



**ST. MICHAEL
SCHOOL**

STUDENT HAND BOOK

2013 -2014

Mr. Chad Fingler
PRINCIPAL

Mrs. Penny Leko
VICE PRINCIPAL

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ST. MICHAEL SCHOOL MISSION

"Together as a Christ centered community we will inclusively develop all students' God given talents, so that every child succeeds intellectually, spiritually and physically."

VISION

"St. Michael School will foster a positive atmosphere where all stakeholders share their talents in a safe environment; we will grow together as a community by providing high quality, diverse opportunities to all."

"Growing Together in Christ"

ST. MICHAEL SCHOOL STAFF

Teachers

Penny Leko	Vice-principal
Chad Fingler	Principal
Summer Schwindt	Pre K
Kathy Lascelle	Kindergarten
Sabrina Gulka	1
Jennifer Woodard	1
Denise Schmidt	2
Natalie Regier	2
Donna Berling	3
Krista Klein	3
Renee Krafchuk	4
Loretta Kot	4
Dawn Purdue	5
Sheryl Ehman	5
Sean Galvin	6
Bonita Larson	6
Jari Fleck	7
Joanne McLeod	7
Chad Klein	8
Judy Holyer	9/Band/IA
Jodi Johnson	9
Melissa Renz	9
Tessa Scrupps	Prep Coverage
Susan Benning	French
Claire Fingler	DI
Jennifer Ulmer	DI

Support Staff

D'Arcy Megenbir	Secretary
Tracy Martens	Secretary
Becky Tuchscherer	Councilor
Ann Dimmick	Librarian
Marty Brown	Caretaker
Cheryl Wardle	Caretaker
Scott Wroebel	Caretaker
Diane Vandermey	EA
Angie Giroux	EA
Catherine Wheeler	EA
Trina Kopec	EA
Sarah Kot	EA
Crystal Romanovitch	EA
Joanne Loberg	EA
Eric Sim	EA

Central Office Staff

Gwen Keith	Director
Lynn Colquhoun	Religious Coordinator
Darryl Postnikoff	Tech Teacher
Terry Jordens	Learning Coordinator
Amy Scott	Speech Path
Lindsay Roysum	Early Learning Fac.

A. GENERAL

1. THE AGENDA - St. Michael School requests that every student keep up an agenda throughout the year. Students will be requested to use their agendas to:

- communicate between school and home.
- record upcoming tests, assignments and due dates.
- note school events (in conjunction with the monthly calendar and newsletter.
- indicate special class events or projects.
- review rules and guidelines in the handbook portion.

At St. Michael School we are confident that the agenda will help strengthen the ties between school and home. Through increased communication, awareness, organization and planning, each child has the opportunity to be successful. By being aware of class expectations, activities and due dates, parents/guardians can be supportive in their child's education.

2. DAILY SCHEDULE - The school runs on a six day cycle. Students attend **6 classes per day**. Timetables are created each year in cooperation with teachers and administration to ensure students are receiving appropriate instruction as well as breaks.

B. SCHOOL PROCEDURES AND REGULATIONS

1. School age entrance – Students may enter kindergarten in the fall term provided they will be five years of age on or before December 31st in the year they enter kindergarten.

2. School Hours – St. Michael School operates during school days with the following times:

School Begins: 8:55 am

Lunch: 11:45-12:30

School Ends: 3:20

Breaks / Recess are built in throughout the day



Secretary Hours:

Monday to Friday

8:00 am – 4:00 pm

3. Safety Patrol – St. Michael School will continue to supply safety patrollers for those students who will be walking home. The patrollers will be out from 12:20 pm to 12:30 pm and 3:15 pm to 3:30 pm. Everyone (parents and students) are expected to use safety patrol. This ensures young students are safe and older students / adults are setting a good example.



4. Attendance – A key characteristic of the successful student is good attendance. It can be difficult for a student to keep pace with class activities if he/she misses school frequently.



- Parents are requested to contact the school prior to their child's absence and indicate the reason. Parents can also send a note explaining a student's absence. If parents do not contact the school, the school shall attempt to contact the parents to confirm the student's absence.
- Students having been given permission to leave the school must notify the office prior to leaving.

5. Lates – Any student arriving late at school must obtain a late slip from the office. This will gain the student admission to class and must be presented to the teacher.

6. Supervision – Student supervision will be provided before, during and after school. Staff will begin student supervision at 8:30 am, supervise breaks / recesses, and after school. Students should not be dropped off or arrive before 8:30 and should not remain on the playground after school. Before and after school supervision will adapt to bus schedules to ensure appropriate supervision is provided.

