEL'S SCHOOL

St. Michael's School is named after God's messenger to the souls of the righteous. His name means, "Who is like unto God." St. Michael is the champion of the faithful in their strife with the powers of evil. He is the special patron and protector of those who love and follow Jesus Christ. St. Michael is the protection Archangel, patron of police officers and bringer of the gift of patience, angel of careers, achievements, ambitions, motivation, and life tasks. St. Michael's Feast Day is September 29th and is celebrated by our school every year.

HISTORY OF ST. MICHAEL'S

St. Michael's school opened its doors to students in 1965. It was officially opened after the addition of a gym and east wing in October 1968. Further expansion included the addition of the drama facility and one classroom in September 2000. State of the art renovations were completed in September 2004 for the LAP classroom. In 2010 two new modular classrooms were added to the east wing and another in 2012 to accommodate our increased enrollment.

St. Michael's School draws students from around the city as well as being the home school for NW Crescent Heights, Riverside and Redcliff. Since 1990, instructional minutes have been maximized to provide an overall Catholic Education with a fine arts focus. The arts bring wonder to learning. Our **motto** is **"Works of Art in the Making"**. Our school colours are royal blue and yellow.

FINE ARTS FOCUS



Music, movement, art, and drama are integrated throughout the curriculum into students' daily learning. An options program featuring various visual and performing arts selections is offered for all grade four- six students. Each term, students may select from various options based on student and teacher interests. An annual fee of \$20.00 is charged to cover costs for all fine arts activities including attending productions and guest performances.

INFORMATION

Office* 403 - 527-7242*
School Office Hours.....8:00 a.m. - 4:00 p.m.
Fax 403- 527-9651
Website(district) www.stmichaelsmh.ca
E-mail..... (Principal) ron.blackmer@mhcbe.ab.ca

*After hours service

DAILY CLASS SCHEDULE (GRADES K-6)

Opening Bell.....8:37 a.m.
Classes Begin..... 8:42 a.m.
Recess.....10:15-10:30 a.m.
Recess/Lunch.....12:00-12:45 p.m.
End of School Day..... 3:10 p.m.

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

MISSION

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to our students.

MOTTO - "SHOWING THE FACE OF CHRIST TO ALL"

VALUES

We believe that Catholic education is a ministry that is at the heart of the church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions.
- Our ability to offer a full range of educational programs for all students.
- The uniqueness of each child
- The value of the arts in education

PRINCIPLES OF PRACTICE

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence in academics and the arts
- Build Community

SCHOOL DISTRICT PERSONNEL

Mr. J. Colistro	Superintendent
Mr. Chuck Hellman	Associate Superintendent
Mr. H. Lehr	Associate Superintendent
Mrs. Terri Ball	Primary Consultant
Mrs. Jill Wilkinson	Religious Education Coordinator
Mr. Greg MacPherson	Secretary-Treasurer

BOARD OF TRUSTEES

Mr. Dick Mastel – Chair
Rev. Robert Risling – Vice-Chair
Mrs. Regina Durst, Mr. Peter Grad

ST. MICHAEL'S TEACHING STAFF

Mr. Ron Blackmer	- Principal
Mrs. Bev Fune	- Kindergarten
Mrs. Nicola Dobek	-Grade 1
Mrs. Maria Sehn	- Grade 2
Mrs. Lenore Kowalchuk	- Grade 3, Art Facilitator
Mr. Drew Loehndorf	- Grade 4, Phys. Ed.
Mrs. Laura Hoffman	- Grade 5, Science
Mrs. Dana Wirachowsky	- Grade 6, Drama
Miss Monica Braat	- Inclusion Facilitator
Ms. Patricia Swan	- Music, choir
Mrs. Raevon Gehring	- FNMI,

SUPPORT STAFF

Mrs. Cathy Bachmier	- Secretary
Mrs. Terry Haag	- Head Custodian
Mrs. Robin Wong	- Library Technician

LEARNING ASSISTANTS:

- PUF, Inclusion of Special Needs
- Early Learning Program

SCHOOL COUNCIL

We are very fortunate to have a very dedicated, active and supportive School Council. The mission of St. Michael's School Council states that: the Council draws on the School and parish communities to work in partnership, providing guidance to staff, students and families and support to the Catholic Education Program. The goals include:

- To increase the partnership between the school and the parish community
- To increase the involvement between the community and the school
- To provide assistance and enrichment for the students in their Catholic Education Program.

