



# **St. Michael's**

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CATHOLIC SCHOOL

## **Parent Handbook**

# UNITY

I dreamed I stood in a studio  
And watched two sculptors there  
The clay they used was a young child's mind  
And they fashioned it with care.  
One was a teacher- the tools she used  
Were books, music and art.  
The other, a parent worked with a guiding hand,  
And a gentle, loving heart.  
Day after day, the teacher worked with touch  
That was deft and sure,  
While the parent standing by her side  
Polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they had wrought.  
For the things they had molded into the child  
Could neither be sold nor bought.  
And each agreed they would have failed  
If each had worked alone,  
For behind the teacher stood the school  
And behind the parent, the home.

-Author Unknown



# **St. Michael's**

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CATHOLIC SCHOOL

Dear Parents,

St Michael's is a beautiful educational community centered around caring, collaborative and faith-filled individuals. At St Michael's we nurture and affirm children in positive ways to foster intellectual, emotional, social, physical, and most importantly, spiritual growth as we grow together in Christ.

We welcome you as parents to our Catholic community. We invite you to take an active role in your child's education, to maintain a healthy and positive rapport with staff, to support and encourage your child in all of the activities in which they will partake, and, most certainly, to volunteer as required for the many events that will take place.

The gift of an education at St Michael's is truly a great one, something that will last a lifetime. Welcome!

Together in Christ,

Julia Mason  
Principal

## **Mission Statement**

### **To Provide Holistic Education in a Nurturing Catholic Environment Which Challenges Each Child to Achieve Excellence**

The staff of St. Michael's Catholic Elementary School is committed to this mission:

- By working in partnership with home and school.
- By providing a Christian education in the Roman Catholic tradition.
- By promoting Christian morals and values.
- By recognizing students as individuals and meeting their unique needs.
- By accepting responsibility for setting and maintaining high standards for the development of each student.
- By continuing to achieve the highest possible professional and personal standards while growing in faith.
- By promoting a love for life long learning in all students.
- By preparing students for the world of tomorrow.

**"THE SPECIAL CHARACTER OF THE CATHOLIC SCHOOL -- THE UNDERLYING REASON FOR IT, THE REASON WHY CATHOLIC PARENTS SHOULD PREFER IT, IS PRECISELY THE QUALITY OF THE RELIGIOUS INSTRUCTION INTEGRATED INTO THE EDUCATION OF THE PUPILS"**

*Pope Paul II -- Catecheses Tradendae, 1979*

## **History of St. Michael's School**

St. Michael's School began as a Catholic Kindergarten, operated by the Sisters of St. Joseph of Peace in the hall of St. Anthony's Parish. On March 11, 1949, a planning committee met to explore the possibility of establishing a full-fledged school. The late Kevin Molloy has been recognized as the driving force behind the project. St. Michael's School opened in 1953, staffed by the Sisters of St. Joseph. At that time, the school had four classrooms and an enrollment of 105 pupils, in Kindergarten to Grade 4. In 2003 the School celebrated 50 years of Catholic education in the Trail area. Today the school enrolls students in Kindergarten to Grade seven. There are eight classrooms, a library, and a computer lab in the original facility. In April 1988 an extension to the building opened. This extension includes a seminar room, a fully equipped kitchen, and a large gymnasium.

## **School Governance**

St. Michael's School - a Catholic elementary school serving the needs of the Kootenay area Catholic parishes, operated by and governed by...

- A. St. Michael's Catholic School Council- consisting of parish representatives from Holy Trinity Parish and clergy who set policy and determine budgets, and are responsible to Catholic Independent Schools of Nelson Diocese (CISND) whose overall role is to govern the schools of the diocese (Kelowna, Westbank, Penticton, Cranbrook, Nelson, Trail) through policy development and fiscal planning. The President of C.I.S.N.D. is administrator Bishop John Corriveau.
- B. Superintendent of Catholic Schools, Mr Art , who is the Chief Executive Office of the C.I.S.N.D. and whose role is to implement the policies of C.I.S.N.D. and oversee the educational operation of all schools.  
**A copy of the Diocesan Policy is available at [www.cisnd.ca](http://www.cisnd.ca) for parent use.**
- C. Ministry of Education through the Independent School Branch who ensures standards are maintained in educational programs, staff qualifications and facilities.