7. Lockers – Lockers are provided for student use, **as well as a combination lock for grades 7, 8 & 9.**

Lockers are the property of the school and are subject to inspection and searches at the discretion of the school staff.

8. Dress Code – We believe that school is a formal environment; therefore, students must be appropriately dressed and well groomed. Inappropriate clothing in school includes items that display messages of explicit language, violence, drugs/alcohol or having sexual connotations.

General guidelines are as follows:

- All undergarments are to be fully covered; Cleavage and midriff are to be covered; Shorts and skirts are to be at arm's length. Students who are dressed inappropriately will be required to cover up or be sent home to change.
- Students are asked to remove all headgear upon entering the school and should store the item in their locker
- Students must come prepared for inclement weather conditions, as outdoor activities will occur.
- **Students in grades 6 - 9 will also be required to change into their Gym Strip (T-shirt, shorts/sweats, and runners) for Phys. Ed.**

9. Noon Hour – The privilege of remaining at school during the lunch break is extended to students.





- Students must eat in their designated areas
- Microwaves are made available for student use; however, please remember there are limited microwaves and many students... **lineups will occur** if everyone sends microwaveable meals often
- All students have a responsibility to put garbage away, pick up trash and clean messes that they make
- Students staying for lunch must remain on school property throughout the noon hour
 - If a student who normally stays for lunch wants to leave, a written note or phone call needs to be made to the school; it is important that families and staff know where the students are throughout the school day.

10. Medication – Staff are **NOT** able to administer non-prescription medication to any student at any time; staff can administer prescription medication to students **only when written permission is obtained from a doctor** stating it is safe for 'said staff member' to administer 'said medication'. Please contact the school to make arrangements.

11. Peanut Alert – St. Michael School attempts to be a NUT free environment to ensure the safety of students who have nut allergies. These students can have severe and/or life-threatening reactions if they come in contact with nut products. (Please see page 9 for more information and ideas for packing lunches.)



12. Healthy Eating – St. Michael School is committed to supporting healthy lifestyle choices and therefore, in compliance with the Holy Family School Division and Ministry of Education, we promote and offer nutritious food in our school in the following ways:

- Juice and water are sold in a vending machine
- Milk program
- Hot lunches will be provided occasionally throughout the year
- Nutritious foods and snacks will be provided at special events
- Students are also encouraged to bring nutritious food choices for lunches and snacks

C. STUDENT BEHAVIOR AND EXPECTATIONS

1. See Behavior Policy Booklet (pages 11-14)



2. See Achievement Pamphlet (pages 15-16)

3. **Phone Use** – Students may use the telephone with staff permission.

4. **Technological Devices** - have a wide variety of abilities including internet access and cameras. Many ethical and legal issues can arise from the unsupervised use of technology. In order to allow students to access technology and allow staff to maintain a level of supervision...

The use of personal technological devices while at school requires staff permission at all times.

The first time a student uses a device without permission a written warning will go home and the device will be turned into administration until the end of that day where the student can claim the device. Upon a second offence, a parent will be required to pick up the device from the office. A third offence will result in the device being banned for a prescribed period of time.

5. **Birthday Celebrations** – Birthday invitations may be given out at school only if they include the entire class or all the boys/girls.

Thanks for your cooperation.



D. STUDENT SERVICES AND ACTIVITIES

1. Home and School Liaison Counselor – A counselor for Holy Family Catholic Separate School Division (Becky Tuchscherer) will be available to work with students and families throughout the year. The counselor is available to meet with individuals and small groups as well as do classroom presentations on a wide range of topics (self-esteem, social skills, assertiveness, anger management, self-control, respect, family issues, etc.). The counselor will also be working with students and families to ensure that home and school are working together effectively.

Referrals for student services can come from principals, teachers or parents. Once a referral has been passed on to the school, the counselor will contact the parent(s)/guardian(s) for additional information and share the counseling plan and goals.

Parents are encouraged to contact the counselor with any concerns or for support. Confidentiality is a priority and only issues related to school will be shared with the school staff. Becky can be reached by calling the school at 842-2860 or by e-mail, beclets@sasktel.net.

