

St. Mary's ABC Family Handbook

Welcome to St. Mary's school! We are happy to have you as part of our school community. Our goal is to engage each student through the use of stimulating and interesting learning experiences, so that the student will grow not only academically, but socially, emotionally and spiritually as well. To parents we extend an invitation to visit or contact the school any time. Close co-operation between the home and school is essential to promote the best interest of the child.

This handbook should provide you with any information you may need, and if you have any questions, please feel free to ask. All information has been arranged alphabetically.

Mrs. Emilie Wolfe
Principal

Mrs. Jennifer Gentes
Vice Principal

A

Absences - Please enter an absence in Edsby or call the school if your child will be absent from school. Although it is important that we have information as to why your child is absent; it is more important that we know that your child is safe. If you forgot to call the school to report your child's absence you may receive a phone call from school personnel. Please understand we just need to know that your son or daughter is safe.

Address/Telephone Changes - If your address, phone number, emergency contact or other family information has changed, please give us a call so we may update our records. Having your child(rens) current contact information on file is very important. In the event of an emergency this information is needed to get ahold of parents and caregivers. Please ensure that the office has your current information on file.

After School Procedures - the school day ends at 3:25 unless it is an early dismissal day. All students being picked up after school and bus students will gather in the gym. Those students who are walking or meeting parents outside will be dismissed out of their designated doors. Parents will gather at the main doors on 13th ave where a member of our staff will greet you. You will be asked who you are picking up and your child/ren will be called. If you are sending someone other than those designated for pickup please notify the office or your child's teacher. PreK students are picked up from the 110th street doors at the end of the day.

Attendance Policy- The law requires students who are between six and 16 years of age to attend school. If a student has been away from school for a long period of time, the school board will investigate the reasons for the absence and involve other authorities where necessary. Regular attendance is necessary if the student hopes to achieve the best results in his/her school work. If your child is absent from school or is going to be late, please notify the school by phoning the office. If your child is going to be out of school for a long time, tell the teacher ahead of time. Sometimes the teacher can suggest learning activities for your child while he or she is away from school.

B

Band - Band is mandatory for students in grade 4 and it is optional for grades 5-7 students to join the band program. Currently there is no cost involved to students.

Behaviour Expectations - Students are expected to behave in a Christ-like manner at all times. Students are to listen in class, assemblies, presentations, complete all work and be kind and respectful to everyone. For specifics, see lunch expectation and discipline policy.

Bell Times - Students enter the school at 8:50. At the 8:55 bell all students are expected to be in their classrooms. The am recess is from 10:30-10:45. Lunch is from 11:45-12:10 and the recess time is from 12:10-12:35. The pm recess is from 2:10-2:25. The end of the day bell rings at 3:25.

Bicycles- Students are permitted to ride bikes to school, however the school cannot assume responsibility for bicycles that are lost, damaged or stolen. Bikes must be parked in the racks provided and locked as soon as they arrive at school. Please ensure your children are aware and follow all rules including wearing a helmet.

Bullying - As part of a community rooted in gospel values, all students of St. Mary School have the right to a caring, respectful, and safe school environment that is free from all forms of bullying. St. Mary School is committed to creating and maintaining a learning environment where all are treated with respect and dignity. The school recognizes its responsibility to provide education regarding bullying, and to provide students and their families with opportunities to resolve situations that may occur. In accordance with our safe and caring school policy as well as the protection of the privacy of your children, administration will never disclose the discipline taken with other students who are involved.

Bullying in any form will not be tolerated and will be dealt with by administration. For more information see the Bullying appendix.

Busing - Students wishing to register for bussing must contact the board office at 306-445-6158. Eligibility will be based upon pick-up and drop-off location and must be at least 750 metre (m) walking distance to the school of attendance..

All bus students will go home on their designated bus unless the child's teacher or office are notified of a change in plans.

Bus Behavior - The transportation of students to and from St. Mary School will be safe for students. The school bus will be an orderly place where students and adults will treat each other with dignity and respect. After school students will wait for the bus in the gym and line up as called by the bus supervisor. Students are to sit down and remain seated at all times the bus is moving. Misbehavior on the bus may result in a temporary suspension of bus riding privileges or longer depending on the severity.