St. Michael's School Council (Annual General Meeting) is held in June.

St. Michael's Funds for Fine Arts Society is affiliated with St. Michael's School Council. It conducts fundraising activities. Funds support student projects and activities.

An **Out of School Care Program** is affiliated with St. Michael's School Council. Before and after school care information is available by contacting the school office or by checking the school web site. **(Program Supervisor: Mrs. Nova Lee Townsend)**

STUDENT FEES

The schedule of school fees for 2017-2018:

Fine Arts Fee - \$ 20.00 (for Gr. 1-6)

Please make cheques payable to St. Michael's School. School Fees are due by September 30, 2017.

SCHOOL SUPPLIES

St. Michael's School provides students with all textbooks and some supplies. Students are expected to treat all school property and equipment with respect. Classroom teachers will issue **school supply lists** for each class. Please ensure that all supplies are labeled with child's initials and grade.

FOOTWEAR

Parents are asked to provide their child/children with another pair of shoes or appropriate footwear. These indoor shoes help keep our school and working environment clean, especially during days of inclement weather and definitely during the winter months. Black soled shoes are not permitted for indoor wear at school.

DRESS CODE

Appropriate clothing for school is necessary for every season. Hats and mitts and layers help keep students warm on cold days. On hot weather days, especially, appropriate clothing for school must be modest and respectful of our Catholic values. This means that shorts must be an acceptable length. No spaghetti straps, backless or muscle styles tops are not to be worn. Inappropriate slogans and symbols on clothing are not allowed. Caps and hats are removed when inside the school.

VISITORS TO THE SCHOOL

In order to protect our students we insist **all visitors** report to the office. In addition, all school exit doors, except the front doors are locked during class times.

Parents and Volunteers are most welcome in the school at all times. However, please report to and sign in at the school office upon arrival and we will be more than happy to give directions, assistance, or information.

EMERGENICIES AND MEDICAL ALLERGY SENSITIVE CLASSROOMS

There are students and staff at school who have a peanut, nut or other allergies, which may be life threatening. Epi pens are present at school for these persons. In support of

this condition we encourage all parents, especially in classes where this allergy is present, to avoid sending peanut type foods in their snacks and lunches to school. Snacks such as whole nuts of various kinds, treats and cookies containing nuts must not be sent to school. In addition to this, please check with the classroom teacher before bringing in any treats for the class as healthy snacks are highly encouraged.

MEDICATION

In accordance with School District Policy, we are not authorized to administer any medication unless specifically requested by the parents. Permission forms to administer medication are available at the school office.

ACCIDENTS AND MEDICAL EMERGENCIES

When a child is injured at school, first aid will be administered by staff members. In case of a serious emergency, every attempt will be made to contact parents or emergency contacts by phone. Parents are asked to come to the school to take their child for medical treatment. **Accident Insurance** is available to all students at a low cost. Application forms may be picked up from the administration office early in the fall.

EMERGENCY PREPAREDNESS PROGRAM

In the event of a school or community emergency safety procedures to follow are in place. Each classroom has an emergency folder containing escape routes, class lists, lock down, evacuation and fire drill procedures. These are practiced by the staff and students regularly throughout the school year.

COMMUNICATION

STUDENT AGENDAS

Student agendas are incorporated into the daily routine for all students enrolled in Grades 1-6. Students develop grade level appropriate study and organizational skills by keeping their agendas updated daily. When parents review and sign the agendas daily, these agendas become an important resource and communication link between the home and school.

SCHOOL HANDBOOK

The information in the School handbook helps students and parents learn as much as possible about the services offered to students at St. Michael's School.

