



PARENT & STUDENT HANDBOOK

School Wide Procedures and Behaviour Guidelines

**Our Mission is to Create Hope by Fostering
Learning and Honoring Diversity in a
Catholic Environment**

“Christ Centered Life Long Learning”

November 2013

Procedures and Behaviour Guidelines

ATTITUDE

We are very proud of the friendly and caring environment within our school. Visitors and guests who come to our school will be greeted and welcomed by students and staff. Our students are expected to be honest, caring, hard working and respectful. Students will cooperate, work to the best of their ability, participate in school activities and maintain a positive school spirit. Staff will support and guide students in an atmosphere of Christ's love wherein we set high expectations, promote mutual respect, and recognize each child's unique gifts.

ATTENDANCE

Research shows that students who achieve success are those who attend school regularly. We expect students to be at school on time and ready to learn. **Should a child be ill or have an appointment, parents/guardians must call us at [REDACTED] and leave a message. This number is active 24 hours. If a child is absent and we have not been notified, we will call the home or parent/guardian's place of work.** Attendance will be monitored and families who have chronic absences will be invited to collaborate with the school to help devise a plan of action.

ACADEMICS

St. [REDACTED] offers a high quality Catholic academic program. Students are expected to work hard, ask for help when they don't understand, complete assignments, use class time appropriately, cooperate and contribute in class, be kind and supportive to classmates, complete homework, share talents. Teachers will design a wide variety of learning opportunities for students. In addition, teachers will provide re-teaching, extra practice, and support for students both in the classrooms and in a variety of locations throughout the school. Support staff, under the direction of teachers will assist to ensure students are supported in academic programming.

COMMUNICATION

Parents and guardians are invited to communicate often with the school. Questions, comments, concerns and suggestions are always welcome. We are partners in the education of your children and we need to work together to provide the best learning environment possible. When in doubt – call us at [REDACTED] or drop in for coffee.

STUDENTS ON MEDICATION

If your child must take prescribed or non-prescribed medication during the school day with the assistance of staff, please contact the school office. Parents/Guardians must complete an *Administration of Medication Form* when requesting staff assistance in administering medication to students. Provincial legislation and Division Administrative Procedure govern the storage and administration of medication.

ALLERGIES/HEALTH CONCERNS

Parents/Guardians are asked to inform the school of all allergies and health concerns and procedures for dealing with the condition.

LIFE-THREATENING ALLERGIES

Some of our students experience an anaphylactic reaction to peanuts, nut products and peanut butter and shellfish. All parents/guardians are requested to refrain from sending peanut butter, peanuts and nut or shellfish products in general, for lunches or snacks.

SCENT SENSITIVITY

Many students and staff are allergic to strong scents/perfumes. Please refrain from wearing highly scented products.

STUDENT ILLNESS/INJURY AT SCHOOL

If a student is injured at school, appropriate first aid will be administered and parents/guardians will be called. If a student becomes ill we will call the family and await instructions. If we cannot reach the family or emergency contact and the injury/illness appears serious we will transport the child to hospital and continue to try to reach the family. **Please make sure that we have your current phone numbers, email address and an alternate emergency contact number in case we can't reach you!**

COLD WEATHER

Students will be kept inside when the windchill factor is at or below -25 C. Permission will be given to come in and warm up during extremely cold weather. Children are expected to dress appropriately.

SCHOOL EVACUATION POLICY

If an emergency situation occurs during school hours, such as a winter-time power failure, water-line break, or other event that would force the students and staff to leave the building for an extended period, the following procedure will be followed:

- If it is not safe to remain in the school, all students and staff will be evacuated to a pre-arranged emergency location.
- **Parents/Guardians will then be notified of the situation and informed if school is cancelled for the remainder of the day or longer.**
- If necessary, arrangements will then be made to have the students transported home.
- If an emergency situation occurs prior to the beginning of the school day, radio stations will be asked to air a “no school” announcement, and the busses will be cancelled. The HTCSD website and HTCSD App will also post current information.

BICYCLES/ ROLLERBLADES/SCOOTERS/ SKATEBOARDS

Students who ride bicycles to school shall place their bikes in the authorized area and lock them. **For the safety of other students, bikes, roller blades, scooters and skateboards will not be used on school property.** The school is not responsible for bikes which are damaged or stolen while parked on school property.

STUDENT SAFETY

In order to discourage unauthorized visitors to the school, secondary exterior doors will be locked when classes are in session. The main front doors will be open. Students who are late are instructed to enter through the front doors and check in at the office. Please note that students are not allowed to invite friends from other schools to meet or visit them at school. All visitors must report to the office.