2. Activities/Clubs/Teams –At St. Michael School, involvement in extracurricular activities provides a good balance in developing character, maturity and spirit. Some of the activities that may be offered are:

BADMINTON	BOUNDBALL	JAZZ BAND
BASKETBALL	SOCCER	JUNIOR BAND
TRACK & FIELD	X-COUNTRY	CHOIR
CURLING	VOLLEYBALL	DRAMA
YEARBOOK	COOKING CLUB	INTRAMURALS
	SKIPPING CLUB	



Please feel free to contact the school if you wish to be involved or have other activities you would like to see offered.

3. Transportation – Bus service is available for city students. Buses **Butterfly, Sunshine, Rainbow** and **Heart** run daily. Schedules are available at the office. The School Division has developed the following guidelines for students bused to St. Michael School.



- To ensure the safety and comfort of all riders and to create the highest degree of cooperation between all concerned (drivers, students, school personnel, parents) the following will apply:
 - When boarding the bus students shall immediately, and in an orderly manner, proceed to their seats as assigned by the driver. Students shall remain in their seats at all times unless told to move by the bus driver.
 - Noise must be kept to a minimum at all times on the bus to ensure the safety of the students
 - No student may get off the bus on the way to or from school except when permitted by the bus driver. If a student needs to get off the bus as a different stop, written permission by the parent must be given to the bus driver.

- Rural bus service is provided via a service agreement with S.E. Cornerstone S.D. Students will board at home and arrive directly to St. Michael School. Upon dismissal, a shuttle bus will transport students to Queen Elizabeth School, where they will board their “home” bus.

- Bike racks are provided on the grounds and bikes are expected to be parked and locked during the school day. Students **MUST** wear a helmet.



NO NUTS PLEASE!

Lunch ideas for Peanut Alert Schools

Background to Peanut Allergies

The degree of sensitivity to peanuts varies greatly. Some people may only have to be in contact with a small amount of peanuts or peanut products to trigger an allergic response. For people who are very sensitive, an allergy to peanuts can be life-threatening and they must always carry an emergency kit!

Use of peanuts in Food

Peanuts may be used in a variety of manufactured products:

- * granola bars
- * chocolate bars
- * cereals
- * deep-fried foods
- * crackers
- * cooking oils
- * soups
- * cookies

Peanut flour may be found in breads, macaroons, diabetic foods, commercial pies, ice cream, processed meat products, crumb toppings on desserts, salad dressings, bakery products, breakfast cereals and many more products.

What Should Parents and Schools Do?

- Teach your family to brush their teeth and wash their hands, utensils, dishcloths and eating area after eating peanut products.
- Read ingredients of foods to ensure that lunches or treats sent to school do not contain peanuts in any form. Send foods to school that are homemade from basic ingredients.
- Meats cooked at home are safer choices than processed meats.
- Vegetables, fruit and dairy products are safe foods to send to school.
- Choose plain breads and cereals to avoid any problems with added ingredients.

**Holy Family Roman Catholic
Separate School Division No. 140**

Main Office: 3rd Floor, 110 Souris Ave.
Weyburn, Sask. S4H 2Z8;
Ph: (306) 842-7025; Fax: (306) 842-7033

August 27, 2009

Dear Parents/Guardians:

Re: Fair Notice for Dealing with Threatening Behavior

The safety of our children is a top priority for us all. We, as a school system, have been involved in intensive safety training with our community partners – the police, Mental Health and other agencies. Together we have developed a plan for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school division, now have a policy that requires principals to complete a “threat assessment” in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how best to support high-risk students so that their behavior does not become hurtful or destructive. If your child comes home to tell you that a student has behaved in a threatening way at school, please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment.

This letter is intended to serve our community with fair notice that we, as a school community, will not accept “no response” to a serious threat. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

Sincerely,
Shelley Rowein
Director of Education

Behavior Policy

(Booklet - PAGES 11-14)



"St. Michael School
"DEVELOPING INDIVIDUALS WHO ARE EXCITED
ABOUT LEARNING,
WELL ROUNDED, RESPECTFUL OF THE
UNIQUENESS OF OTHERS, AND COMMITTED
TO THEIR FAITH"

426- 13th Street NE

Weyburn, SK

S4H 1L3

Ph: (306)842-2860 / Fax: (306)842-6964

Incident Reports

These are reports that students, staff, and parents fill out when necessary.

These are typically used when:

- we want to make parents aware of the behaviour
- we want a record of the behaviour

Some Purposes:

- to track behaviour that may be habitual
- to allow staff to track student behaviour especially when students are coming into contact with several teachers
- to prevent bullying
- to inform parents so home and school can support each other
- to provide home and school with the opportunity to work together in correcting inappropriate behaviour

Responsibilities:

Students - to report inappropriate behaviours

Staff - to initiate incident reports

Parents - to read, fill out, and sign incident reports



Bullying:

If bullying behaviour occurs some possible consequences are:

- Education on what bullying is and how it affects people
- Parent / guardian contacted
- Removal from situation
- Suspension

Bullying will be dealt with on an individual basis and may not always follow this model.