The Federation of Independent Schools Association (FISA) is a liaison group between the government and the various independent school groups, of which the Catholic schools are a member. The role of FISA is to lobby government and other groups to promote and support independent schools.

## **Executive Council 2015 – 2016**

**Chair:** Chris McEwan  
**Vice Chair:** Tom Hart  
**Clergy:** Father Bart van Roijen

**Treasurer –** Sylvia Mason  
**Secretary:** - Teresa Salsiccioli

**Friends of St. Michael's (FOSM)**  
**Parent Advisory Committee**

This organization involves all family members - children, parents, and grandparents - in the life of the school.

A Parent Advisory Committee has been initiated whereby parents are responsible for the coordination of particular school activities. We have a very active parent support group at St. Michael's School. Our parent support group is called Friends of St. Michael's (FOSM). The Friends of St. Michael's is the informal parent group of the school. Our mission is to build and nurture a strong sense of family and belonging within the school community. All of our decisions are based on providing our children with a positive memorable experience at St. Michael's School. There is representation from this committee that serves as a parent liaison with the school council.

**Goals**

- Encourage parents to be involved in the school
- Promote "sense of family"
- Support fund raising efforts of the Council
- Be liaison group for more interaction between the parishes and the school
- Keep auxiliary fund raising small and family oriented.

We try to achieve our goal by organizing and supporting family focused social events such as the Fall Carnival, Christmas Concert, Skating Party, BBQ and Dances. There are many other smaller events, which we support and encourage.

In order to provide these events, we generally have one major fundraiser a year however this changes from time to time depending on the needs of the school.

Each year-end, we are pleased to give to the school, funds to buy items on their "wish list". In the past, items have been software and computers, sports and science equipment, and audiovisual equipment. We also contribute monetary support to the school's extra curricular activities such as choir, field trips and athletic teams.

Parents please come to our monthly meetings and bring your thoughts and ideas. We are always looking for creative new ideas to help our children's school life to be enriched by your parental involvement in the school community.

**Executive for 2015-2016**

<b>Chair:</b>	Tiffany Snauwaert
<b>Treasurer:</b>	Nadya Smith
<b>Secretary:</b>	Stephanie Moores

**Membership** – We are looking for more members. Please come, lend your support; and have fun!

**Regular Meetings** - First Monday of each month at 6:30 p.m. in the School Staff Room

## **An Environment for Learning**

There are specific attitudes and behaviors of students, parents, teachers, and any other member of our school community that will allow for academic success in a safe environment. In order for us to create an atmosphere for learning, we ask you to read and follow the expectations indicated below.

### ***Expectations for Students***

- To participate attentively and reverently in all religious observances.
- To arrive punctually, attend regularly and behave appropriately on the school grounds and when visiting other schools and other community events.
- To be respectful and considerate of the rights of others; peers, staff, visitors.
- To respect and comply with school regulations.
- To be prepared and provided with books, materials and assignments.
- To make a sincere concentrated effort to do well in studies.

### ***Expectations for Parents***

- To take the initiative and leadership in the religious education of their children and to support the religious program of the school.
- To set a good example for their children by practicing their faith.
- To familiarize themselves with the school policies and to abide by them
- To support the teachers for the welfare of their children.
- To attend all meetings called by the school.
- To participate in school activities (Religious, academic, social, physical)
- To attend parent-teacher interviews as scheduled.
- To support the school financially.

### ***Expectations for Staff***

- To teach the BC curriculum with special emphasis on the Catholic faith.
- To provide a school and classroom environment that is safe and conducive to learning.
- To provide for each child's special needs.
- To respect the dignity and uniqueness of each child.
- To keep parents informed of the progress and performance of their children.
- To provide fair and just disciplinary treatment.
- To maintain order, plan properly, teach meaningfully, and be a role model, which will be an inspiration to the youngsters.

