

ST. MARGUERITE SCHOOL



2018-2019

Listen to God's Word with Joy

395 Grove Drive
Spruce Grove, AB T7X 2Y7
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Website: 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:

2018-2019 School Year Calendar

Labour Day	September 3
First Day of School	September 4
First Full Day of ECS	September 17 & 18
PD Day	October 5
Thanksgiving	October 8
Interim Reports	October 22
Teacher-Parent Conferences	October 24 & 25
Remembrance Day Break	November 12-14
Report Cards go home	November 26
Christmas Break	December 22-Jan 6
First day back from break	January 7
Teacher's Convention	February 7 & 8
Family Day	February 18
Celebration of Learning	February 27/28
PD Day	March 1
Ash Wednesday	March 6
Report Cards go home	March 22
Spring Break	March 23-March 31
First day back from break	April 1
PD Day	April 12
Good Friday	April 19
Easter Monday	April 22
Lieu Day	May 17
Victoria Day	May 20
Last day of classes	June 27

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 10:25 a.m. to 10:40 a.m.

Afternoon recess 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.



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 help us to follow Jesus in love.*

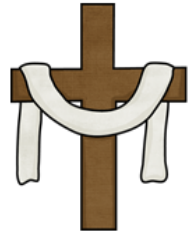
*Thank-you for our St. Marguerite
Family who patiently and
Tenderly help us to grow.*

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

St. Marguerite Catholic Education Belief Statement

We believe that:

- 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 students.
- We can best serve one another by celebrating both our similarities and our differences.
- All students can learn and experience success.



Evergreen Catholic Separate Regional Division #2

Our teachers and trustees have pondered the future of education and the critical question: "Is what we are doing today relevant for tomorrow?" Understanding the needs of the 21st Century Learner is a challenge that we face. We need to continue our conversation about what education for students of Evergreen Catholic will be in 2030. There will be a gradual shift in what learning 'looks like' in our schools; all stakeholders will be involved.

Vision Statement: ***Ever Growing, Learning, and Living in Christ***

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.

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.



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 for regular updates. You can also follow us on Twitter at @St.Margueritecs.

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 provided on the St. Marguerite Catholic School Registration Form is used in tracking 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.

Early Arrival & Departure

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.

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.



Conduct

St. Marguerite School will provide an atmosphere for both students and staff, which respects the rights and freedoms of all individuals to grow, learn and work. The administration, in consultation with our staff, have developed our sense of community and build it around three simple positive tenets that children can understand and be given concrete reinforcement for: Respect Yourself, Respect Others, and Respect Property. Any behaviours or conduct, which do not comply with these three simple tenets, will be considered inappropriate.

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. We work closely with our school counsellor with follow-up, should repeat behaviours warrant further intervention.

Appropriate Use

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.



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 name tag. 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.

Parent Etiquette & Concerns

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 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.

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.

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.

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 on the school website. 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.

Student Transportation

Bussing for Evergreen students is provided through Parkland Transportation. All students must be registered online via the Parkland Transportation website. More information can be found at <http://www.psd70.ab.ca/Bus%20Registration%20Instructions.php>



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°C . When students arrive for school and the weather is below -20°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 ECSRD 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 child 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.

Health and Safety of Students

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 will assist. Given the young age of the students at St. Marguerite School, it is not a safe practice for students to administer medication to themselves. 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 on our website, AUTHORIZATION FOR THE ADMINISTRATION OF MEDICATION.
- Discuss the medication and administration with your child’s teacher.
- A medication file on your child will be kept in the office.

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.

Supervision

Our staff provides playground supervision for fifteen minutes before school and during the morning, afternoon and lunch recesses.

Students eat lunch with adult supervision. 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.

Allergy Awareness

St. Marguerite is an allergy safe or allergy aware environment rather than an allergy “free” environment. The management of students at risk of life-threatening allergies is a shared responsibility among the student, parents, and school staff. We recognize the dangers faced by students and staff with severe reactions to certain allergens. We can not guarantee an allergen-free environment, but will take reasonable steps to ensure a safe environment for students with life-threatening allergies, further to the goal of maintaining an appropriate learning environment for all students.



Health Services

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.

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.

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: An interim report indicating learner skills and goals is sent home, 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.

Programs

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

- A regular educational program authorized by Alberta Education.
- 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.



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.

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.

- **Cross Country Running:** St. Marguerite Catholic School also participates in a number of running events throughout the year. The cross country 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.

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.

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.



Lost and Found/ Personal Belongings

Please label all of your child’s belongings (shoes, mitts, coats, backpacks, etc.) with a permanent marker. We have two lost and found boxes for clothing, footwear and outerwear. 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, 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. It is the expectation of school administration that all students use school provided transportation both to and from all field trips that are during the school day. Parents/guardians who wish their child to travel to or from an off-

site school-sponsored activity by means other than school-provided transportation are required to complete the Student Declining Transportation to a School Event Form. This form can be found on our school website. The form must be completed and approved by school admin prior to the start of the field trip.

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.

Lunch Programs

Bite to Eat is proud to be providing Hot Lunches to St Marguerite Catholic School again this year. They'll be a variety of homemade, delicious menu options twice a week. Meals provided for students will be prepared fresh daily and with quality ingredients. Hot Lunch days will be on Monday and Thursday. **Bite to Eat** will have 2 rotating weekly specials as well as 15 standard menu options to choose from. You'll be able to order on-line for the entire year. at stmarguerite.hotlunches.net or bitetoeat.ca. Also students can purchase white and chocolate milk during lunchtime for \$1.00 a carton. Booklets of 10 lunchtime coupons for \$10.00 will be for sale at the office.



Bicycles/ Rollerblades/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.

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. 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 liturgy.