

School Handbook



St. Michael's School
864 Christie Avenue
Pincher Creek, Alberta
Phone: **403-627-3488**
Fax: **403-627-5916**

Our Mission

We recognize that each of the students who contribute to the community of St. Michael's School are unique individuals with many gifts. Our school, in partnership with home, parish, and community, provides a Christ-centered learning environment focused on nurturing, supporting and celebrating the spirit of each individual. St. Michael's fosters the growth of actively engaged and ethical citizens that live and contribute to society in a way that reflects our Catholic faith.

Philosophy

We are a Catholic School and Parish community. As followers of Christ, we aspire to provide the best possible education within the context of our Christian values. We strive to create for our students an atmosphere of acceptance, encouragement, respect, dignity and pride.

Division Office

**Holy Spirit Catholic
School Division #4**
Phone: 403-327-9555
Fax: 403-327-9595
<http://www.holyspirit.ab.ca>



Core Commitment to Values



Excellence in Learning

- We support and encourage the continued professional growth of all staff.
- We support and encourage professional learning communities in all of our schools.
- We provide opportunities for each and every student to discover and become the person God created him/her to be. If something doesn't work, we will try something else.

All God's Children

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our communities.
- We honour diversity. Our schools provide a welcoming safe and accepting sanctuary.

Sacramentality

- We see God and the wonder of His work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God through prayer, liturgy and symbols of faith.

Ministry

- We practice Christian Fellowship.
- We promote and practice social justice.
- We actively participate in the mission of the Church.
- We live our faith with participation in masses and liturgical celebrations.

Stewardship

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools. We ensure that our resources and efforts, best serve the needs of students.

Staff

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M. Wynder Teacher	wynderm@holyspirit.ab.ca
T. Young Clerk/Typist	youngt@holyspirit.ab.ca
P. Zoratti Teacher	zorattip@holyspirit.ab.ca

General Information 2019-2020

School Year Calendar

Aug 26 1st Day Staff
 Aug 27 Staff PD Day
 Aug 28, 29 School Admin. Days
 Aug 30 Division Opening Mass

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep 2 Labour Day
 Sep 3 1st Day Students
 Sep 26 Div Collab Day
 Sep 27 Staff PD Day

Oct 11 Staff PD Day
 Oct 14 Thanksgiving Day

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 11 Remembrance Day
 Nov 12 Division PD Day
 Nov 18 Div Collab Day

Dec 6 Staff PD Day
 Dec 21-31 Christmas Break
 Dec 25 Christmas Day
 Dec 26 Boxing Day

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1 New Year's Day
 Jan 1-5 Christmas Break
 Jan 31 Staff PD Day

Feb 3 Semester 2 Start
 Feb 17 Family Day Feb
 18 & 19 No School,
 Feb 20 & 21 SWATCA

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 9 Div Collab Day
 Mar 16 Div Spiritual Dev Day

Apr 10 Good Friday
 Apr 12 Easter Sunday
 Apr 10 - 19 Easter Break

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

May 15 Staff PD Day
 May 18 Victoria Day

Jun 26 Last Day Students & Staff

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 2019-2020 Bell Times

Elementary	
Monday-Thursday	Friday
Warning Bell 8:27	Warning Bell 8:27
Homeroom 8:30-8:38	Homeroom 8:30-8:38
1 8:38-9:28	1 8:38-9:11
2 9:28-10:18	2 9:11-9:44
Recess 10:18-10:38	3 9:44-10:17
Nutrition 10:38-10:58	4 10:17-10:50
3 11:02-11:32	Recess 10:50-11:05
4 11:37-12:07	Nutrition 11:10-11:25
5 12:12-12:42	5 11:25-12:08
Recess 12:42-1:02	6 12:08-12:41
Nutrition 1:06-1:26	7 12:41-1:14
6 1:26-2:06	Dismissal 1:14-1:15
7 2:06-2:46	Supervision Morning 8:10 -8:30 All Nutrition and Recess Breaks Afternoon 3:26-3:46 (M-TH) 1:15 - 1:35 (F)
8 2:46-3:26	
Dismissal 3:26-3:30	