C

Cell Phones - Students are not allowed to have cell phones out on school property. If they have one, the classroom teacher will keep it until the end of the day (communicate with parents so that the next offence is not a surprise) If it is taken away a second time, it will be kept at the office until a parent picks it up. Students are not to have airpods/headphones in unless they are using them for educational purposes and have permission from their teacher.

Christmas Concert/Family Night - Each December Christmas is celebrated with our school community in one of two ways. Alternating years we host a traditional Christmas concert or host a family night with games, outdoor activities and hot chocolate.

Clubs - There are several clubs/extracurricular activities for students to be involved in both during and after school hours (3:30 - 5:00pm). Please watch for more information in September and throughout the year that outline student opportunities.

Communication Protocol - If and when a parent has a concern about what may be, or may not be happening in the classroom or within the school setting, we strongly encourage the following communication protocol:

Stage 1: Talk to the involved teacher. In the vast majority of situations, concerns can be addressed and dealt with at this level to the satisfaction of all involved parties.

Stage 2: If after this meeting some concerns still exist, parents are encouraged to discuss these concerns with the school administration. Parents are also asked to discuss any school administrative concerns directly with school administration.

Stage 3: If a parental concern is not addressed sufficiently at the school administration level, parents are invited to discuss their concerns with the Director of Education.

We at St. Mary School see parental concerns as something positive rather than as something that is negative and to be avoided. Addressing parental concerns in an open and professional manner will allow our school to better meet the needs of our entire school community.

Counseling -Catholic Family Services offers counseling services to our students during the school day. If you are interested in having your child seen, please contact the office for an intake form.

D

Debit Machine - is available in the office to assist parents when paying for school related fees and purchases.

Discipline policies - We at Mary's School believe that every child is unique. Instructional strategies that work for one student will not necessarily work for another. We feel the same way about school and classroom discipline. While we employ a consistent standard of consequences across all grade levels, sometimes a consequence that is appropriate and effective for "student A" may be inappropriate and ineffective for "student B". It is for this reason that we promote a philosophy that is consistent with the

	<p>ideals of our school; with regard to discipline, as in all other matters, the well-being of the student is our first priority. More information can be found in the discipline appendix.</p> <p>Doors - Entry to the school for our families/visitors should be through the main front doors on 13th avenue. These doors are locked at 9:30am, however, if you need to gain entry when doors are locked, please ring the doorbell located to the right of the doors.</p> <p>Dream Brokers - connects you and your family with a sport, recreational or cultural activity. They can support participation in various sport, culture or recreation activities by helping with registration costs, transportation, equipment or just by being a cheerleader on the sidelines when a family member is unable to attend. Contact our District Dream Broker, at 306-480-9875 at any time for more information. If you wish to come in and see them directly you can find them in the Community School Room on Monday and Tuesdays.</p> <p>Dress Code -Students are expected to dress in modest and appropriate clothing. No shirts with inappropriate slogans or logos, no racer back or spaghetti strap tank tops, no midriffs showing, no underwear showing. Indoor shoes are required and must be worn. Shorts or skirts need to be finger-tip length with arms down.</p> <p>Drills - will be completed for fire, tornado, and intruders throughout the school year.</p>
<p>E</p>	<p>Early Dismissal - occurs once per month at 1:55pm (except December at 2:30pm) with buses running. Please refer to your school calendar for dates.</p> <p>Edsby - is the main source of communication between parents and the school. You can send messages directly to the teacher, submit attendance, view grades and homework and see all the newsletters and upcoming events. Parents will receive an invite to this program through email. If you have not been able to set up your account please stop by the office for further assistance.</p>
<p>F</p>	<p>Fees - St. Mary School does not have school fees. Families are responsible for school supply fees on the first day of school. Please see school supplies for more information.</p> <p>Field Trips - Field trip forms need to be completed and signed by a parent before a child will be allowed to participate. In some cases classes may be required to pay additional monies to help cover the cost of field trips. Those families who have outstanding school supply fees at the time of a field trip will be required to settle up their account before their child may participate.</p> <p>Following Their Voices - Following Their Voices is an initiative designed to raise the educational achievement and participation of Saskatchewan's First Nations, Métis and</p>