NEWSLETTERS AND CALENDARS

Monthly calendars are sent home and are posted on the St. Michael's school web page monthly. From time to time, letters, notices, reminders and order forms are sent home

with students or included in the daily agenda messages. Newsletters are made available to parents each month by being posted online. (www.stmichaelsmh.ca)

SCHOOL PROGRAMS

EARLY LEARNING PROGRAM (PRESCHOOL)

St. Michael's School community-based preschool is designed to enhance children's learning in the areas of literacy, numeracy, social skills and spiritual development.

KINDERGARTEN PROGRAM

The Kindergarten Program provides classes for children who are 5 years of age before March 1st. The expectation in the Kindergarten Program is to meet the social, physical, intellectual, cultural, spiritual and emotional needs of young children to provide a foundation for elementary schooling.

STUDENT PROGRAM (GRADES 1-6)

Alberta Education outlines the **Program of Studies** for students. Catholic Parent Handbooks are available at the Curriculum Night that is held at St. Michael's in September of every year or on the Alberta Education website: <http://www.education.gov.ab.ca/parents/handbooks/srcath.pdf>. Students will receive 181 days of instruction during the school year. This includes daily religious education, (DPA) daily physical activity, music and fine arts programming.

Our Catholic faith permeates through curricular and extracurricular aspects of learning for all students at St. Michael's School. Liturgical celebrations, school assemblies and monthly themes based on virtues showing our "Love of God and love of others", contribute to the spiritual and social dimensions necessary for well-rounded Catholic educational experiences for our students.

The religion program follows the Born of the Spirit series at each grade level. Children participating in sacramental preparations for the Sacraments of First Holy Communion, and First Reconciliation should register with St. Patrick's or Holy Family Parish offices. Both parishes have an information bulletin board in the front hallway of St. Michael's School.

In consultation with parents, **Individualized Program Plans** are developed for all students with specific educational needs. **IEPTs** are comprehensive plans that include specific goals, strategies, evaluation and transition plans.

PARENT VOLUNTEERS

The students of our school benefit from the great support they receive from our school community guests and sponsors and especially from parent volunteers. We

encourage parents to volunteer. Students and staff appreciate volunteers for their generous gifts of talent, service and time. Please see the principal for criminal record check information.

STUDENT LEARNING AND EVALUATION

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards are prepared three times a year: mid November, mid March and the last day of school in June.

PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled for mid November and mid March. Student achievement and student success are the primary topics of the conferences. In addition, parents are encouraged to maintain close contact with their child's teacher and the school with questions or concerns.

STUDENT RECOGNITION

Every classroom teacher, in a variety of ways, gives recognition to students on a regular basis.

We are very proud of our students' individual trophies, medals or other accomplishments in our wider community. This recognition takes place regularly during our weekly assemblies.

SAFETY AND SUPERVISION

CLOSED CAMPUS

Students are not permitted to leave the school or grounds before their regular dismissal time without prior approval from their parent or guardian. Please report to the office to sign out your child for medical and other appointments. For student safety at all times please notify us if alternate arrangements have been made for your child's departure.

SUPERVISION

Supervision at the bus stop area and playground area is provided beginning at 8:25 a.m. Weather permitting, all students (grades 1-6) play outside until the first bell ring. Playground and lunch supervision is provided during morning recess and during the noon hour. Students remain in their own classrooms to eat their lunch. Bus stop supervision is provided until 3:20 p.m.

PARKING ZONES AND CROSSWALK

For the safety of our students, parents are asked to keep handicapped and bus zones open. In the spring of 2010 a crosswalk was installed across Black Blvd. Older students assist as patrollers before and after school.

SCHOOL ATTENDANCE AND LATES

It is very important that students attend school every day. Parents should phone the school when their child is absent. Please phone 403-527-7242 before 9:00 a.m. or 1:00 p.m. Like absences, lates can be disruptive to your child's education. Please help us by making sure your child gets up in time to dress, eat breakfast, and get to school by his scheduled class time. If your child is late due to a medical or dental appointment, please send a note.