## Code of Conduct for Students

At St. Michael's School, We strive to help children make the best choices possible. We guide children to:

- know what they have done wrong
- understand and take ownership of their problem
- solve the problem they created
- effectively solve the problem in a way which keeps the dignity of all.
- Focus on “what would Jesus do”

## Discipline

In the spirit of our Catholic educational philosophy, principles of discipline will recognize that it is important that a child feel part of the school through the people, the curriculum and the environment. The school endeavors to create an atmosphere where all children have a chance to succeed.

In order to create this atmosphere we endeavor to:

- Treat children with courtesy at all times.
- Deal with present behavior.
- Have the child identify his/her own behavior.
- Have the child make a value judgment about his/her behavior.
- Have the child accept the consequences of behavior.
- When necessary, formulate a plan with the child for future behavior.
- Work as a team with the home.

St. Michael's students are always encouraged to demonstrate in speech and behavior the Christian values upon which the school is built. They are expected to act responsibly and show courtesy and respect for all. Disciplinary measures will be taken should a student misbehave. Depending on the nature of the conduct, parents will be notified by the teacher or the principal.

**\*Serious Incidents** are brought to the attention of the principal and the parents immediately. After consultation with the Pastor and the Chair of the School Council the principal may suspend or expel the student.

Serious incidents include:

\*Any student who steals, shows total disrespect to teachers or fellow students, willfully injures another or is in violation of criminal law.

\*Any student who chooses to fight others. **St. Michael's adopts a policy of "O" tolerance for all forms of violence.**

\*Writing on or defacing furniture, walls or on school bus is a serious offense. In the case of vandalism resulting in property damage, reparation in full will be required.

## **Consequences for Inappropriate Behavior**

### **(Examples)**

- Talk to the principal
- Write a behavior improvement plan showing what happened and what the child will do differently next time (parent's signature may be required)
- Miss out on special events
- Clean, repair or pay for damages
- Complete an assignment that relates to the problem
- Practice constructive problem solving with others involved in the situation
- Other consequences that suit the situation

## **Rights and Responsibilities**

At St. Michael's School each child has rights and with it comes responsibilities. All children should understand the following. Each student in our school deserves to learn and work in the best environment that can be provided. Accordingly, all students will make every effort to observe the following.

### ***Students in our school have the right to:***

- Learn and work in a disruption-free environment
- Be protected from physical harm
- Be protected from verbal abuse
- Have their positive behavior recognized
- Have their personal property protected
- Have their concerns heard
- Be treated with kindness, caring and respect.

### ***Each Student, therefore, has the responsibility to:***

- Listen, to ask questions, and to learn and work without disrupting others
- Not physically harm themselves or others
- Treat others with dignity, worth and respect by not calling other people names
- Praise and acknowledge others for appropriate behavior
- Respect the personal property of others and to accept their right to privacy
- Listen when others talk, and speak the truth always
- Treat others with kindness, caring and respect.

**In order for academic success students are expected to:**

- be on time for school
- listen to the teacher
- complete all assignments and hand them in on time
- ask for help when in difficulty
- try their best

The code of conduct for students is not intended to be all-inclusive; rather it serves as a basis for dealing with students who are choosing inappropriate behavior.

In summary, if any inappropriate behavior occurs, the following steps will be taken for discipline.

Step 1 – The student is dealt with by the staff on a one-on-one level. No parent contact is made.

Step 2 – The student is dealt with by staff, and parental contact is made.

Step 3 – The student is sent to the office to meet with the principal. Parents are contacted and specific plans are made to avoid future problems.

Step 4 – The student is sent to the office to meet with the principal. Principal contacts the parents for a meeting. Further steps such as an in-school/out of school suspension may be taken for situations of a more serious nature. Each level takes into account the five guiding principles stated in the *Code of Conduct for Students*

**Concerns or Disagreements: Proper Protocol**

If for some reason you have a concern about some facet of the school, please use the following steps:

1. Contact the teacher to discuss any issues about your child or the teacher involved.
2. If a settlement is not reached between the parent and the teacher, contact the principal for assistants in the matter.
3. If a settlement is still not reached, contact the Superintendent of Catholic schools.
4. If satisfaction is still not gained after talking to the superintendent then write to the Education Committee of the School Council stating your concern and your actions taken to date.
5. If you are still not satisfied please contact the school to receive the name of the Ombudsman for the CISND.

