

ST. MARY'S SCHOOL
HANDBOOK



Principal's message

On behalf of the staff, I am pleased to welcome you to St. Mary's School. St. Mary's is one of two Catholic schools in the City of Estevan and a member of the Holy Family Roman Catholic Separate School Division. The staff would like to wish you success during this academic school year.

St. Mary's School is committed to providing quality education in a Catholic environment. We understand the importance of integrating faith into the education of our students.

St. Mary's School is committed to the success of each student. We understand the importance of providing every child with the opportunity for success and achievement to the best of their ability.

St. Mary's is committed to school improvement. We understand the importance of improving teaching and programs. We know that this requires continual effort.

St. Mary's is committed to the community. We understand the important of involving all partners in education in school and community projects.

Thank you for your commitment to Catholic education. St. Mary's is Striving for Excellence in an atmosphere based on Christian values that celebrates the uniqueness of the whole child.

Thank you.

Mission Statement

Striving for excellence in an atmosphere based on Christian values that celebrates the uniqueness of the whole child. Serving as the welcoming arms of Christ.

Holy Family Roman Catholic Separate School Division # 140

Vision

Our Vision is to provide High Quality full service K-12 Catholic education to children in our Community.

Mission

The mission of the Holy Family Roman Catholic Separate School Division # 140 is to ensure a Christ centered environment where faith, worship and service enrich the development of each student through academic and co-curricular excellent in partnership with family, parish and community.

Guiding Principles

- We value our Catholic Principles.
- We value Christ-like character development in our daily living.
- We value all of God's Children.
- We value individualism.
- We value Celebration of Success.
- We value well being and academic growth.
- We value family, parish, and community support.
- We value Servant Leadership.
- We live our faith by modeling Christ's teachings.

In keeping with the aim and philosophy of Catholic Education our system has developed a motto which is a constant reminder of our commitment to Catholic education.

The motto is: Rooted in Christ

Serving in Love

Board Office Information

Address: Holy Family R.C.S.S. Division # 140

Main Office - 3rd Floor, 110 Souris Ave. Weyburn, Sk. S4A 2Z8

Phone- (306) 842-7025 Fax - (306) 842-7033

Director of Education - Mrs. Shelly Rowein

Assistant Director of Education - Mr. Norman Casavant

Superintendent of Finance - Mr. Cal Martin

Assistant Superintendent of Finance - Ms. Phyllis Dzuba

Religion Coordinator - position not filled at time of printing

Technology Coordinator - Mr. Darryl Postnikoff

Differentiated Instruction Coordinator - Mrs. Natalie Regier

Speech Pathologist - Mrs. Charmaine Smyth

Maintenance supervisor - Mr. Michael Zummack

School Student Counselor - Mrs. Shannon Culy

Dear Parents/Guardians:

Re: Fair Notice for Dealing with Threatening Behavior

The safety of our children is a top priority for us all. We, as a school system have been involved in intensive safety training with our community partners—the police, Mental Health and other agencies. Together, we have developed a plan for responding to all situations in which students may be posing a threat to themselves and others.

This letter is to inform you that we, as a school division, now have a policy that requires principals to complete a "threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how best to support high-risk student so that their behavior does not become hurtful or destructive. If your child comes home to tell you that a student has behaved in a threatening way at school, please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment.

This letter is intended to serve our community with fair notice that we, as a school community, will not accept "no response" to a serious threat. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

Yours truly,

Mrs. Shelly Rowein
Director of Education

Traumatic Incident Protocol

First Aid Kits – located in Staff room and office.

All exit doors except the main doors are locked during school time for safety purposes.

Parents, visitors and students who arrive during school hours must use the front doors.

Inclement weather in Winter – Listen to local radio station in the early morning for possible school closure or bus cancellations.

Outside Safe Zone – In the event of an emergency outside the school we will gather at Pure Energy Early Learning Centre (Day care – Formerly Knights of Columbus building)

Inside Safe Zone – Hallway or gym (in case of severe weather/tornado warning).

