



St. Thérèse of Lisieux School Handbook

Principal: Mr. Tony Bairos
Vice Principal: Mrs. Nelda Werbicki

Welcome to St. Thérèse of Lisieux School. We plan to offer extensive opportunities for students to explore learning. We live our Catholic faith and bring to life our God given talents. Please take a few minutes to review this handbook as it contains important information pertaining to the operation and expectations at our school. It is important to be actively involved in your child's education and know we can count on your support throughout the year. We are committed to ensuring that we have a safe, positive, and caring school. I am truly blessed to be a part of your lives and your community. I wish to extend my best wishes for a happy and successful school year.

God Bless
Tony Bairos, Principal

GREATER SASKATOON CATHOLIC SCHOOLS VISION

Rooted Growing Reaching Transforming

We love because He first loved us. – 1 John 4:19

GENERAL INFORMATION

School Hours

Doors Open	8:25 a.m.
Classes Begin	8:40 a.m.
Recess (15mins, group 1)	10:10 a.m.-10:25 a.m.
Recess (15mins, group 2)	10:25 a.m.-10:40 a.m.
Lunch (Group 1)	11:40 a.m. – 12:03 p.m.
Lunch Recess (Group 2)	11:40 a.m. – 12:03 p.m.
Lunch (Group 2)	12:03 p.m. – 12:25 p.m.
Lunch Recess (Group 1)	12:03 p.m. – 12:25 p.m.
Recess (15mins, group 1)	1:55 p.m. – 2:10 p.m.
Recess (15mins, group 2)	2:10 p.m. – 2:25 p.m.
Dismissal	3:10 p.m.

Newsletters

Newsletters and a calendar will be sent by email on a monthly basis.

Bussing

Please refer to our map on our school website to see if you qualify for bussing. If you do qualify, please fill a bus form, and return it as soon as possible. This will ensure that the bus company can arrange pick up/drop off locations for your child. Presently, two busses will transport Catholic and Public students together.

Parents as Partners

St. Thérèse of Lisieux School creates many opportunities for parents and community members to share talents, skills, and abilities within our school. Should you be interested, we would be pleased to receive your assistance. We would also encourage you to join the CSCC (Parent Council). Everyone is welcome to all meetings.

Parental Concerns

We believe that communication is the cornerstone of building a strong school and community. If you have any questions or concerns, please discuss your concerns with your child's classroom teacher. If they have not been resolved, please follow up with school administration.

Volunteer Policy

Our school division policy has certain requirements. A volunteer companion document will be given to all parents that are volunteering. If the volunteer is a direct independent supervisor of students, a criminal occurrence security check is required. There is no cost for this document, as long as a school letter accompanies the request. All parents volunteering to drive students must provide a valid driver's license and vehicle registration prior to the event. Parents should have a good driving record and preferably a package insurance policy. If driving extends outside city limits, again a current criminal occurrence security check will be required.

Homework

Homework is an extension of the student's daily activities. The amount of time each student will spend on homework may vary according to grade, ability, and study habits. Please communicate with your child's teacher about expectations and focus.

Student Assessment

Assessment is an on-going process, which helps the growth and the progress of each student. Students are active participants in goal setting, self-assessment and have a key role in the three-way conferences. It is our expectation students will participate in the three-way conferences. Assessment reporting periods occur three times a year followed by three-way conferences in November and March. The assessment also includes a showcase portfolio of student work and a report card where progress measures skill development, effort, and achievement.

School Activities

Our primary objective is to provide each student the opportunity to plan and participate in activities where the emphasis is on participation and enjoyment. The majority of the activities are planned around and do relate to curriculum.

Learning Assistance Team

The Learning Assistance team is a team of professionals whose task is to assist the classroom teacher in providing support. They work collaboratively with school staff and parents to meet the needs of our students. The team includes Mrs. Werbicki and Mrs. Mutch as our LAT's, a team of Educational Assistants as well as a team of Occupational Therapists, Speech & Language Pathologists and Educational Psychologists.

Faith Development

Faith Development is an integral part of our Catholic School Program. Holy Spirit Parish serves our school. We shall celebrate mass at the parish throughout the year and many other liturgies take place at the school. Parents are most welcome to attend.

Each grade level receives the equivalent of 150 minutes per week of religious instruction and is direct instruction or permeated throughout the curriculum. The principles of our faith are a part of all we do and how we interact within the world and those around us. Our Social Justice projects will give our students an opportunity to create hope, and make the world a better place.

Band

Our band program is open to students from Grades 6-8. Students learn to play their instruments in a group setting in which they work together towards their common goal to create music. Instruction is offered twice a week during school time. Performances will take place through the year in our school and community.