	<p>Inuit students. Following Their Voices focuses on enhancing relationships between students and teachers, creating structures and supports for teachers and school administrators to co-construct teaching and learning interactions with students and creating safe, well-managed learning environments. St. Marys is honored to be an FTV School.</p> <p>Fully Alive - Fully Alive is a component of our religion program. . Parents who wish to withdraw their children from Theme 3 of Fully Alive, which deals with human sexuality and fertility are asked to contact their child’s teacher or administration.</p> <p>Fundraising - a variety of small fundraising events are held throughout the school year to help raise funds for school based activities. Some past events have been hot dog sales, lunch of the month, track and field canteen and toy bingos. All fundraising must be approved by the SCC.</p>
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I	<p>Indoor Recesses - When the weather is not favorable, (raining or below -27C in the winter) there are indoor recesses. An announcement will be made over the intercom.</p>
J	<p>Juice - Juice can be purchased for \$.75 or a card of 11 for \$7.50. Juice cards are sold at the office.</p>
K	<p>Kindergarten - is available to students who reach the age of 5 before December 31 of the current school year. Our kindergarten program operates Monday to Friday full days.</p>
L	<p>Library - we have a well-stocked library which is open for students to use during school hours. Items may be borrowed for one week. It is important that students return materials on time, as new books cannot be borrowed until the others are returned. Students will be charged for any lost or wilfully damaged material.</p> <p>Lunch expectations - During eating time (11:45-12:05) students must be seated at their desk eating quietly. Students must ask permission from the supervisor to leave the room for the washroom, or a drink.</p> <ol style="list-style-type: none"> 1. If the child needs to stay for lunch, he/she is not allowed to leave the school

	<p>grounds.</p> <ol style="list-style-type: none"> 2. If the child needs to go home/elsewhere they must present their teacher with a dated note signed by the parent. 3. Students not obeying these rules will be suspended from having lunch at school for a given period of time. It will be up to the parents to find an alternate place for their child to eat for that period of time. 4. We hope that students consider staying for lunch a privilege that should not be abused. <p>Lunch Program - A lunch program is provided at the school for those students wishing to participate. There is a cost of \$10.00 per month per student. The monthly newsletter calendar lists the daily lunches being served for the month. If your child does not like the food offered or if you have not paid the \$10.00 monthly fee please be sure to send a lunch from home. All students wishing to participate in the lunch program must have their lunch card paid for by the last school day of the prior month. Eg. September 30th \$10 is due for October's lunch card.</p>
<p style="font-size: 2em; font-weight: bold; margin: 0;">M</p>	<p>Marks - Marks are maintained on the Edsby website, found on the school's website.</p> <p>Mass - Monthly masses are held at St. Andre's Church.</p> <p>Medication - Teachers or support staff <i>are not permitted</i> to administer prescribed medication or medication of any kind to a student without the signed consent form by a parent or guardian. Consent given by telephone is <i>not valid</i> and <i>will not be accepted.</i></p> <p>Milk - Chocolate milk can be purchased for \$1.00 or a card of 11 for \$10. Milk cards are sold at the office.</p> <p>Mission Statement - Sharing Our Talents for God's Glory</p> <p>Morning Routine - Students are asked to come to school <u>no earlier than 8:25 a.m.</u> Students that come earlier will not be supervised. When students arrive they are expected to go onto the Division II playground/field to play. During inclement weather, students will be allowed to remain in the school. Students are to use their assigned entry and exit doors at all times unless arriving late (then use the main doors on 13th ave).</p>
<p style="font-size: 2em; font-weight: bold; margin: 0;">N</p>	<p>Newsletters - A newsletter and calendar for each month of the school year will be sent home every month with the youngest child in the family. This letter and calendar will have information about activities and events happening at St. Mary School for that month. Additional information may be sent home throughout each month. If your family does not receive a copy of a newsletter, they may contact the office and request one. This information is also posted through Edsby and the school facebook page.</p>

O

P

Parent/Teacher interviews - Formal interviews are scheduled twice a year- in November (**Student-Led**) and in March. Forms will be sent home and parents will indicate their preferred meeting time. Go to the Google Docs to book in the student's name in the preferred time. Note: you will need to enter all siblings as well under their teacher's name. The interview schedule will go home with the report card. Highlight the child's name and time on the sheet.