Junior High	
Monday-Thursday	Friday
Warning Bell 8:27	Warning Bell 8:27
Homeroom 8:30-8:38	Homeroom 8:30-8:38
1 8:40-9:23	1 8:40-9:11
2 9:25-10:08	2 9:13-9:44
Break 10:08-10:16	Break 9:44-9:46
3 10:16-10:59	3 9:46-10:17
4 11:01-11:44	4 10:19-10:50
Lunch 11:44-12:04	Lunch 10:50-11:04
Recess 12:04-12:24	5 11:04-11:35
5 12:24-1:07	6 11:37-12:08
6 1:09-1:52	Break 12:08-12:10
7 2:00-2:43	7 12:10-12:41
8 2:45-3:28	8 12:43-1:14
Dismissal 3:28-3:30	Dismissal 1:14-1:15
Supervision Morning 8:10 -8:30 All Nutrition and Recess Breaks Afternoon Afternoon 3:26-3:46 (M-TH) 1:15 - 1:35 (F)	

2019-2020 Bell Times

Senior High	
Monday-Thursday	Friday
Warning Bell 8:27	Warning Bell 8:27
Homeroom 8:30-8:38	Homeroom 8:30-8:38
1 8:40-9:25	1 8:40-9:12
2 9:25-10:10	2 9:12-9:44
Break 10:10-10:15	Break 9:44-9:46
3 10:15-10:55	3 9:46-10:18
4 10:55-11:35	4 10:18-10:50
Lunch 11:35-12:10	Lunch 10:50-11:05
5 12:10-12:50	5 11:05-11:37
IV 12:50-1:20	6 11:37-12:09
6 1:20-2:00	Break 12:09-12:11
Break 2:00-2:05	7 12:11-2:43
7 2:05-2:45	8 12:43-1:15
8 2:45-3:25	Dismissal 1:15
Dismissal 3:25-3:28	
Supervision Morning 8:10 - 8:30 Lunch and Breaks Afternoon 3:26-3:46 (M-TH) 1:15 - 1:35 (F)	

- **SCHOOL OFFICE HOURS** –The school office will normally be open from 7:45 a.m. to 4:30 pm Mondays through Thursday. Friday hours are 7:45 a.m. to 2:00 p.m.
- **CONTACTING US BY PHONE 403-627-3488**
When you contact the school you will be connected to the office or will be directed to leave a voicemail message during after-school hours.
- **CONTACTING US BY EMAIL**–All staff are available via email. Responses will be addressed as promptly as possible.
- **CHANGE OF PERSONAL INFORMATION, ADDRESS, and or TELEPHONE NUMBER** Please inform the school in writing of any changes in names, guardianship or custody status, address, telephone numbers, or emergency contact telephone number as soon as possible. IN AN EMERGENCY THIS INFORMATION IS VITAL!
- **IMPORTANT DATES:**
REPORTING PERIODS:
Elementary & Junior High
 - Sept. 03 - Nov. 15
 - Nov. 19 - Mar. 13
 - Mar. 17 - June 26
 Senior High
 - Sept. 03 - Nov. 15
 - Nov. 15 - Jan. 30 (Semester 1)
 - Feb. 03 - Mar. 13
 - Mar. 13 - June 26 (Semester 2)

- **PROVINCIAL ACHIEVEMENT TESTS
/ DIPLOMA EXAM SCHEDULE**

Provincial Achievement Tests

May 05

9:00 - 11:00

Grade 6 English Language Arts Part A

May 06

9:00 - 11:00

Grade 6 French Language Arts Part A

May 07

9:00 - 11:00

Grade 9 English Language Arts Part A

June 15 and 26

Grade 6 English Language Arts Part B

Grade 6 French Language Arts Partie B

Grade 6 Mathematics Part A

Grade 6 Mathematics Part B

Grade 6 Science

Grade 6 Social Studies

Grade 9 English Language Arts Part B

Grade 9 Mathematics Part A

Grade 9 Mathematics Part B

Grade 9 Science

Grade 9 Social Studies

Diploma Exam Schedule (Semester 2)

Thursday, June 11

9:00 A.M. – 12:00 P.M.

Social Studies 30–1 / 30–2 Part A*

Monday, June 22

9:00 A.M. – 12:00 P.M.

Social Studies 30–1 / 30–2 Part B*

Tuesday, June 23

9:00 A.M. – 12:00 P.M.

Biology 30

Thursday, June 25

9:00 A.M. – 12:00 P.M.