STUDENT ENTRY TO THE SCHOOL

Students will use designated doors and areas on the playground. Wet or muddy footwear will be removed and placed in an assigned area. Students will walk inside the school and use an “indoor voice”. Orderly movement will ensure student safety.

DRESS & APPEARANCE

Students are expected to dress in appropriate clothing that is suitable for the weather and the educational program that they are taking. Head gear of any kind is not to be worn in the classroom, nor is any clothing to be worn that is not in keeping with the values we express in our Catholic Faith. In general, students will be expected to have a clean appearance that is reasonable, modest, decent and respectable. Students who are not dressed appropriately will meet with administration to find an alternate clothing solution.

CANDY/JUNK FOOD

Students are discouraged from eating candy, gum and junk food at school. Due to health reasons, sunflower seeds in the shell are not allowed.

NOON HOUR SUPERVISION

The school provides supervision during the lunch period for students who remain at school over the noon hour. Students who stay for lunch are **not allowed to leave the school grounds. Parents who pick up a child(ren) who normally stays for lunch are asked to notify the office before leaving the building.**

LOST & FOUND

Articles found in the school or on the grounds should be taken to the school office, or placed in the lost and found container. Articles not claimed after a reasonable period will be sent to a charity. Parents/Guardians are welcome to go through the Lost & Found containers to locate missing items. The school cannot take responsibility for personal effects that may go missing. **Parents/Guardians are advised to discourage their children from bringing valuables to school. In special circumstances, please contact the principal to make arrangements for temporary safe storage of valuables which may be required by a student for a special activity.**

SCHOOL BOOKS & MATERIALS

Student textbooks and library books are costly materials that are loaned free of charge to students throughout the school year. Students are responsible for returning materials that they have been assigned or have borrowed. Books that are lost or damaged by a child will result in the school billing the child's family for replacement costs.

SCHOOL PROPERTY

It is our expectation that students show pride in their school by acting responsibly. The school building, furniture, and grounds reflect that pride. Should school property be defaced or destroyed either deliberately or through "horseplay", the students involved will be required to repair or replace that which was damaged.

COMPUTER & INTERNET GUIDELINES

Students will log in using their designated password. Passwords will not be shared. Only teacher approved activities will be performed on computers. No food or drink is to be consumed while on or near computers.

The internet must only be accessed through the school division website. Composing, browsing or forwarding inappropriate material will result in immediate loss of internet privileges. **Use of student computers and/or personal device(s) must adhere to the Digital Citizenship Guidelines.**

SAFE, CARING, RESPECTFUL BEHAVIOUR:

An important aspect of social growth is learning how to interact with peers, learning how to use language in positive ways, understanding personal needs and knowing how to fulfill them without hurting others. Discipline is a part of the teaching-learning process. Every effort must be made to teach appropriate behaviour to students, while at the same time recognizing that students must be accountable for their behaviour. Teachers in Holy Trinity classrooms develop a set of behaviour expectations in collaboration with their students that center around their beliefs. These expectations are posted within the classroom and letters are sent home to parents to ensure all are aware of expectations. Classroom behaviour expectations are in alignment with the beliefs and behaviour expectations of the school. The school also posts behaviour expectations.

School wide procedures for dealing with misbehaviour are established and all staff are aware of the procedures. Classroom and school wide behaviour expectations are consistent so that all adults and children within the school have shared understanding of expected behaviour. The goal of this approach is to help ensure every child feels physically and emotionally safe at school so they can learn their best and to help children develop self-discipline and skills for working and learning cooperatively with each other.

INDOOR BEHAVIOUR

Acknowledge others with a smile or greeting. Remove outdoor shoes at the door. Walk down the right side of the hallway. Use your “indoor voice”. Keep your hands and feet to yourself. Respect property.

LUNCHROOM BEHAVIOUR

Students will follow lunchroom procedures as outlined by the supervisor. This includes washing hands before lunch, remaining seated while eating, using an appropriate “indoor voice”, cleaning up debris, demonstrating manners, and cooperating politely with directions given by the supervisor. Students may not leave the lunchroom without permission from the supervisor. Children who fail to follow lunchroom guidelines will be placed in an alternate location for lunch. **Students may not leave the school at noon hour without permission from administration.**

PLAYGROUND BEHAVIOUR

 has a large, well equipped playground. In order for all students to take full advantage of safe playtime the following guidelines must be followed:

- Play only in your area
- Use appropriate language
- Take turns
- Hands off

- Only go down the slide on your bottom, facing forward
- Snow stays on the ground
- Rocks stay on the ground
- Share equipment
- Return equipment safely
- Use words to solve a problem
- Report bullying
- Only approved playground equipment may be used (not personal toys, collector cards, or trendy items)
- Help others
- Follow the directions of the supervisors

BEHAVIOUR AT EXTRACURRICULAR EVENTS

Students will maintain school expected behaviour when at all extracurricular events.