Parking - Our parking lot is for staff only. Parents/visitors are asked to park on the street but not in the bus loading zones. Restricted parking: 13th Avenue Thursdays from 9am - 12pm and 110th Street Friday from 9:00am to 12:00pm.

Parish Priest - The school's priest is from Notre Dame Parish/St. Andre Parish. Father Millan Sajonas leads the school masses, is part of the sacramental preparation and makes bi-monthly visits to our classrooms.

Peanut Free/Aware School - We are a nut aware school. Students who have nuts in their lunch may have to go to Mom's Room to eat and will need to wash with great care following their meal. This is dependent on if a child in your classroom has a peanut or nut allergy.

Personal Possessions - Students are discouraged from bringing valuables to school. Students who do are responsible for their own materials. Parents are strongly encouraged to label belongings and outdoor clothing to assist in returning items that are found.

Phone Messages - If you need to contact the school regarding changes to your son/daughter's afterschool plans, please contact the school before 3:00pm, we can not guarantee students will receive messages after this time. Please remember that your son/daughter is only one of many students, and that is a lot of phone calls if everyone needs a message.

Arrangements prior to the school day should be expressed to your child with phone messages only being made for emergencies or last minute changes. If you are afraid your child will forget your directions before the end of the school day, feel free to write it on a note and send it with your child to their teacher.

Picture Days - Our fall picture day is for class and individual pictures. There is one school picture day followed by a retake day. If you are interested in having retakes for your child please contact the office or your child's teacher. Kindergarten cap and gown photos are complete in April/May.

	<p>Pop - Drinks in glass containers are not permitted in the classroom. Nutritious drinks are encouraged and we ask that you refrain from sending pop and energy drinks to school.</p> <p>Prayer - Prayer is an integral part of our Catholic school. During morning announcements we do a morning prayer and grace is said before lunch.</p> <p>PreK Kindergarten - Would you like to give your child a “boost” before he/she starts Kindergarten? Consider Pre-Kindergarten, a FREE education program for 3-5 year olds! Children attend two days per week full days Monday/Wednesday or Tuesday/Thursday. The program operates from September to June and new students are accepted throughout the year as spaces become available.</p> <p>Privilege cards - Students in grades 6 & 7 may apply for a Privilege Card. The card allows them to stay inside during the 15 minute recesses, but not the lunch hour recess. They can read, do homework or play quiet games. They cannot be on computers (unless a teacher is present), cell phones, Ipods or Ipads. Privilege cards are only valid during the cold months. They usually start in November and finish at Easter. Any student not following the rules will lose their Privilege Card.</p>
<p>Q</p>	<p>Questions? - Contact your child’s teacher or the office. Or feel free to ask any of the great staff members on our team.</p>
<p>R</p>	<p>Recess - There are 4 recess times for students-before school from 8:30-8:50, at 10:30-10:45, lunch recess from 12:05-12:30 and from 2:10-2:25. There are 2 playgrounds-the Kdg.to grade 3 playground on the north end and grades 4-7 on the one closest to the garden. The field is for any grade.</p> <p>Report Cards - Report cards are available virtually through the Edsby program in November, March and in June. If you require a paper copy, please contact the office. Marks are available during the school year in Edsby.</p>
<p>S</p>	<p>School Bus Cancellation Policy -</p> <p>1. The Director or designate will cancel all bus services in every instance where the actual temperature with the wind chill is below -45 degrees Celsius. This information is based upon the Weather Information Office of Environment Canada at the North Battleford Airport.</p> <p>a) Bus cancellations will be normally made by 7:00 am before drivers begin their route.</p> <p>b) This information will be communicated through the local radio stations (Q98 Booth-306-446-0979 and CJNB Booth 306-445-1050), text, social media and the division website.</p>

c) If there are extra-curricular activities the school will be responsible for using social media, website and phone calls to advise families that the event is canceled.