STUDENT RESPONSIBILITIES:

Students are expected to conduct themselves in a manner befitting a Catholic School. Students must:

- a) show respect for other students and adults working in the school;
- b) show respect for school and other students' property;
- c) use appropriate language;
- d) wear modest respectable clothing and maintain a neat and tidy appearance;
- e) remove caps on entering the school

STUDENT CONDUCT ON SCHOOL BUSES

Southland Bus Transportation will be providing transportation to those students. For information, regarding pickup times and locations please contact Southlands Transportation at 403-526-4655. The Medicine Hat Catholic Board of Education expects all students being transported to follow these rules for school bus passengers:

While on the bus:

- a. The driver is in full charge of the school bus at all times and students must obey the driver promptly and cheerfully.
- b. The driver may assign a seat for which the student will be held responsible and he or she will retain this seat until directed otherwise by the driver.
- c. Students must be on time and waiting in an orderly manner at the bus stop.
- d. Unnecessary conversation with the driver is prohibited.
- e. Classroom conduct is to be observed on the bus and any disturbance that may take the driver's attention and endanger the safe operation of the bus is prohibited.

- f. There is no smoking or the use of alcohol or drugs on any school bus.
- g. Students must not litter the bus or throw any articles out of the bus windows.
- h. Students must not extend any part of their body out of the windows.
- i. Students must remain seated while the bus is in motion.
- j. Skates must have skate guards or be in a canvas backpack.

GENERAL INFORMATION

Milk Program

The school operates a milk program. Ordering occurs on a two-month basis. A letter outlining details for ordering milk will be sent home bi-monthly.

School Nurse

The Community Health Services of the Palliser Health Authority keeps a record of every student's Immunization Record. Periodic visits are made by the Public Health Nurses. Before immunization takes place, parents must sign a consent form.

Counselling support

Mental Health Consultants from Palliser Health Region's Southeastern Alberta Student Health Partnership are available to help students that require counselling in the areas of behavioural/emotional health. Referral forms are available from teachers and the school office.

Bicycles/Skateboards/In-Line Skates/Toys

Bicycles must be clearly identified before they are brought to school. Bicycles are to be parked and locked in the bike rack. Bike helmets should be brought into the school. Students must walk their bicycles while on school property. Skateboards, In-line skates, roller blades and roller footwear are not allowed in school. To prevent loss and damage to toys and trading cards, do not bring them to school.

Electronics

Students maynot bring the following items to school without the permission of the Principal: electronic games, e.g. game boy, cell phones, cameras, MP3 players, CD players and I Pods.

2017-2018 EVENTS CALENDAR

- September 5 School Opening Day
September 7 First regular day for ELP and K
September 29 St. Michael's Feast Day

October 9.....Thanksgiving Day
November 11.....Remembrance Day
December 22-Jan. 7.....Christmas Vacation
February 19-23.....Family Week
March 30 – April 8.....Easter Vacation
May 21.....Victoria Day
June 22.....Last Day for ELP and K
June 28.....Last Day and Report Cards



St. Michael's School

865 Black Blud. NW

Medicine Hat, AT T1A 7B5

Administrative Procedure 351 – Student Conduct Medicine Hat Catholic Board of Education STUDENT CODE OF CONDUCT

1. Statement of Purpose - Medicine Hat Catholic Board of Education is committed to providing welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students. (School Act Sec 45.1). The treatment of all persons with respect and dignity is a core value within the division. Expectations for student conduct arise from *School Act* requirements and the school district's Catholic values.

In our ministry, we value and celebrate:

- Teaching and living our Catholic faith
- Our Catholic traditions
- Our ability to offer a full range of educational programs for all students
- That every child is a unique creation who possesses an intrinsic dignity which must always be respected
- Parents as primary educators. Parents have the first responsibility for the education of their children

2. Definition of Bullying - Section 1.1 (b.1) Alberta School Act, defines “bullying” as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.”