SCHOOL BUS PROCEDURES/BEHAVIOUR

At the start of the school year, families of children who are bussed receive an updated pamphlet outlining bus regulations. Students are accountable to the principal for their behaviour before boarding and during the bus rides to and from school. The principal and bus drivers work cooperatively to promote appropriate student behaviour and safety. Concerns regarding student behaviour are to be directed to the principal/ vice principal.

Questions regarding routes or scheduling are to be directed to Doug Sears Supervisor of Facilities and Transportation for the school division at 306-694-5333 extn. 2048. If a bus is late or a pick up is missed please call Mr.Sears.

Questions for Swift Current school bussing should be directed to Sandy McDonald: 306-778-4666.

Questions regarding Shaunavon school bussing should be directed to Chinook School Division: 306-778-9200

Students will:

- Wait on the sidewalk for the bus
- Enter the bus safely
- Sit in the seat designated by the driver
- Keep hands, feet, and objects to themselves
- Stay seated during the entire bus ride
- Use an “indoor voice”
- Use appropriate language
- Cooperate fully with the instructions of the bus driver

- Exit the bus safely

Students who do not act responsibly on the bus will lose bus privileges.

INAPPROPRIATE BEHAVIOUR

The steps taken to address inappropriate behaviour will follow a continuum of logical consequences ranging from such things as short discussion or re-teaching, to time out, detention, in-school supervision, out of school suspension. Behaviour will be documented and parents will be informed when staff notice a pattern or have concerns.

As a Catholic community we practice and encourage restitution and reconciliation. Students will often complete a service project around the school to repair the relationship or damage done to themselves and our community through misbehaviour.

We know that children's behaviour is related to other events happening in their lives. Parents/Guardians are encouraged to keep the school informed of crucial information which may affect the academic, physical, social, spiritual and emotional needs of their child. Our goal is to work as a team with families to help children learn and practice self-regulation and responsible behaviour.

ADDRESSING BULLYING

Bullying is a persistent pattern of unwelcome or aggressive behavior that often involves an imbalance of power and the intention to harm or humiliate someone. It is targeted and repetitive. Bullying is different from conflict. Conflict can be defined as a disagreement or difference in opinion between peers who typically have equal power in their relationships. Conflict is usually an inevitable part of a group dynamic.

All students will be guided in, and learn how to identify and address bullying behaviour. Students will learn how to help each other out and to report behaviours which create an unsafe environment for children. Bullying will not be tolerated. All reports of bullying will be taken seriously, investigated and followed up with an action plan, consequences and appropriate disciplinary measures. All staff, with parent support, will work to keep our school comfortable and safe. Responsive school practices and restitution are the underlying strategies that help build a respectful, caring community.

SEVERE MISBEHAVIOUR

Severe misbehaviour is defined as unsafe, illegal or insubordinate acts. Three types of behaviour will result in the student being sent immediately to the office:

- 1) Physically dangerous behaviour: fighting, assault, physical intimidation;
- 2) Illegal acts: alcohol, drugs, harassment, weapons;

- 3) Insubordinate behaviour: a student's direct and immediate refusal to comply with a staff member's reasonable instruction.

Behaviour of this severity (unsafe, illegal, insubordinate) may result in a referral to school division student services personnel, or an out of school suspension as per Board Policy. It is our experience that such behaviours occur for a reason and interventions by the school counselor or an outside agency may be appropriate.

VIOLENT THREAT/ RISK ASSESSMENT

Holy Trinity Catholic School Division believes in a multi-disciplinary approach to Violent Threat/Risk Assessment and on-going threat assessment training. School administrators are trained in threat assessment and Community Threat Assessment Protocols are followed. Parents are informed of these protocols through the *Fair Notice Brochure* distributed at the beginning of the school year. The complete Violent Threat/Risk Assessment Protocol and Fair Notice Brochure may be found on the Holy Trinity Catholic School Division website.

Our goal is to help each child work through any difficulties in a safe, secure and supportive environment.

References:

The Education Act, 1995. Sections 150-155.

Holy Trinity Catholic School Division Board Policy Handbook.

Holy Trinity Catholic School Division Administrative Procedure Manual. Procedures 160, 315, 350, 351.

Wood, Chip and Freema-Loftis, Babs. (2011) *Responsive School Discipline Essentials for Elementary School Leaders.* Northeast Foundation for Children Inc.

Community Threat Assessment Protocol Moose Jaw South Central Region January, 2012.

Fair Notice: Holy Trinity Protocol for Assessing Threat Brochure. 2013-2014.

Bullying: A Plague to Combat Together. Catholic Organization for Life and Family. COLF, 2013.