If bullying continues, more severe consequences will be enforced.



Consequences:

Discipline is intended to correct behaviour and not to punish.

Incidents:

When an incident first occurs our common practice is to discuss the incident with the student(s) involved and resolve the situation through a level of mutual respect.

If incidents continue to happen, then consequences are put into place. Some possible consequences are:

- Removal from situation
- Parent / guardian contacted
- Placed in a no play zone
- Community service
- Detention
- Written work to serve as a reminder

Incidents will be dealt with on an individual basis and may not always follow this model.

If incidents continue, more severe consequences will be enforced.

Throughout the course of the year, students are going to be faced with conflict. At St. Michael's we are committed to ensuring that students are SAFE and SECURE.



Bully Reports:

"Definition-A bullying behavior is when a student is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological, and/or physical harm. Bullying behavior involves an imbalance of power, creates fear and is intentional and hurtful"

(Holy Family RCSSD #140 Division Policy #5134)

Responsibilities:

- Victim
 - to report each event, especially in the incident phase, so that it can be effectively dealt with before it becomes bullying
 -
- Staff
 - to educate students about Bullying
 - to provide adequate supervision
 - to ensure incident reports are being filled out so that behaviour(s) can be tracked
 -
- Administration
 - to fill in the Bully Report
 - to support parents, students and staff
- Parent
 - to ensure that children are reporting incident(s) to an appropriate adult
 - to support school in trying to affect positive change through direct communication with the school

BULLYING BEHAVIOURS CHART					
MILD		MODERATE		SEVERE	
PHYSICAL AGGRESSION					
<ul style="list-style-type: none"> • Pushing • Shoving 	<ul style="list-style-type: none"> • Tripping • Hiding property 	<ul style="list-style-type: none"> • De-panting • Locking in room 	<ul style="list-style-type: none"> • Stealing 	<ul style="list-style-type: none"> • Spitting • Vandalizing 	<ul style="list-style-type: none"> • Attempt to injure • Intentional harm • Fighting
SOCIAL					
<ul style="list-style-type: none"> • Gossip • Spreading rumors 	<ul style="list-style-type: none"> • Setting up to look foolish 	<ul style="list-style-type: none"> • Ethnic Slurs • Setting up to take blame 	<ul style="list-style-type: none"> • Public Humiliation • Exclusion • Unjust rejection 	<ul style="list-style-type: none"> • Maliciously Excluding • Social Alienation 	<ul style="list-style-type: none"> • Manipulation to exclude or alienate • Malicious Rumors
VERBAL					
<ul style="list-style-type: none"> • Silent treatment • Mocking • Taunting 	<ul style="list-style-type: none"> • Teasing about clothing / property • Dirty looks 	<ul style="list-style-type: none"> • Teasing about appearance • Cyber bullying 	<ul style="list-style-type: none"> • Threats • Name calling 	<ul style="list-style-type: none"> • Threats of violence 	<ul style="list-style-type: none"> • Threats against family / friends
INTIMIDATION					
<ul style="list-style-type: none"> • Public challenges • Proximity 	<ul style="list-style-type: none"> • Threats to reveal personal information 	<ul style="list-style-type: none"> • Taking possessions 	<ul style="list-style-type: none"> • Extortion • Warning "if you tell..." 	<ul style="list-style-type: none"> • Threat with a weapon 	<ul style="list-style-type: none"> • Threatening to socially alienate
Adapted with permission of authors. Copyright 1992 by Garrity and Baris Bully Proofing Your School					

Note: Many of these behaviours under mild or moderate may actually be severe. Each incident is treated on its own merit.



HOMEWORK GUIDELINES:

STUDENTS WILL TYPICALLY EXPERIENCE 1-5 HOURS OF HOMEWORK A WEEK DEPENDING ON A VARIETY OF THINGS SUCH AS:

- GRADE
- TIME OF YEAR
- EFFECTIVE USE OF CLASS TIME

TEACHERS INDIVIDUALIZE HOMEWORK ON A REGULAR BASIS DEPENDING ON THE NEEDS OF THE STUDENT(S).