Signals – Evacuate building – Fire Alarm will ring.

Secure Building/Lock All Doors – Teachers will be given a signal (all call over the intercom system)

Reporting

1. There will be three reporting periods per year.
First report - end of November
Second report - middle of March
Third report - end of June
2. Student-led conferences will be held for all students shortly after each reporting period.

School Schedule

1. School time

The following is a schedule of school hours;

Classes start at 8:50 a.m. and continue until 11:50 a.m. Classes begin at 12:50 in the afternoon and students are dismissed at 3:20.

2. 6 Day Cycle

We run on a 6 day cycle with 9 periods per day and 54 periods in a 6 day cycle.

3. Monthly calendars are sent out at the beginning of each month indicating the school days, Kindergarten dates, and other special events or activities scheduled for the month. Please keep these posted in a handy place.

Religious Activities

Grade 2 - First communion/confirmation celebrations in May.

Grade 3 - Reconciliation - takes place in the fall.

Grade 4 - Bible Presentation ... this take place early in the fall.

Each student is presented a Good News Bible which he/she keeps and is encouraged to used throughout life.

Masses, Reconciliation celebrations and weekly Gospel Assemblies are scheduled for all students, on a regular basis. School Division Masses are held on the first Wednesday in Advent and on Ash Wednesday.

We encourage as many parents as possible to participate, with their children, at these celebrations, and to be faith models to their children. Children practice what they see in the home and school.

Pre-Kindergarten Program

Our school will host a Pre Kindergarten program. The Pre K program promotes meaningful family involvement, integrated health, social services, educational supports, active parent school and community partnerships and a culturally affirming environment.

The program runs Monday – Thursday in the school from 8:50 – 11:50. Fridays are family activity days. Applications and screening for 3 and 4 year olds is available at the school. Admittance will be on a greatest need basis.

In School Special Program, Trips and Excursions

We are very fortunate to live in an area, which has an interesting history and varied locations of interest in our immediate surroundings. Teachers are encouraged to make use of the world beyond the classroom as it stimulates and reinforces learning. These programs and excursions usually involve some cost to the students. On occasion there is a cost for transportation and admission. We do our up most to keep these costs to a minimum, and we may ask you, as parents/guardians to help bear the cost unless other means of raising funds are found.

We ask for your co-operation and support for all of these ventures, as they have a significant value to the overall education of your children.

St. Mary's Community Council

School Community Councils are established to help strengthen the capacity of schools to improve children's learning. The purpose of School Community Councils to develop shared responsibility for the learning success and well-being of all children and youth and to encourage and facilitate parent and community engagement in school planning and improvement processes.

A parent or community member serving on the council is a dedicated volunteer providing advice for educational planning and decision making at the school level. They are interested in working with others to support the student learning success and well-being. Members must be willing to be guided by the "principles" that support good School Community Councils and be able to provide a two year commitment to the work of the Council.

Dress Code

Students are expected to dress in a manner that reflects Catholic values. Appropriate shorts and T-shirts are permitted.

Telephone

Our school phone number is 634-3541. This is a business phone and must be recognized as such. Personal calls are, therefore, discouraged. Please have your child make after school arrangements before leaving for school in the morning and make the arrangements the night before. Students are required to ask for permission to use the phone.

Medication

Medication will not be given to the students unless special arrangements have been arranged between the home and school. This medical information and all medication will be kept in the office in a locked cabinet.

Lockers

Are the property of the school and should the need arise may be inspected from time to time.

Nut-Alert School

Our school is Peanut-Alert school. This can only be achieved with the help of all the students at the school and their parents. This decision is based on the knowledge that a few students are allergic to peanuts and the severe effect that can result from contact with nuts. These reactions can easily be prevented if students and parents are aware of the reasons for becoming a NUT-ALERT SCHOOL and how they can help avoid allergic reactions from occurring in these students.

