



# St. Marguerite Catholic School



## Parent Handbook

395 Grove Drive  
Spruce Grove, AB T7X 2Y7  
Phone: (780) 962-8787  
Fax: (780) 962-9627  
Website: [www.stmargcs.ca](http://www.stmargcs.ca)

Principal: Mrs. Terri Lynn Guimond  
Assistant Principal: Mr. Paul Maykut

### St. Marguerite Catholic School Mission Statement

St. Marguerite Catholic School is a community of learners loved by God and called to live the Gospel. With Jesus as our teacher, we learn to use our gifts to love and serve our world.

This Handbook Belongs to:

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2017-2018

## School Year 2017-2018

Labour Day	September 4
First Day of School	September 5
First Full Day of ECS	September 13 & 14
Professional Development Day	October 6
Thanksgiving	October 9
Interim Reports go home	October 23
Student-Teacher-Parent Conferences	October 25 & 26
Remembrance Day Break	November 10-14
Report Cards go home	November 27
Christmas Break	December 23-Jan 7
First day back from break	January 8
Teacher's Convention	February 8 & 9
Ash Wednesday	February 14
Family Day	February 19
Celebration of Learning	Feb. 28 & Mar. 1
Professional Development Day	March 2
Report Cards go home	March 22
Professional Development Day	March 23
Good Friday	March 30
Easter Sunday	April 1
Spring Break	March 24-April 2
Professional Development Day	April 3
First day back from break	April 4
Lieu Day	May 18
Victoria Day	May 21
Last day of classes	June 28



**IN CHRIST, ALL ARE WELCOME, ALL BELONG.**

*Matthew 25. 34-36, 40*

The king will say to those at his right hand  
'Come, you that are blessed by my Father,  
inherit the kingdom  
prepared for you from the foundation of the world;  
for I was hungry and you gave me food,  
I was thirsty and you gave me something to drink,  
I was a stranger and you welcomed me,  
I was naked and you gave me clothing,  
I was sick and you took care of me,  
I was in prison and you visited me.'  
'Truly I tell you,  
just as you did it to one of the least of these  
who are members of my family,  
you did it to me.'



### ***Prayer to St. Marguerite Bourgeoys***

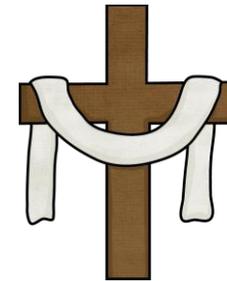


*St. Marguerite Bourgeoys, we ask you to pray for us to Jesus. May God continue to guide our paths and helps us to follow Jesus in love.*

*Thank-you for our St. Marguerite family who patiently and tenderly help us to grow.*

*Remind us to always be hearts and hands for Jesus. St. Marguerite, pray for us.*

- We see Christ in everyone, as each person is a unique gift from God.
- We are called to teach as Christ taught.
- Learning occurs best in a safe, positive, enthusiastic and caring environment in which the entire Catholic community plays an integral role in the education of our students.
- We can best serve one another by celebrating both our similarities and our differences.
- All students can learn and experience success.



### **Belief Statement**



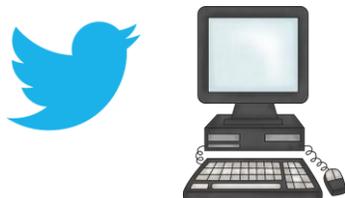
#### **We believe that:**

- The model of liberal education, established by the Church a millennium ago, provides for learning in an atmosphere of freedom characterized by openness to new ideas, critical thought, and positive risk as we look at the world in which we live.

### **Evergreen Catholic Separate Regional Division #2**

#### **Vision**

***Evergreen Catholic: Ever Growing, Learning, and Living in Christ***



### **Communication**

Open and positive communication between home and school is a key component of the educational development of children who attend St. Marguerite Catholic School. We are all here for the children and together we can build an enriched learning environment for them.

Parent, student and teacher conferences will be scheduled throughout the year, but we encourage you not to wait for them if you feel you need to meet with your child's teacher or the administration. Together we will help all students achieve their personal best.