HOMEWORK TIPS:

- REMOVE UNWANTED DISTRACTIONS SUCH AS:
 - TV
 - CELL PHONES
 - VIDEO GAMES
- DESIGNATE A CERTAIN TIME FOR HOMEWORK
- DESIGNATE A CERTAIN SPACE FOR HOMEWORK
- ENSURE PROPER SUPPLIES ARE READILY AVAILABLE
 - DICTIONARY
 - PENS/PENCILS/ ERASERS
 - PAPER
- UNDERSTAND YOUR CHILD'S OPTIMAL LEARNING NEEDS
 - BACKGROUND MUSIC
 - PREFERRED SITTING STYLE
 - FIDGET TOYS



ROOTED IN CHRIST SERVING IN LOVE



HOLY FAMILY RCSSD #140

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ST. MICHAEL SCHOOL



ST. MICHAEL'S ACHIEVEMENT PLAN

(PAMPHLET - PAGES 16-17)

"DEVELOPING INDIVIDUALS WHO ARE EXCITED ABOUT LEARNING, WELL ROUNDED, RESPECTFUL OF THE UNIQUENESS OF OTHERS, AND COMMITTED TO THEIR



AT ST. MICHAEL SCHOOL, WE BELIEVE STUDENT ACHIEVEMENT IS A SHARED RESPONSIBILITY. WHEN STUDENTS, PARENTS / GUARDIANS, AND SCHOOLS WORK TOGETHER AND SUPPORT ONE ANOTHER, MAXIMUM ACHIEVEMENT WILL BE THE RESULT.

THIS PAMPHLET HAS OUTLINED ST. MICHAEL'S ACHIEVEMENT PLAN AND EXPECTATIONS. NATURALLY IT CAN NOT COVER EVERY SITUATION. HOWEVER, THROUGH TEAMWORK, WE CAN!



ACHIEVEMENT SUPPORT

AT ST. MICHAEL'S IT IS OUR GOAL TO MEET THE NEEDS OF EVERY STUDENT. IN ORDER TO DO THIS:

TEACHERS NEED TO:

- DIFFERENTIATE / INDIVIDUALIZE ASSIGNMENTS & HOMEWORK
- PROVIDE EXTRA SUPPORT FOR STUDENTS
- ASSESS STUDENT ABILITY LEVELS & PROGRAM APPROPRIATELY
- PROVIDE STUDENTS WITH EXTRA TIME
- ENSURE AGENDAS / COMMUNICATION PLAN IS IN PLACE

STUDENTS NEED TO:

- WORK HARD & USE CLASS TIME APPROPRIATELY
- WILLINGLY ACCEPT EXTRA SUPPORT AT BREAKS
- ASK FOR HELP WHEN THEY NEED IT
- ASK FOR EXTRA TIME WHEN THEY NEED IT
- ENSURE AGENDAS / COMMUNICATION ABOUT SCHOOL WORK IS EFFECTIVE
- COME TO CLASS PREPARED WITH HOMEWORK COMPLETED

PARENTS NEED TO:

- HELP CHILDREN WITH HOMEWORK & SUPPORT GOOD STUDY HABITS
- ENCOURAGE CHILDREN TO ASK FOR HELP WHEN NEEDED
- ENSURE AGENDAS / COMMUNICATION PLAN IS IN PLACE
- COMMUNICATE CONCERNS / QUESTIONS WITH THE SCHOOL
- ENSURE STUDENTS ATTEND SCHOOL AND ARE PUNCTUAL
- ENSURE STUDENTS COME TO SCHOOL READY TO LEARN (NUTRITION, SLEEP...)

WHEN ISSUES ARISE...

IT IS CRITICAL TO DETERMINE IF THE ACHIEVEMENT ISSUE(S) IS CAUSED BY **ABILITY OR BEHAVIOUR**.

ABILITY ISSUE:

- ENSURE WORK IS SET AT OPTIMAL LEARNING LEVEL
- ADEQUATE TIME IS GIVEN
- EXTRA SUPPORT IS AVAILABLE
- COMMUNICATION & ORGANIZATIONAL PLANS ARE IN PLACE

BEHAVIOUR ISSUE:

- ENSURE STUDENTS ARE *CAPABLE* OF DOING THE WORK
- COMMUNICATE EXPECTATIONS / ISSUES AMONGST STUDENT, HOME AND SCHOOL (*INCIDENT REPORT*)
- BEGIN
 - MOTIVATIONAL APPROACH & / OR
 - DISCIPLINE APPROACH
- PARENTS AND SCHOOL STAFF MEET TO DISCUSS FURTHER ACTION PLANNING