Personal Technological Devices at School

As technology continues to grow, St. Mary's staff feels it is critical to emphasize and teach appropriate use of such devices. Cell phone and other technological devices (ipods, MP3 plays, etc.) are allowed to be brought to school; however, they can only be used or accessed with teacher permission, supervision, monitoring and/or at appropriate times. If a student is operating a personal device without permission supervision, monitoring and /or at an inappropriate time, they are:

1st violation - issued a warning in writing (depending on the severity of the use)

2nd violation - dealt with by administration, 2nd written warning (depending on the severity of the use)

3rd violation - technological device(s) needs to be picked up from the school by parent(s); technological devices are not allowed back at the school

Because of the cost of many devices, we discourage bringing them to school. All devices brought to school are the student(s) responsibility. Any damage(s), missing devices, etc. will be at the cost and effort of the parent(s) involved. The school assumes no responsibility for issues around such devices.

Cameras are not allowed at school unless given pre-approved permission from a teacher. This is to help respect the privacy issues that many of our parents/families have requested.

EXTRA-CURRICULAR ACTIVITIES

HOUSE LEAGUES

All students from grade 3 -8 are placed in house Leagues. House leagues are carried out at recess and noon. Points and awards are given based on participation and scores. Students do their own coaching and refereeing under staff supervision.

Interschool Sports

We have interschool sports with other Estevan schools for grades 5-8 in a number of sports.

Band

All grade 6 - 8 students are in the band program. They participate in a classroom setting as well as in large group situations. Students are expected to participate in all concerts and rehearsals.

The main goal of the band program is educational experience through public performances.

Track and Field

Our students participate in our Track and Field Meet. This meet is usually held in late May or early June. Our school meet is run on a standards basis whereby students receive ribbons for achieving a certain standard rather than competing against each other every student receives a ribbon.

Field Trips

Students are taken on various trips during the year. Some of the trips may include skiing, Cannington Manor, Kenossee Waterslides, Agribition, Roche Percee Rock Formations, and Hidden Valley Resort.

Other Activities

- United Way Telethon
- Hot Meal & Cookie Day once a month
- Extra-curricular city school sports
- Music Festival
- Skating
- Curling
- Spirit Days
- All Saints Day Candlelight Celebration
- Special Rosary Celebrations - October & May
- Swimming
- Bowling

ACHIEVEMENT PLAN

At St. Mary's School, we believe student achievement is a shared responsibility. When students,parents/guardians, and school work together and support one another, maximum achievement will be the result.

Teacher need to:

- differentiate/individualize assignments and homework
- provide extra support for students
- assess student ability levels and program appropriately
- provide students with extra time
- ensure agendas/communication plan is in place.

Students need to:

- work hard and use class time appropriately
- willingly accept extra support at breaks
- ask for help when they need it
- ensure agendas/communication about school work is effective
- come to class prepared with homework completed.

Parents need to:

- help children with homework and support good study habits
- encourage children to ask for help when needed
- ensure agendas/communication plan is in place
- communicate concerns/questions with the school
- ensure students attend school and are punctual
- ensure students come to school ready to learn (nutrition, sleep).

WHEN ISSUES ARISE

It is critical to determine if the achievement issue(s) is caused by *Ability or Behaviour*.

Ability Issue:

- ensure work is set at optimal learning level
- adequate time is given
- extra support is available
- communication and organizational plans are in place.

Behaviour Issue:

- ensure students are capable of doing the work
- communicate expectations/issues amongst student, home, and school (incident report)
- begin
 - motivational approach
and/or
 - discipline approach
- parents and school staff meet to discuss further action planning.

Homework Guidelines

Students will typically experience 1-5 hours of homework a week depending on a variety of things such as:

grade, time of year and effective use of class time.

Teachers individualize homework on a regular basis depending on the needs of the students.

Homework tips

- Remove unwanted distractions such as TV, cell phones, video games
- designate a certain time for homework
- designate a certain space for homework
- ensure proper supplies are readily available
 - dictionary, pens/pencils/erasers and paper
- understand your child's optimal learning needs
 - background music, preferred sitting style and fidget toys.