2. All Light of Christ bus routes that would be canceled include A, C, E, F1, F2, K, N, NE, NW, R and S. All students that receive bus services from the town of Battleford or rural routes are bussed by Living Sky School Division. Parents/Guardians should refer to the website (lskyd.ca) for information regarding bus cancellations.

3. It is the Bus company's responsibility to inform all parents/guardians and schools of bus cancellations using the telephone and any other means possible.

4. It is advised that parents/guardians ensure that students who are on the bus are properly dressed for cold weather. If there is a bus breakdown it is the responsibility of the bus company to ensure a replacement bus is available.

5. In extreme weather conditions and buses are still running, it is the responsibility of the parent/guardians on the decision to send students to school.

6. Schools will remain open regardless of weather conditions or bus cancellations, unless advised by the Director of Education.

7. To ensure your family can be contacted please make sure you have given the school your current phone number.

School Cash Net - is an online option that allows parents to pay their school fees, lunch cards and for milk and juice cards. <https://locbsd.schoolcashionline.com/>

School Community Council - School councils are collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. Executive members of the school council are charged with the responsibility to accurately represent the desires of the school community at large in their efforts to support the continuous growth and learning of all children within the school. The council mission is to promote and support continuous growth and learning opportunities for all students. We would love to have you join us and allow your voice to be heard. Meetings are held once per month.

School Pledge -

I am a learner

I work hard

I try my best

I love God and I am loved

I make this school awesome by being awesome

I am proud to belong to

St. Mary's Family

Thanks be to God.

School Prayer -**GOD MADE US A FAMILY**

We need one another ... we love one another...

we forgive one another...

We work together... we play together

we worship together...

Together we use God's word... together we grow in Christ...

together we love all people...

Together we serve our God... together we hope for heaven...

These are our hopes and ideals... help us to attain them, O God...

Through Jesus Christ, our Lord... Amen.

School Sports - Inter-school sports are played against EMBM, Holy Family and Notre Dame after schools are for students in grades 6 & 7. If room exists, opportunity will also be available to students in grade 5. The sports are soccer, volleyball, curling, basketball and badminton. The teams practice at least once a week for 1 ½ hrs. Cross Country also occurs in the fall for students in grades 4-7. They attend a few meets during school hours. Athletes are expected to wear proper attire and to behave respectfully during all practices and games. Notes and permission slips are sent home with students throughout the year.

School Supplies - will be provided for a minimal fee to ensure that students have their required supplies, such as duo-tangs, notebooks, pens, pencils, crayons, glue, etc. as needed for the school year.

Each student will be responsible to provide their own: inside shoes (non marking soles), 2 boxes of kleenex, water bottle, headphones or earbuds and a backpack. School supply fees are NOT optional and payment is due on the first day of class. Please contact the office if a payment plan is required.

Kindergarten to Grade 2 - \$25

Grade 3 - 6 \$30

Grade 7 - \$35

School Zone Speed Limit - It is important that drivers be aware of students and slowdown in all school zones and near children. Just a reminder that in the City of North Battleford the speed limit is 30 km/hr in school zones.

SRC - The purpose of the SRC is to help the school organize events designed to develop school spirit. Students in grades 4-6 will be elected by their class to represent their class on the council. Grade 7 students will apply for all of the leadership positions they wish to be part of. Noon hour meetings are held once a month to discuss the next month's Dress Up Days and any other activities. (ex. Pep Rallies)