A weekly e-mail with key reminders for upcoming events will be sent out every Monday. Special announcements will be sent home with the students when necessary. A monthly newsletter highlighting school events will be sent home and put on the school website. Please check the school website at [www.stmargcs.ca](http://www.stmargcs.ca) for regular updates.

You can also follow us on **Twitter** at **@St.Margueritecs**.



### **Liturgical Celebrations**

Our children are involved in a variety of liturgical celebrations which take place throughout the year. These liturgies enable us to share the rich dimension of our Catholic faith. Jesus Christ serves as our role model and through our lived action we bring our faith to life. Our parent community is always encouraged and welcome to be part of our liturgies. They are usually ½ hour to 1 hour in length and take place in our school gymnasium. More information regarding our liturgies will be sent to you in newsletters throughout the year.



### **Early Childhood Services**

Kindergarten is a valuable year of education in your child's life. At St. Marguerite Catholic School we offer a full year of Kindergarten with many wonderful programs. Your child's teacher will send home monthly newsletters informing you of the many activities offered in Kindergarten at St. Marguerite Catholic School.

## Absentee Check

Parents are encouraged to contact the school if their child/children will be absent or late for school. The school phone number is 780-962-8787. If it is before 8:30 a.m. there will be an answering machine for you to leave a message. Please include the name of your child, the reason for their absence and their teacher. Information on the St. Marguerite Catholic School Registration Form is used in tracing a child who is absent from school in the event we are not contacted. It is extremely important for the safety of your child that the school is notified of any change in telephone numbers or email addresses at home or at work. It is also important that we have an emergency contact number in case we cannot contact a parent or guardian.



## Accidents



If a child receives a serious injury during the school day, parents will be notified immediately. All accidents are recorded as part of the Evergreen Division Policy. Minor injuries are treated with ice, Band-Aids, and T.L.C.!



## Bicycles/ Roller blades/Skateboards

Many students choose to ride their bicycles to school when we have fair weather in fall and spring. All bicycles must be locked individually in the bicycle racks located on our school grounds. Please ensure that a safe and durable lock is used.

For the safety of all the students, bicycles, roller blades, scooters, and skateboards must not be ridden on school grounds. Students are to dismount and walk their bikes to the bike racks. Bicycle racks are an off limit area during the school day. Students access them only for the purpose of riding to and from school. Roller blades are to be taken off, carried into the school, and stored in a locker. Skateboards should be carried once students arrive on school grounds and stored in a locker during the day.

All students riding bicycles, rollerblades and skateboards should wear an appropriate helmet.



## **Cold Weather**

The staff at St. Marguerite Catholic School pays close attention to weather conditions. We do not send our children outside if conditions are not appropriate for an enjoyable recess break.

Cancellation of Recess and Indoor Mornings: Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. An indoor, supervised recess break will occur when the temperature, combined with wind chill is below  $-20^{\circ}\text{C}$ . When students arrive for school and the weather is below  $-20^{\circ}\text{C}$ , we will have an “Indoor Day” sign on the front sidewalk telling students to go directly in their entrance.

In the event of extreme weather conditions, announcements of bus cancellations will be made on various radio stations and on the Evergreen C.S.R.D. #2 website (<http://www.ecsrd.ca>) as well as Parkland School Division (<http://www.psd70.ab.ca>). When weather or road conditions deteriorate during the school day, a decision

mandating the early dismissal of bus students may be made (by the department of transportation and the Superintendent of Evergreen C.S.R.D. #2) and broadcast on all the designated radio stations. Please ensure an alternate contact for your son or daughter is listed in our office record system. If busses leave early, we will need to get in touch with you or an alternate to ensure that your child will have someone waiting for them when they get off the bus. Your child’s safety is our first concern.

## **General Information**

- ✓ Indoor and outdoor footwear is required.
- ✓ Students will be assigned a locker for their belongings.
- ✓ Teachers will create a schedule of when a parent or another special person can come in to be a parent-helper. On these days you will come into the classroom to work and play with the children. This is a special day with your child, so we ask that younger siblings not attend.