## Funding and Fee Schedule

St. Michael's School is recognized by the Ministry of Education as a Group 1 Independent School, entitling us to the maximum funding available, 50% of the per pupil operating cost of the local school district (no funds are provided for capital expenditure). Other funds are obtained via tuition fees, parish subsidies, fund raising activities, donations and bequests.

NOTE: St. Michael's School is a member of the **Society of Independent Schools of Nelson Diocese**, and is able to **accept donations** and issue **income tax receipts**.  
(Tuition is tax deductible.)

One of the greatest contributions to our school is the "gift of service" by our staff in that they have chosen to teach at St. Michael's for a 20% lower salary than in the public school district. We thank them for their dedication.

### *Tuition Schedule 2016– 2017*

<b><u>Annual Fees</u></b>	
<b>First Child</b>	<b>\$250.00 per month for 10 months</b>
<b>Second Child</b>	<b>\$140.00 per month for 10 months</b>
<b>Third Child</b>	<b>\$60.00 per month for 10 months</b>
<b>Fourth Child</b>	<b>No Charge</b>
<b><u>School Supplies Fee</u></b>	<b>\$110.00 annually - includes consumable workbooks, agenda, and all necessary school supplies. Also, musical instruments and school t-shirt if required.</b>
<b><u>Bus Fees:</u></b>	<b>\$30.00 (Per student / Per month)</b>

The St. Michael's School Council requests that parents volunteer 12 hours of time to the school each school year. St. Michael's offers a variety of volunteer opportunities. Assistance in classrooms, Hot lunch preparation, building maintenance, spring and fall clean up are only a few of the opportunities available to parents to help keep our school running. Should you have a special skill to offer, please contact the school.

### *Payment Options*

Pre-authorized debit for monthly withdrawals is preferred but 10 post-dated cheques, or monthly cash payments is acceptable.

### **Required for Registration**

One month's tuition fee is required with registration, **BY THE REQUIRED REGISTRATION DATE.** This will be credited against tuition charges for the following school year, but if the student withdraws before the commencement of school the deposit will not be returned. St. Michael's School Council requests that all families renew their child's registration yearly. When renewing your child's registration, you will be asked to update all contact information and provide one month's tuition to hold registration position. If one month's tuition is not paid, the school will not guarantee student placement.

### **Reporting To Parents**

Five formal reporting sessions are used to communicate with parents. These are in addition to the many other opportunities such as informal conferences, telephone calls, notes, etc. Of the five formal sessions, there are two conferences and three written reports.

Written reports are issued three times in the school year. The first one is issued in early December, the second is issued in March, and the final report is issued at the close of the school year in June.

According to the Ministry mandate, teachers report student progress five times a year.

- Parent Teacher Interviews - October
- Student Led Conferences - February
- 3 Formal Report Cards – December, March, June

### **Principal's List**

Students in Grades 5,6,7 will be eligible for the Principal's List if they meet the following criteria on their report cards:

Academic Achievement: Grade Point Average greater than or equal to 3.5

<b>Letter Grade</b>	<b>Percentage</b>	<b>Grade Point Average (GPA)</b>
<b>A</b>	90 – 100 %	4.0
<b>B+</b>	85 – 89 %	3.5
<b>B</b>	80 – 84 %	3.0
<b>C+</b>	70 – 79%	2.5
<b>C</b>	60 – 69 %	2.0
<b>C-</b>	50 – 59 %	1.5
<b>D</b>	Does Not Meet Expectations	

### Merit Awards

Certificates of Merit will be presented each reporting period to students in grades 4 -7 who meet the following criteria:

**Students will be awarded a Merit if all designated areas of “Effort and Achievement” have indicators "G" or “E”.** This is an accomplishment that deserves to be recognized, as it is truly the basis of personal success and achievement.