	<p>Student Led Conferences - SLC's with students/parents are held twice a year - in November and in March. Notes go home about two weeks before interviews asking parents to select a time that best suits them. We will do our best to accommodate individual time requests. Scheduled conference times will be posted to Edsby and sent home with your child. This is a great opportunity for your child to share with you what they have been learning.</p>
<p>T</p>	<p>Teaching and Learning in Saskatchewan Classrooms - <i>How Children are taught</i></p> <ul style="list-style-type: none"> • All students are unique and within a class each student may have a slightly different understanding of a subject. For example, some students are more advanced in mathematics and others in writing. To help each student make the next step in their learning, teachers design class and homework learning activities for all students, for groups of students and for individual students. By the end of the year, teachers will ensure that all students have covered the curriculum. • Teachers also combine different teaching strategies. For example, a teacher might instruct the whole class to introduce the structure of a story and then ask students to work in groups to look at different story examples. • Teachers find that students are more likely to learn concepts when they can “see and experience” the ideas being taught. For example, young students might work with sand and different size cups to learn about volume. Once students have completed their activities, the teacher will talk to the whole class about what they have learned. • Language skills are an important part of each subject. For example, in mathematics it is important to get the right answer and to be able to explain how it was calculated. • Teachers create problems for students to discuss and solve rather than emphasize the memorization of facts. In all subjects, students learn how to think critically. Students learn to sort out facts from assumptions, think logically, ask questions, form opinions about what they learn and express their opinions to the whole class. • We live in a global community. Teachers design learning activities to help students appreciate the experiences and contributions of all peoples.
<p>U</p>	
<p>V</p>	<p>Vests - are worn on supervision by teachers/staff.</p> <p>Volunteers are needed and welcomed in the classroom. If you are interested in volunteering please stop by the office or talk to your child's teacher. Volunteers who will be responsible for a group of children must provide a criminal record check and if providing transportation a copy of a valid driver's license and a copy of their package policy are required. A letter is available from the office that will decrease the cost of a criminal record check for our volunteers - the cost is the responsibility of the volunteer.</p>

W	<p>Walking - Students who walk to and from school must cross at designated school crosswalks. Students should never run across the middle of the block or between parked cars.</p> <p>Weather - Inclement weather may determine that students stay inside. Examples would be rain, lightning, temperatures below -27 or extra cold in the spring. Staff and students will be notified by intercom if an indoor recess will occur.</p>
X	
Y	
Z	

BULLYING POLICY

INTRODUCTION

At St. Mary School we take every possible bullying incident seriously. We believe that bullying adversely affects the fundamental mission of our school to pray, learn, and serve in a Catholic community. Bullying is detrimental to the learning success and well being of children and youth and is in contradiction of a community that bases itself in seeing Christ in one another. Bullying in any form will not be tolerated.

Bullying Defined

Bullying is...

A destructive relationship problem that can be the start to harassment and other forms of violence. Bullying includes physical, verbal, and/or social acts (including social media/digital communication) that are used in order to gain power and control with the intent to cause hurt and/or pain. Often these acts are done repeatedly, are preplanned, and the bully is aware and in control of his/her actions.

Bullying is not...

Conflict, play fighting, rough and tumble play and playful teasing among friends of equal power. It is through such interactions that children learn the skills necessary to make friends, resolve conflicts, and develop positive relationships with others (Sullivan, 2000).

ROLES AND RESPONSIBILITIES

The Roles and Responsibilities, Expected Behaviors, Consequences and duties that follow are consistent with the principles of School Board Policy, The Education Act, and all other applicable laws of Canada and Saskatchewan.

Students

1. Respect the safety, well being and property of school staff and fellow students;
2. Contribute to a caring, respectful and safe school and classroom learning environment; Participate in the development and support of the school's bullying prevention policy;
3. Take a personal stand against bullying and participate in bullying prevention activities at the school;
4. Report all acts of bullying experienced or observed to a school staff member or parent.
5. Remember that doing nothing contributes to the problem.