## **Conduct**

It is the responsibility of the staff to create an atmosphere of safety for the students—one in which all students have an equal opportunity to learn and develop positive feelings about themselves and others as they grow. The

administration, in consultation with the entire staff, have developed our sense of community and how we build that community around three simple positive tenets that children can understand and be given concrete reinforcement for:

- ✓ Respect Yourself
- ✓ Respect Others
- ✓ Respect Property

Administration approaches each student conduct issue referred to them as “a problem to be solved.” Students may need to work through a process to identify alternatives to their behaviours. Follow-up and monitoring to support better choices is an important part of this approach. Our administration is committed to communicating this process to parents. We document incidents, track problem areas and relationships, and work closely with our school counsellor with follow-up should repeat behaviours warrant further intervention.



### **School Supplies**



Basic school supplies are available for purchase from the school office. Parents may pay for supplies when registering their child for the school year. This payment provides supplies for your child for the school year.

Families who wish to purchase supplies from sources other than the school will be provided with a “supplies list” when registering. Students should have a backpack or book bag and indoor shoes preferably with non-scuffing soles.



### **Footwear**

Suitable footwear needs to be worn relative to weather conditions. All students and visitors are expected to remove their outdoor shoes at the entrance. Another pair of shoes needs to be worn indoors. These shoes can also be worn in the school gym. This policy is in place to ensure our school is kept clean and safe for our students and parent community. This also teaches our children to respect their environment and to support our custodians. Wet floors can cause accidents.



### **Internet**

Students are required to have parental permission before being able to access the Internet and must sign an agreement indicating that they will use the Internet appropriately. These agreements must be updated yearly for every student. Student use of the Internet is supervised at all times.



### **Lockers**

Lockers are assigned to students. Because some students share lockers and because of the age of the children at St. Marguerite Catholic School, locks are not permitted. Lockers are cleaned out periodically by our custodial staff to ensure a safe and healthy environment, but students and parents are encouraged to check the lockers often, particularly for leftover food.



### **Lunch Programs**

St. Marguerite School has had a Hot Lunch Program in the past, but nothing has been finalized for the fall of 2017. Information will be sent out as soon as we get it if a



program is put in place. Both white and chocolate milk are available at lunchtime for \$1.00 a carton. Booklets of 10 lunchtime coupons for \$10.00 will be for sale at the office.

### **Money**

Money brought to school for book orders, hot lunch, social justice projects, supplies, etc. should be placed in an envelope with the student's name on the outside. If your child has money at school for non-school related reasons, please ask your child to give the money to the teacher or bring it to the office for safekeeping. Students are encouraged to only bring money when it is going to be used for a specific school purpose.



### **Early Arrival**

Staff members begin supervision outside at 8:20 a.m. In the event that it is necessary, on occasion, for your child to arrive at school before this time, please contact the office to make arrangements to have your child wait inside until 8:20 am.



### **Early Departure**

When a child is being excused early, we ask that you take note of the following procedure which has been put into place for the personal safety of your child.

- ✓ Parents or Guardians should pick up the child.
- ✓ Report to the office and we will have your child meet you there.

- ✓ If you are unable to pick up your child, please phone the school to let us know who will be picking up your child and the time you want your child to be excused.
- ✓ Parents are requested to reduce as much as possible the number of early departures to provide continuity of instruction.

### **Emergency Evacuation**

Should an emergency situation occur which leads to the evacuation of the school building, the students and staff will relocate to our designated evacuation site. Calls to the school will automatically be forwarded to the Evergreen C.S.R.D. #2 board office, where parents will be informed of the emergency situation. St. Marguerite Catholic School does have emergency and crisis plans and staff will put these plans into effect should an emergency situation occur. We regularly practice fire drill procedures – a good reason why students should always be wearing shoes.



### **Lost and Found/ Personal Belongings**

Please label all of your child's belongings (shoes, mitts, coats, backpacks, etc.) with a permanent marker. A lost

and found box for clothing, footwear and outerwear is located by the office near the display case. Small miscellaneous items that are found are kept in the office. Unclaimed items are donated to charities.

It is recommended that children not bring “precious, irreplaceable treasures” to school. Although children are filled with good intentions, items do go missing from time to time. We do our best to help children locate missing items, but some items cannot be found. We ask that children not bring toys, trading cards, Gameboys, ipods, phones, etc. to school. The school cannot be held responsible should any items be lost, damaged, or stolen.