### U Rock: Virtues Vibe Awards

St. Michael’s School has adopted the Virtues Project by Linda Kavelin Popov. This Project recognizes the potential in each child to bring out the best in them. Recognizing good choices related to specific virtues empowers the students to live life with purpose. Every month the students focus on specific virtues to develop their character and self-esteem. U Rock Awards are certificates of recognition awarded to students (or occasionally a family, an entire class or group) who perform a special service or act of kindness that represent the virtues. Any teacher, parent volunteer, support staff or student may nominate an individual for this award. The names of the recipients are printed in the monthly newsletter. Please feel free to call the school and let us know if you think somebody should be recognized with a U Rock: Virtues Vibe Award. All award givers are encouraged to indicate the virtue that was witnessed and needed recognition.

### Newsletter

The monthly newsletter will include special dates of school events. Please refer to this newsletter which will be distributed by e-mail and posted on the website; we make every effort to keep you informed of upcoming events. Notices are sent via e-mail almost daily and you will also receive frequent communications from your child's teacher in the form of a class letter, e-mail or student planners. If you do not have access to e-mail, the office will provide your family with a paper copy of all communication sent out to parents.

### Religious Education

The whole purpose of St. Michael's School is to reinforce the faith of the students attending the school. This can only be done through the cooperation of the home, school and parish. We strongly encourage parents to help us guide the students in their growth in faith. At St. Michael's, religion is much more than a subject taught once a day. It is a way of life that is embodied in all of the activities and learning that occurs across the curriculum. The reason for the existence of a Catholic school is to teach the Catholic faith and develop a set of values based on scripture. “The Benziger Family Life Program” is used for all grades. We do, where possible and appropriate, use supplementary materials to emphasize or strengthen certain ideas or themes. All students receive daily religious instruction.

### **School Liturgies and Assemblies**

School liturgies and assemblies - St. Michael's school community celebrates together each month. All classes in turn prepare the Masses and assemblies, which highlight the liturgical year. Parents are encouraged to celebrate with us.

### **Co-Curricular Programs**

Throughout the year, we are able to take advantage of community programs such as: swimming and skating. While there is a nominal fee charged to students for these co-curricular programs, no student is denied access to a program due to lack of finances. Please contact the principal for assistance.

### **Computers / iPad Lab**

All students will have opportunities to enrich their learning through the use of computers and iPads. All students make use of the lab at least once a week. At St. Michael's, we encourage the use of technological devices in the classroom to enhance the learning process. Our goal is to develop digital citizens who make good choices, act responsibly and ethically on-line, and use these devices for the good of their education.

### **Extra-Curricular Activities**

Throughout the year, a variety of activities are available to students including choir, athletics, community service projects, and intramural activities. The fundamental goal of extra-curricular activities is to help children realize that hard work will result in success, although success is not always defined as winning. Success is making and keeping a commitment.

### **Homework**

Homework will be assigned to students on a regular basis to develop self-discipline and good study habits. Students are responsible for completing their homework. Parents and teachers play a role to ensure that homework is completed. It is the policy of this school to expect homework to be completed and returned on the date due unless an extension has been granted due to illness or an unforeseen circumstance. A "**homework sheet**", signed by the teacher and the student, may be sent home for parents' signature if homework is not presented on the date due. Homework is viewed as a positive and enriching learning experience. Some students may require extra time to complete activities, while for others, the opportunity is used to explore and expand one's interest and knowledge of curricula. As students develop and grow, one can expect the need for an amount of homework to increase.

Parents have a positive role in their child's homework through supervision, interest and encouragement. Parents can provide a positive role model through their own interest in reading. Crucial to good home learning habits is:

- regular homework/study time
- a quiet place
- necessary materials and resources
- appropriate lighting

Homework can be a beneficial experience for all of us. A general guideline is 10 minutes per grade on average. This does not include reading.