Teachers/School Staff

1. Vigilant supervision of classroom, playground, and transition times;
2. Participate in the development of a school bullying prevention policy consistent with division policy;
3. Promote and use caring, respectful, and safe school and classroom practices;
4. Participate in professional development/learning opportunities related to bullying prevention;
5. Build bullying prevention into daily instruction that encourages students to report incidents of bullying;
6. Respond promptly and appropriately to instances of bullying;
7. Communicate with in school administrators, other staff (as appropriate) and

- parents/guardians about instances of bullying and involve them in seeking solutions;
8. Record and report instances of bullying to the in school administrator and monitor instances of bullying and their resolution;
 9. Determine with in school administrators whether further assistance from school personnel and school division personnel, human service providers or the police is warranted and follow school division protocols in these matters;
 10. Participate in annual monitoring and review of school level policy and practices to reduce bullying.

School Administrators:

1. Vigilant supervision of classroom, playground, and transition times;
2. Implement a comprehensive bullying prevention strategy at the school level;
3. Survey teacher/staff, students, parents and community members to determine the extent
4. and nature of bullying and how effective interventions are at reducing bullying problems;
5. Annually monitor and review school level policies and practices to reduce and prevent bullying;
6. Communicate with the teacher and other staff members about reported incidents of bullying to determine whether it is appropriate to contact parents/guardians of the students involved in the incident;
7. Communicate with the teacher about reported incidents of bullying to determine a course of action;
8. Communicate with teachers about further assistance from school division personnel and school personnel, appropriate mental health or child protection services, and the police, when appropriate;
9. Keep confidential files regarding bullying incidents and action plans undertaken by the school, parents/guardians, and students involved;
10. Support the individual or parent/guardian in making a decision to report the incident to police for further investigation when warranted;
11. Determine appropriate disciplinary actions at the school level

Parents/Guardians:

1. Report instances of bullying to the school and work with the school to resolve the issue;
2. Remember that these issues can be complex and that multiple perspectives will be considered
3. Contribute to a caring, respectful and safe school environment;
4. Participate in the ongoing development of the bullying prevention policy;
5. Support the bullying prevention policy;
6. Work with the school to reduce instances of bullying.
7. Remember that doing nothing contributes to the problem.

Bullying Prevention Strategy

We believe that an important factor in preventing bullying incidents is education. St. Mary School provides students with the following opportunities to learn about building healthy relationships:

- a. All programming at St. Mary School guides students in becoming disciples of Christ.
- b. Teachers discuss bullying with students early in the school year.
- c. The program Fully Alive is taught at every grade level and focuses on the characteristics and skills needed to build healthy relationships.
- d. Other community supports are provided as they are available (i.e. RCMP/CFS)

Consequences of Student Behaviors

Consequences are chosen at the discretion of the teacher and/or administrator involved. The particulars of the individual incident may dictate which of the consequences is chosen. Any student referred to the Principal may be required to complete an action plan identifying his or her misbehavior(s) and the measures necessary to avoid similar problems in the future. Should a student be sent to the office a second time, he or she must attend a mandatory conference along with his or her parents/guardians, homeroom teacher and school administration. At this time, further consequences may be applied. A third trip to the office will result in suspension.

Students who choose to demonstrate behaviour considered as bullying may be subject to one or more of the following:

- Meeting with administration and parties involved
- Loss of school privileges.
- Half a day to three day in-school detention.
- One to three day out-of-school suspension.
- A suspension of more than three days or an indefinite suspension (subject to approval by the Board of Education).

Each of the above consequences, parents/guardians may be informed by form, and/or telephone. Parents may also be required to attend a meeting at school to attempt to resolve student behavior. Out of school agencies and/or authorities may, at the school's discretion, be asked to intervene.

DISCIPLINE POLICY

INTRODUCTION

All segments of society have rules which govern how we interact with each other. In school, rules are set to allow all students to share equally in the benefits of our school society. As such, any offending student may lose privileges associated with the general school society. Offending students will experience consequences in keeping with the seriousness of the offense. Rules are not made to be broken. We expect each person to cooperate to make St. Mary's School a good environment in which to grow, to enjoy and to learn.