### **Field Trips**

Field trips are an integral part of the educational programs at St. Marguerite Catholic School. They provide children with unique experiences within the context of the curriculum being taught. Together, children discover new insights into a learning situation with their classmates. Notes will be sent home with a permission slip prior to the trip. Your child's teacher must have a signed permission form for your child to attend a field trip.

## Health Services



First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered and no school contact is made with the home. If the injury or illness is more than a minor one, the student's parents are notified by phone. It is therefore extremely important that you provide the school office with current home and emergency telephone numbers.

The administration of medication is the responsibility of the student's parent or guardian. In special circumstances when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures are required.

- ✓ A signed request from the parent indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side effects should be given to the office staff. A request form is available from our office staff.
- ✓ Discuss the medication with your child's teacher.
- ✓ A medication file on your child will be kept in the office.

The school nurse visits St. Marguerite Catholic School periodically. She can be contacted at other times through the Health Unit in Stony Plain.

Normally children who are too ill to go outside for recess are encouraged to remain at home. This is particularly true in the case of severe colds or flu. Children who come to school with severe colds or high fevers are unable to function well in class and often provide a source of infection for other children.

The Alberta Health Services provides St. Marguerite Catholic School with Speech Language Therapy Services. Counselling Services and Behaviour Therapy are available through Children's Mental Health. School staff will contact families with children who are in need of these services and a referral process will take place.

## Parent Etiquette

In the best interests of students, we ask you to please respect the following procedures:

- ✓ Once the bell goes to begin class, teachers are no longer available to hold conversation with parents at the classroom door.
- ✓ Please do not enter or allow toddlers to enter the class if you are waiting in the school to meet your child.

- ✓ Under no circumstances may a volunteer or parent in the school discipline or reprimand other parents' children. If you witness something untoward that you believe needs adult intervention, please report it immediately to the nearest staff member or the office.
- ✓ All visitors are expected to check in at the office during school hours.

### **Parental Concerns**

We believe that effective problem solving occurs when those most directly affected by a problem situation are involved in its resolution. Consequently, we request that the following protocol be followed in addressing parental concerns:

- ✓ Discuss the situation with the teacher or staff member.
- ✓ If a situation cannot be resolved at that level, discuss your concern with the administrative team – principal and/or assistant principal.
- ✓ Concerns that are of a general school nature should be discussed with the administration of the school.



### **Parent Volunteers**

We are very fortunate at St. Marguerite Catholic School to have so many parents who contribute their time, talent and

expertise to our school community. Parent volunteers play a key role in supporting school-wide initiatives. They are involved in supporting the classroom, the library, school council, and all school-wide events. If you are interested in volunteering you must have a criminal record check in place prior to helping in the school. This needs to be updated each school year. Please contact the administration for a letter to take to your local RCMP office. Once the record check is returned, volunteers will be required to participate in a volunteer orientation and sign a confidentiality agreement at the office. At this time you will be assigned a Volunteer nametag. This ensures that we know who is in the school at all times and allows teachers to know who you are. Contact your child's teacher for more detailed information about volunteering in the classroom as homeroom teachers do their own volunteer schedule.



### **Parking and Student Drop Off Procedures**

Student safety and traffic movement efficiency are the principles that guide our parking and drop off procedures. If you are dropping off or picking up your child, please obey all school parking lot signs and bus lane signs. All parent/visitor parking for both St. Thomas Aquinas Catholic School and St. Marguerite Catholic School will be in front (north) of St. Thomas Aquinas Catholic School. Only staff and bus traffic will be allowed to travel

through the front of St. Marguerite Catholic School between the hours of 8:00am-9:00am and 2:30pm – 3:30pm.

There are “drop-off” and “pick-up” zones on the west side of St. Marguerite Catholic School. These zones are intended for parents to stay in the vehicle and they are not to be a parking spot. If you intend to leave your vehicle you will need to park in other designated parking areas. Please refer to the traffic flow map. We ask that all visitors and parents use the marked crosswalks to and from the school.

We appreciate your cooperation to ensure student safety and traffic movement efficiency.