3. Communication - The Student Code of Conduct must be:

- Made publicly available
- Reviewed every year, and
- Provided to all staff, students and parents/legal guardians

4. The Alberta Human Rights Act - Our priority is to ensure that all of our students are provided with a respectful and compassionate school environment rooted in Catholic values and teachings. This includes placing a strong value on having students conduct themselves properly at all times by respecting:

- All individuals and not engaging in discriminatory actions towards others because of their age, race, colour, place of origin, ancestry, family status, religious beliefs, physical disability, mental disability, gender, gender identity, gender expression, sexual orientation
- School authorities and School and Division property, as well as, the property of others

The Alberta Human Rights Act, December 11, 2015: The Alberta Human

Rights Act prohibits discrimination on the basis of an individual's race,

religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of

that person or class of persons. Any behaviour that supports this discrimination is prohibited.

5. Shared Responsibility - Medicine Hat Catholic Board

of Education recognizes that responsibility for student conduct is a shared responsibility between the Division, students, their parents/guardians and the broader community. The students in our Division are expected to behave in a virtuous manner that is charitable, courteous, respectful of others and supportive of the school philosophy and the goals of Catholic education.

6. Acceptable and Unacceptable Behavior - As required in Section 12 and Section 45.1(3) of the School Act the following behaviors are deemed acceptable and unacceptable within the Medicine Hat Catholic Board of Education.

6.1 Acceptable Behaviors

Students are expected to meet the requirements of the School Act (Section 12) which states a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to the student's teachers for the student's conduct
- Respect the rights of others
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Positively contribute to the student's school and community

6.2 Unacceptable Behaviors

The following are examples of unacceptable behaviors with regard to student conduct in schools that interfere with the establishment of welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students:

- Defiance and disrespect
- Inappropriate use of language
- Behaviors that interfere with the learning of others and/or the school environment or that create unsafe conditions
- Open opposition to authority
- Bullying, including cyber-bullying
- Breaches of digital on-line safety
- Physical harm/assault; Personal and/or sexual

harassment

- Possession or use of weapons

Administrative Procedure 351 – Student Conduct

Appendix A (Student Code of Conduct)

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- Drug, tobacco, e-cigarette, alcohol use, possession or distribution
- Inappropriate student dress
- Inappropriate use of mobile devices
- Theft and vandalism; Threats or intimidation
- Extortion; Discrimination

7. Progressive Discipline Plan - The school's discipline

plan will outline the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences and will take into account the student's age, maturity and individual circumstances, and must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. As well, parental and district involvement may be requested to support school discipline procedures. At all times, teachers and administrators will use their professional judgment in applying consequences. Each school will keep a record of any disciplinary action taken with a student or group of students.

Consequences are intended to have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour.

The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and fairly to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports, and consequences, including:

Prevention measures and initiatives:

- Early and ongoing intervention strategies
- Strategies to address unacceptable behavior

Interventions and consequences increase when:

- The concerning behavior is persistent
- The concerning behavior escalates
- There is a very serious infraction of the code of conduct

Interventions and consequences may include, but are not limited to, the following:

- Informal Conferences
- Restriction of Privileges
- Parent Conferences
- In School Suspensions

- Risk Assessment
- Suspension / Expulsion (AP 357)
- Student Redirection
- Behaviour Support Plan
- Learner Support Plan
- Involvement of Instructional Services and Supports
- Involvement of External Services and Supports

The Principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the Principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

8. Student Support - Support will be offered to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools counsellors, counselling, etc.

9. Consideration of Student Diversity - The *School Act*

requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity, and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. must be considered.

School Act, Section 15, 20, 23, 39, 40, 41, 43, 60, 61, 96, 113, 123, 124
Child, Youth and Family Enhancement Act

Public Health Act, Social Development Act, Vital Statistics Act
Youth Justice Act

Section 23 Canadian Charter of Rights and Freedoms

Freedom of Information and Protection of Privacy Regulation 200/95

Student Record Regulation 225/2006

Student Evaluation Regulation 177/2003

Calgary Catholic Student Code of Conduct-Appendix A

Children First Act Disclosure of Information Regulation 231/2013