Eg. Grade 1 - 10 minutes --- Grade 7 - 70 minutes

### **Health and Safety Procedures**

The school has well-established policies and procedures in regards to the health and safety of the children. Parents are expected to notify school personnel using proper documentation for any health concerns. **It is a parent's responsibility to notify the school if there is a change in their child's health care needs.**

### **Illness and Medical Guidelines**

The school and teacher should be aware of any special physical or emotional condition that would affect your child's progress through the year. If the student is on regular medication, the school must be informed. Children with conditions such as bee sting allergy, seizures, diabetes, and severe asthma will be identified on their permanent record file with a red dot - indicating that a card with emergency procedures is kept to direct school personnel. The school's Public Health Nurse updates this card and procedures yearly and as necessary. Conditions should be identified on the child's initial registration. Should a child become ill at school, the parents will be notified immediately. If the parent cannot be reached, the student will be isolated until the parent or responsible person can be reached. Medications brought to school must be clearly labeled and instruction/authorization form completed.

### **Nut Safe Environment**

Individuals who have a severe, life-threatening allergy to peanuts/nuts and peanut butter should inform the office immediately as it is extremely important that they do not ingest nuts in any way. And all people are aware of the child's needs.

St. Michael's School has established itself as a Nut Safe Environment. We recognize the severity of an allergy and we also acknowledge the difficulty of preparing lunches that are "nut" free especially "peanut" free. This is why our school is **not a peanut free environment** but a nut safe environment. Our school takes precaution by educating all children on proper eating etiquette, cleanliness, and respect of other's dietary needs. For example, if there is a classroom with a child who is sensitive to nuts, students eating a "nut" packed lunch will be asked to eat in a supervised location distant from the child with sensitivities. Similar to all students, when lunch is complete, hands will be washed and tables disinfected.

## Absence and Doctor Appointments

Parents will be called to confirm unreported absences. A written notice is required, outlining reasons for absence, upon the child's return to school. (Each student must be in attendance for 135 days as of May 15.) When a student is to be absent for the day, parents are requested to notify the school as soon as possible. This is done as a safety precaution. Please phone the office before 9:30 a.m. Should a student be away for more than one day, by contacting the school, we can arrange for work to be taken home. If a student is required to be away for an extended period of time, the parent should contact the principal of the school to discuss the matter as to how the child's education can be least disrupted. Students are asked to report to the office if they are late. If the student has an appointment and needs to be released early, please send a note to the teacher stating the time and the reason for the dismissal. If the appointment is made after the student leaves for school, please phone the school office.

## First Aid Procedures/Accidents

The teachers on supervision, who will send a student for assistance if necessary, deals with accidents on the playground. The school keeps a basic first aid supply on hand. Normally no medication will be administered to students without parental permission. The exception would be the administration of the Epi Pen for students designated as having life-threatening allergic reactions. Minor cuts, bruises or bumps will be treated at the school. If further attention is needed, the office will call the student's home or designated **emergency number. It is crucial that this number be kept current.** An accident report is filed at the school office.

## Emergency Procedures

St. Michael's School has developed programs dealing with emergency situations. Fire drills, Earthquake drills, and Lockdown drills are carried out regularly. If the school evacuates, we have designated Holy Trinity Parish as a safe place for the children to wait for parent contact and pick-up.

## Parking

We encourage all parents to park on the street for student pick-up and drop-off (not the staff parking lot) during the hours of 8:00a.m – 3:30p.m. The staff parking lot entrance is dangerous for the children walking to and from the bus stop. Vehicle movement in and out of this area is a risk for the children walking and there are many blind spots. As well, when parking on the road, please be aware of the resident driveways and school parking lot entrance. These entrance and driveways should be accessible to the staff and homeowners at all times. If you desire to stay after school and watch your child play, please park on 3<sup>rd</sup> avenue to allow for traffic movement and quick pick-up. This will alleviate congestion on 4<sup>th</sup> street.

## Bus Routines

For the safety of all our youngsters, there are some basic expectations of all students riding the transit bus. Frequent or serious disregard for the rules will result in a suspension of bus privilege for a period of time. If there is a problem with discipline on the Trail Transit the school and parents will be notified and a suspension for a period of time will be in effect.