Computer: Internet Acceptable Use Policy

We acknowledge that in this Information Age students need the opportunity to access, evaluate and produce information. The Internet can be a valuable resource to this end. Access to the Internet will be available only when supervised by a teacher. We at St. Thérèse of Lisieux School expect that parents/guardians will discuss use of the Internet with their children and reinforce the school goals of responsible Internet use. A permission form is required so your child can have access and use technology at the school.

Cell Phones

Technology and busy families have increased the need for some children to bring cell phones to school. This is understandable; however, we do need you and your child to be aware that cell phones must remain off and, in their backpacks, or lockers during school instructional hours, unless directed differently by the classroom teacher. **We will permit phones to be used appropriately over the lunch portion of noon hour.** Phones are not to be used during recess times. The school administrators will address students using cell phones inappropriately and parents will be informed.

Physical Education/In Motion School

Desirable health practices and participation in recreational activities are an important priority in our school. Each child is to receive the equivalent of 30 minutes per day of physical activity, with some activities scheduled indoors and some outdoors. Appropriate clothing and shoes are needed for all activities. Our school has a "two shoe" policy: Outdoor shoes and "**Non-marking**" indoor running shoes that are required for gym activities. Our school will participate in a host of In-Motion activities throughout the year; therefore, students need to come to school prepared to participate in physical education activities. As a school, we engage in school walks and exercise on a regular basis throughout the school year.

School Attendance-Edsby Program

Regular attendance is necessary if a student hopes to get the best results from their schoolwork. If a student is absent from school, the parents should notify the school by communicating through Edsby our student attendance program. Families will receive an Edsby invite once they have registered a child in the Greater Saskatoon Catholic School and you will only receive this invite once. Students who are not at school by 9:35 a.m. and there has been no indication for the absence, an automatic phone message will be sent out to given contact numbers. Absences are to be cleared using Edsby to assure your child is in a safety. Students who arrive late are asked to check in at the office. To learn more about Edsby visit www.edsby.com.

Telephone and Fax

The school telephones are business telephones that are constantly in demand. It is for this reason that students must first seek permission from their classroom teacher in order to use it. **Our school phone number is (306)659-7970.**

Noon Lunch

If it is impractical for students to go home for lunch, students may stay for lunch. Students who stay for lunch **may not leave the school grounds for any reason unless the parents notify their teacher.** Students going home for lunch are the exception. Students who stay will eat in their classrooms and they must follow the expectations that we have set out for them (for example: sitting quietly and respectfully in their desks). If the expectations are not followed, the parent/guardian of the student will be notified and if issues continue, the student will forfeit the privilege for a time.

Allergies

St. Thérèse of Lisieux School is a **Nut/Fragrance Alert** school due to severe allergies of some students. This means **No** nuts/seeds or foods containing these products. As well, any strong fragrances should be avoided. Thank you for helping keep these students safe.

Door Policy/ Before and After School Program

School will open at **8:25 a.m.** Students arriving at school more than 15 minutes ahead of time or remaining longer than 15 minutes after school will need to be registered in the Before & After School Program to ensure proper supervision. **CFS Saskatoon** provides a safe, challenging, and creative start and end to their school day allowing parents to rest assured that their children are being well looked after. The time of operation is from 7:30 to 9:00 a.m. and 3:35 p.m. to 6:00 p.m., as well as at times when the children are dismissed early or during a common day dismissal. For further details, please contact Miss Mardi Bley program director at **(306)979-9737**

Lockdown Procedures/ Fire Drills

Throughout the year our school will be practicing lockdown and fire drills. We ask for student cooperation to ensure that all students understand the procedures and ensure student safety.

Emergency/Evacuation

There are a number of causes that could potentially lead to the evacuation of the school building, An example: a major gas leak, fire, or total loss of utility services. In the event of an evacuation, the students and staff would relocate to Elim Church at 419 Slimmon Road. In the event that an out of area evacuation were required, we would evacuate to Holy Cross High School. The school would verify by telephone to ensure a parent or responsible sibling was at home to make arrangements for pick-up.

Community Health Nurse

Our Community Health Nurse will perform immunizations, health assessments and follow-up. The nurse may also function as a resource person/counselor in Health, AIDS Education and Family Life.

Communicable Diseases

Communicable diseases can spread rapidly through a classroom. To control the spread of these diseases, children who have fever, diarrhea or rashes should not attend school until they are well and/or have been treated by a doctor. We encourage all students to wash their hands on a regular basis or use hand sanitizer. If you have any questions regarding Communicable Diseases and their control, call your Community Health Nurse.