## Programs



At St. Marguerite Catholic School we offer the following programs:

- ✓ A regular program authorized by Alberta Learning.
- ✓ A music program for grades 1 – 4; music support is offered for the ECS program.
- ✓ Introductory French programs for grade 4 students.
- ✓ Religious Education programs authorized by the Canadian Council of Bishops.
- ✓ Computer instruction for all grades.

- ✓ A counselling program including small group counselling, one-on-one counselling, and classroom lessons. We have a school wide focus on



- using our WITS.
- ✓ Psychological services to assess student intelligence, behaviour attitudes, and social-emotional attitudes to help develop a successful program for students experiencing challenges in these areas.

## Intramurals and Sports

St. Marguerite Catholic School runs an intramural program for grades 3 and 4 students during lunch hour throughout the year. This sports program is intended to develop maximum student participation and fun! These lunch hour activities may include: soccer, dodgeball, floor hockey, basketball and handball.

St. Marguerite Catholic School also participates in a number of running events throughout the year. The cross country track teams are open for all grade 3 and 4 students to participate in.

The Running Room Games are held in February and students can tryout for the team. The top runners are selected to represent St. Marguerite Catholic School.

Ski Club is an after school sports program that is open for grade 4 students to join. The students travel to Rabbit Hill to ski on Thursdays in February and March.

Fun Hockey is a program offered at St. Marguerite Catholic School for students in grade 3 and 4 who want to play non-competitive hockey. It runs on Tuesdays afterschool from, October to December and is held at the Grant Fuhr Arena.

Further detailed information about our various sports programs will be sent home with students closer to the event dates.

### **Reporting Process**

The reporting process is recognition of learning with an emphasis on celebrating the child's growth. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behaviour, and programs. The reporting process is ongoing between home and school throughout the year.

The timeline for the formal reporting is:

**October:** A report indicating learner skills and goals is sent home with each child and a Student-Parent-Teacher Conference takes place.

**November:** A written report card is sent home with each child.

**February:** Celebration of Learning takes place.

**March:** A written report card is sent home with each child.

**June:** A final report card containing a placement recommendation is issued on the last day of classes.

### **Student Placement**

It is the responsibility of the school administration, in consultation with teachers and parents, to place students in appropriate grades and/or programs. Occasions may arise when, in consultation with parents, a student may be recommended for a particular class due to program needs.

### **School Council**

The purpose of the School Council is to promote the exchange of ideas and involvement of parents and school staff in matters relating to school programs. The School

Council provides a vehicle for parent and staff communication and an opportunity for positive support of the educational vision of St. Marguerite Catholic School. Look for further information on the council in newsletters regarding dates of School Council meetings.

### **Supervision**

Our staff provides playground supervision for fifteen minutes before school and during the morning, afternoon, and lunch recesses. Staff members provide supervision for students boarding buses after school. Playground supervision is not provided after school. Students are asked not to use the playground after school unless their parent is present to supervise them.

Students eat lunch with adult supervision.

### **Awards**



The Emile Mercier Good Shepherd Award is voted on by the classmates who choose one student, who, in their opinion, best exemplifies the spirit of Christian sharing and caring. Students can vote for as many students as they believe are deserving of the award. The purpose is not to say that only one student deserves the award, but rather that the class chose a particular representative to receive the award on their behalf to reflect the Christian attitude present in all of them. This award is presented at the year-end celebration.



### **Parish**

St. Marguerite Catholic School believes that in order to develop children spiritually, the school, the parish and the home needs to work together. St. Marguerite Catholic School is part of the Holy Trinity Parish. We invite our parish priests to visit regularly and to celebrate the sacraments and get to know the children.

### **School Hours**

#### **Kindergarten to Grade Four**

Morning Bell	8:35 a.m.
Morning Instruction	8:40 a.m. – 12:00 p.m.
Lunch Recess	12:00 p.m. – 12:40 p.m.
Afternoon Instruction	12:40 p.m. – 3:05 p.m.

Morning recess is from 10:25 a.m. to 10:40 a.m.

Afternoon recess is from 2:00 p.m. to 2:15 p.m.

Supervision begins at 8:20 a.m. In the event it is necessary, on occasion, for your child to arrive before this time, please contact the office to make arrangements to have your child wait inside until 8:20 a.m.