## Bussing Fees

Families using the public transit system will pay the school \$30.00 per month per child. St. Michael's will pay for and issue the bus passes. Bus passes are sold by semester (3 months). If you anticipate your family riding the bus on occasion, booklet of tickets can be purchased in various areas throughout the city. **If your child/children are not taking the bus on a particular day, you must notify us in writing.**

## Bussing Rules

### Students Will:

- Remain in seat, facing forward, feet on floor, while bus is in motion.
- Take care not to cause any damage to bus. (This includes gum.)
- Talk quietly to those near them - no shouting, loud singing, etc.
- Not bring skis, bats, and hockey sticks on bus (skates with guards are permitted).
- Will be delivered to designated stops. Students will be dropped off at St. Michael's in the morning and picked up at St. Michael's at the end of the day.
- **Remember that the driver is in charge at all times.**

Transit drivers are responsible for our students and expected to supervise them while the students are travelling by bus. It is important that the students ENTER and EXIT the bus using the bus door closest to the driver. This will ensure your child has been recognized by the driver getting on and off the bus. This will help the school and transit understand your child's designated stop so that if something unusual occurs, the driver will be quick to question the children to make certain they are getting off on the correct stop. If your child's bus stop is going to change for some reason, please send a note to school so that we are aware of your child's destination. We are also encouraging students to sit at the front of the bus if seats are available so that the driver can be near if the students are having any problems.

## **Personal Safety Rules and Property Rules for the School**

- No one is allowed in the school building without permission before 8:30 a.m., during recess, the noon hour or after dismissal.
- No one is allowed in the gymnasium without supervision.
- No running in halls or on stairs.
- No one is allowed in the library or computer lab without permission.
- No gum or sunflower seeds in school or anywhere on school grounds. Gum chewing may be specific to classrooms only. Students are asked to throw away their gum when leaving the classroom for any situation.
- No littering inside or outside the building. Snacks are to be eaten in the classroom.
- Children may play in designated areas only.
- Children must play in a safe manner on playground equipment.
- Problems at recess, noon hour, or before school should be reported to the supervision teacher.
- Written or Verbal permission is required before leaving the school grounds.
- Established fire drill and earthquake procedures must be followed.

## **Toys and Valuables at School**

Students are discouraged from bringing expensive items such as jewelry to school as we cannot assume any responsibility if they are lost. Small toys to play with at recess times are permitted but no remote controlled toys or electronics.

## **Dress Code**

Since dress affects the way we behave and act, students of St. Michael's School are expected to wear clothing that is clean and shows respect for self and others. Good taste and common sense are the best guidelines to observe.

- Please be attentive to length of skirts and shorts. The length of skirt / short should be no shorter than where your fingertips fall when your arms are at rest by your side; this includes the shorts underneath skirts. Note: If the shorts are of length and the skirt is not, the length is still acceptable.
- T-shirts/sweaters must be "tuck-in-able" and risqué quotations on T-shirts are not permitted. No spaghetti strap tank tops. Shirts are required to have sleeves that are the width of two adult fingers.
- It is a Fire Regulation that students wear shoes inside. A pair of white-soled running shoes or mark free shoes are required for P.E., these shoes can also be indoor shoes and should not be worn outside. During winter months, shoes must be kept at school to be worn indoors; boots (regardless of style) will not be worn in the classroom.
- P.E. strip (St. Michael's T-shirt, dark blue or black shorts) is required for all P.E. classes.
- Performance Dress (white shirt/blouse and blue or black pants/shirt) is required for special choir/festival performances.
- Hats are not permitted indoors.

### **P.E. Classes**

As part of the P.E. program at St. Michael's School, students are responsible for acquiring the proper uniform. The shorts should be dark in colour (preferably blue) with accompanying socks. All shoes should be non-scuff with white soles being the most appropriate. Outside shoes cannot be used for gym. Classroom teachers will take individual orders for St. Michael's T-shirts in September.

### **Weather**

It is important for all the students to have an active break and a breath of fresh air. All students will be going out for recess and lunch. Please dress your child appropriately for the weather and pack extra supplies for the climate changes.

### **Lost And Found**

Please **label all clothing** and **other items** that are brought to school. The lost and found box is placed on the lower floor at the bottom of the stairs. Items left on the school premises, which are out of their proper place, are deposited in this box. Smaller, valuable items, such as watches, are kept in safe keeping in the office. The students are encouraged to check the box or the office for items they have lost. At Christmas, Spring Break, and the end of the year, unclaimed items with no names attached will be donated to an appropriate organization.