Medication Policy

Saskatoon Catholic Schools attempt to provide a safe and secure school environment for all students. There are policies, which outline appropriate procedures dealing with a variety of emergencies. This includes administration of emergency medical assistance or medication. As well, there are policies which govern administration of medications on a regular basis. Parents should contact their principal when their children require medication. Appropriate forms and paperwork will need to be completed.

Lost and Found

Small items such as keys, rings, pens, etc., should be returned to the main desk at the office. Articles of clothing may be deposited in a lost and found box. Parents are urged to label all student belongings.

Bicycles

Bike racks are provided next to the school. Students are asked to lock their bikes and walk them on sidewalk during busy times. We cannot assume financial responsibility for damaged or stolen bikes.

Scooters & Skateboards

Students must dismount their scooter boards/skateboards outside the school. Scooters must be folded outside before entering the school. These items must be safely stored in student locker or classroom and are not be used at recess or noon hour.

Caretaking Staff

The caretaking staff is responsible for maintaining the school in good order—that is, the maintenance of temperature, cleanliness, and repair. These duties can be best fulfilled if the caretakers have the cooperation and assistance of all students and staff.

Personal Belongings:

Personal belongings such as games, personal listening devices and trading cards should not be brought to school without the consent of the classroom teacher. **The school is not responsible for damage or loss.** We encourage parents to discourage your child(ren) from bringing items of value to school.

Indoor Recess Policy

Students are usually required to go outside at recesses throughout the year and so need to dress according to weather conditions. In the case of excessive wind chills (-25C) students will remain indoors.

Dress Code

St. Thérèse of Lisieux students, staff and visitors are encouraged to take pride in the personal appearance. Students wearing inappropriate clothing will be asked to change as soon as possible. All clothing needs to be suitably modest for school. Hats are not to be worn unless it is a special day such as a spirit day. Footwear must be worn at all times.

Safe Positive Schools

School positive schools are places where teachers can teach, students can learn, and teachers can teach free of intimidation and fear. Safe, positive school climates are built upon a spirit of acceptance and concern for all students and are places where behaviour expectations are clearly communicated, consistently enforced, and fairly applied. It is also important that parents are informed about the behavioural expectations of students to support and reinforce the school in its effort to deal with student behaviour.

Conflict Resolution

St. Thérèse of Lisieux School will be guided by our Gospel values when it comes to bullying behaviours. Conflict is a disagreement or a difference of opinion between equals. The people involved in a conflict may disagree and emotions may run high. When conflict is badly managed, it may result in aggression. In a conflict, both parties have power to influence the situation. Conflict may be an inevitable part of group dynamics, but bullying is not. In each, a different response is required. Conflict resolution is a way for two or more parties to find a peaceful solution to a disagreement.

Bullying happens when someone is significantly hurt emotionally or psychologically by the actions of one or more students, fears it will happen again and feels powerless to prevent this. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive. Bullying involves an imbalance of power, repetitious events and is not gender specific. Bullying behavior will be dealt with in an appropriate and timely manner.

General Behaviour and Expectations- Code of Conduct

Students shall meet the expectations for student behaviour and conduct while on school property or involved in school-sponsored activities. For our school to be a safe and caring place, we ask our students to:

Respect others, their property, space, and ideas. This means:

- Bullying tactics/ (verbal intimidation, pushing, tripping, fighting etc.) foul language, disrespect to staff and students are unacceptable. This includes Cyber bullying.
 - Students found responsible for damaging or stealing property of the school or others will be required to return the articles and make restitution. Please remember that the school is under video surveillance.
 - Students are expected to treat the washroom facilities with respect. They are to be used in an appropriate manner.
 - Resolution will result in discussion of the problem, the students working out a solution (reconciliation), or may include behavioral contracts, loss of privileges and in-school or out-of-school suspensions.
- ✓ At all liturgical celebrations, in class or in the gym, students are expected to show appropriate respect for the occasion: contemplative silence and respectful participation.
 - ✓ Library – Students are expected to respect the need to maintain the library as a quiet place of work. Books must be signed out and returned on time.
 - ✓ Wet tracking footwear is to be removed on the mats at the entrances. We ask parents to follow this expectation as well. Our school has a two-shoe policy – outdoor shoes and indoor shoes.
 - ✓ There is to be no running in the hallways. Movement in the hallways is to be quiet and orderly, especially so during class time. We encourage our students to walk to the right of the hallways. We also remind students to use their inside voice.
 - ✓ Students may be in the gymnasium only under the supervision of a teacher. Proper footwear is necessary in all physical activities.
 - ✓ For every rule, there is an exception. Our goal is to work together and make our school the very best place to learn.