PHILOSOPHY STATEMENT

We at St. Mary's School believe that every child is unique. Instructional strategies that work for one student will not necessarily work for another. We feel the same way about school and classroom discipline. While we employ a consistent standard of consequences across all grade levels, sometimes a consequence that is appropriate and effective for "student A" may be inappropriate and ineffective for "student B". It is for this reason that we promote a philosophy that is consistent with the ideals of our school; with regard to discipline, as in all other matters, the well-being of the student is our first priority.

ROLES AND RESPONSIBILITIES

The Roles and Responsibilities, Expected Behaviors, Consequences and duties that follow are consistent with the principles of School Board Policy, The Education Act, and all other applicable laws of Canada and Saskatchewan.

Students

1. Students are expected to conduct themselves in a manner that is consistent with the teachings and philosophies of the Catholic Church.
2. Students are expected to adhere to all school and classroom rules and regulations.
3. If, at any time, a student is in doubt about what behavior is appropriate, they are to be guided by the principles of respect (for themselves, fellow students, and staff members), common courtesy and common sense. Share, care and be fair.
4. Represent our school community as an upstanding Christian citizen.
5. Treat themselves, other persons in the school community, the school property and the environment with respect and dignity including: establishing and keeping a positive working relationship with parents, teachers and friends; keeping our school clean and unmarked; depositing all garbage into the appropriate garbage cans and recycle containers provided; reporting any unsafe conditions within the school or school grounds.
6. Listen and respect all persons in supervisory roles including monitors, assistants and volunteers.
7. Come to class on time, prepared and willing to learn to the best of their ability.
8. Resolve any conflict they encounter in a non-violent manner, and ask for mediation assistance from a counselor, teacher, or administrator if necessary.
9. Dress appropriately for school activities (dress which does not offend others or is degrading to themselves, and is appropriate for environmental conditions and safe play).
10. Refrain from directly being involved in activities not consistent with the School Act, Board Policy or the St. Mary's Catholic School rules.
11. Students are to take part in some activity during breaks and go outside unless given permission to do otherwise.
12. Good language is expected at all times.
13. It is the responsibility of all students to have their classrooms clean at 3:15 pm. Books and clothing are to be kept off the floor at all times.
14. Bus children are to get on the buses as quickly as possible after 3:15 p.m.
15. Students must remove all dirty footwear and place it in the boot racks.
16. Students must have permission to use the computers and software.

Teachers

1. Teachers are responsible for establishing and administering a set of classroom rules and regulations.
2. Teachers are responsible for maintaining discipline while on supervision duty.

3. Teachers are responsible for referring all “major” violations of school rules to the school administration. Teachers are to use their best judgment in determining what a “major” violation is. Consistent violation of a “minor” rule may be considered a “major” violation of school rules.

School Administration

1. The School Administration is responsible for dealing with all students that are referred to the principal.
2. The School Administration is responsible for maintaining communication between students, teachers and parents.
3. The School Administration is responsible for initiating contact with outside agencies when necessary and appropriate.

Parents

1. As all parents know, best results are achieved when the school and the home work together. We encourage parents to teach and encourage the same Christian Catholic values that we teach at school. Parents are strongly encouraged to communicate with their child's teacher about any areas of concern. The goals of the school are most effective when they are supported by the home.

Consequences of Student Behaviors

Consequences are chosen at the discretion of the teacher and/or administrator involved. The particulars of the individual incident may dictate which of the consequences is chosen. Any student referred to the Principal may be required to complete an action plan identifying his or her misbehavior(s) and the measures necessary to avoid similar problems in the future. Should a student be sent to the office a second time, he or she must attend a mandatory conference along with his or her parents/guardians, homeroom teacher and school administration. At this time, further consequences may be applied. A third trip to the office will result in suspension.

Students who choose to violate school or classroom rules may be subject to one or more of the following:

- Loss of school privileges.
- School service as assigned by the teacher or administration.
- One to three day in-school detention.
- One to three day out-of-school suspension.
- A suspension of more than three days or an indefinite suspension (subject to approval by the Board of Education).

Each of the above consequences, parents/guardians may be informed by form, and/or telephone. Parents may also be required to attend a meeting at school to attempt to resolve student behavior. Out of school agencies and/or authorities may, at the school's discretion, be asked to intervene.