### **Telephone**

The office telephone is available to students for emergencies only, with permission of the teacher and the secretary. The office will take simple messages for delivery just prior to recess, the lunch break and dismissal.

### **Professional and Spiritual Development**

Professional Development is a critical area for our teachers as education is continually evolving. To that extent, the Council allows 8 days per year for professional development in the academic and spiritual areas. These days will be indicate on the school Calendar. It is common to have unscheduled Pro-D depending on who is mandating the days (Government or Diocese). Advance notice will be given for additional Pro D. days not listed in the yearly Calendar.

### **Freedom of Information & Protection of Privacy (FOIPOP)**

Parents must inform the school if it is their wish that their child not be photographed at school for media coverage (i.e. within the school on bulletin boards, in school newsletters, videos, individual, class photos or school panorama, and/or their photo used out of the school in local newspapers, community newsletters, etc.). Parents must also advise if they do not wish their name, their child's name and class, and phone number given to the Friends of St. Michael's for fund-raising purposes or committees. Consent is given or withheld each year by returning the "Student Information" sheet that is sent home at school opening.

### **Fund Raising**

Any and all fund raising must have prior approval of the principal. Some events may require approval of School Council. Please allow sufficient time for consideration of your request.

### **School Families/Colour Groups**

All the students in grade K - 7 have been assigned to a school "family", sponsored by a teacher. These families meet periodically for special activities. This helps to develop leadership skills in the older students, and helps the younger children feel more secure at school functions. It is wonderful to see the developing friendship and spirit of mutual caring shared in these multi-age groupings. These school families are also known as colour groups and play in intramurals together. Children collect points for their "family" with all extra- curricular activities.

### **Library**

All Library books and magazines signed out by students are their responsibility. If a book or magazine is lost or damaged, students will be responsible for the replacement cost of the item. All students are provided with an opportunity to take out library books weekly during their library class.

### **French as A Second Language**

French as a second language is offered to our students starting in Kindergarten. Through a program of activities, songs, games, reading and writing, we expect students to develop an interest and enthusiasm for the French language and culture. The major focus is on oral language acquisition.

### **Recesses**

During outdoor recess, students must go outside unless they have a note from their parents, are working with a teacher, or serving a detention.

### **Daily Time Schedule**

In order to accommodate our extended curriculum, we have an extended day, which means our instructional day is longer than that required by the Ministry of Education. Our daily schedule is as follows:

<b>8:40</b>	<b>School Day Begins</b>
<b>10:10 - 10:25</b>	<b>Morning Recess</b>
<b>12:00 - 12:15</b>	<b>Lunch</b>
<b>12:15 - 12:55</b>	<b>Lunch Recess</b>
<b>2:55</b>	<b>Dismissal</b>

### **Supervision**

Supervision will be available at our school in the morning, starting at 8:00. One teacher is available to supervise this 40 minute time frame. We ask that all students and parents remain outside on the playground and only enter the school in the morning if necessary. Parents are more than welcome to stay and observe their child outside the playground opposite side of the fence until the bell rings. This makes for easy and accurate supervision. The Intermediate students (4-7) will be lining up on the bottom field entrance and the Primary students (K-3) will line up at the top field entrance. The students should drop their bags at these entrances so that they may go and play. Students are supervised by two teachers during the recess and lunch breaks. After school duty is supervised by 2 teachers with an additional crosswalk supervisor. The students boarding the bus are escorted by a teacher and supervised at the bus stop while the remaining supervisor watches the students on the playground.

If you need early morning supervision between the times of after school care from 2:55 – 5:00 please fill out the morning/afterschool care form and return to the office. This form can be collected at the school office or Sunshine Daycare facility.

### **Communication**

We value communication between home and school. Most of the communication from the office between school and home will be via e-mail. If you are unable to access e-mail please contact the office for paper copies of all newsletters and bulletins. Most teachers communicate with parents by e-mail as well, if the information is of an urgent matter please copy or call the office so it can be attended to immediately. Staff members are required to attend Morning Prayer from 8:25 a.m. – 8:35 a.m. which means it is difficult to check e-mail in the morning.