Physics 30

- **POWERSCHOOL (Jr./Sr. High)**

Powerschool is a Web-based software application that allows teachers, parents and school administrators to connect on a daily basis. Teachers use PowerSchool to keep a record of students' grades and attendance, which parents can then view at home by logging into their PowerSchool account. Parents and students can access real-time information including attendance, grades, detailed assignment descriptions, and even personal messages from the teacher. Students are able to stay up to date with assignments, while parents are able to participate in their students' progress. Marks at St. Michael's are placed in PowerSchool. Students and parents will receive separate login passwords with this information being emailed to parents at the start of the school year. If students or parents have any issues logging into Powerschool contact the office and we will help you through the process.

Diploma Exam Schedule (Semester 1)

Monday, January 13

9:00 A.M. – 12:00 P.M.

English Language Arts 30–1 / 30–2 Part A*

Wednesday, January 22

9:00 A.M. – 12:00 P.M.

Mathematics 30-1 Mathematics 30-2

Thursday, January 23

9:00 A.M. – 12:00 P.M.

English Language Arts 30–1 / 30–2 Part B*

Mid-Term & Final Exam Schedule

(Jr/Sr High Students):

Watch for confirmed dates and writing times that will be shared in the school newsletter, webpage and via email.

- **TEACHER OFFICE HOURS**

St. Michael's School teachers will be offering the opportunity to connect and collaboratively work with our school community through designated Office Hours. The concept of office hours is an opportunity for students / parents to connect with teachers in regards to programming, achievement or getting better acquainted (since parents have access to up to date reporting through Powerschool). Monthly office hours will be clearly communicated through various mediums including our school newsletter and webpage. Parents and students are encouraged to use the designated office hours to connect with our teaching staff. Appointments can be arranged with individual teachers or by contacting the school directly at 403-627-3488. Office hours provide a great opportunity to:

- share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments
- learn from parents/guardians so that we can be better informed about students' strengths, needs, behaviors, and learning styles
- Discuss interventions or enrichment strategies to support learning
- discuss issues that may be interfering with students' learning and growth

Other teachers who are part of the instructional team for your students' learning may be invited to attend the scheduled appointment. An administrator might attend at the teacher's request, or the request of a parent or guardian.

- **PARENT-TEACHER CONFERENCES**

Effective parent-teacher conferences help promote positive outcomes for our students and our school by supporting learning by involving families. Conferences will be scheduled for the following:

- ISP (Individualized Service Plan) meeting,
- IPP (Individualized Program Plan) meeting,
- Attendance Problems
- Behaviour Problems
- Learning Issues

GENERAL EXPECTATIONS

“Treat others as you wish to be treated!”

SCHOOL RIGHTS AND RESPONSIBILITIES –

1. I have the **RIGHT** to a Catholic Education. It is my **RESPONSIBILITY** to act in a Catholic manner at all times.
2. I have a **RIGHT** to learn in this classroom. It is my **RESPONSIBILITY** to listen to instruction, to work quietly at my desk when expected to do so and to raise my hand if I have a question, concern or need to leave.
3. I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** not to interrupt when others are speaking.
4. I have a **RIGHT** to be respected in this classroom. It is my **RESPONSIBILITY** not to tease or bug other people, or hurt their feelings.
5. I have a **RIGHT** to be safe in this school. It is my **RESPONSIBILITY** not to threaten or physically harm anyone else.
6. I have a **RIGHT** to privacy and to my own personal space. It is my **RESPONSIBILITY** to treat the school and the personal property of others with dignity, care, and respect.
7. I have the **RIGHT** to be respected by other individuals in this school. It is my **RESPONSIBILITY** to respect the other students and the authority of the adult staff in the school.

EDUCATION ACT

(Section 31) (2012:cE-0.3. s31)

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Attend school regularly and punctually
- Be ready to learn and actively engage in and diligently pursue the student’s education,
- Ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- Respect the rights of others in the school,
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- Comply with the rules of the school and the policies of the board,
- Cooperate with everyone authorized by the board to provide education programs and other services,
- Be accountable to the student’s teachers and other school staff for the student’s conduct, and
- Positively contribute to the student’s school and community

DISCIPLINE

– It is expected that students will conduct themselves in a responsible and courteous manner while in school. St. Michael's school encourages self-discipline in its students and supports such development. Teachers will normally resolve classroom difficulties. When this cannot be successfully accomplished the student will be referred to the administration. At this point the handling of the case and recommendation given becomes the responsibility of the administrator involved. Normally the sequence of actions should be as follows:

1. Teacher and student attempt to resolve the problem.
2. If the problem is not successfully resolved at the student-teacher level, the teacher may contact the parent/guardian of the student to enlist their aid and cooperation.
3. If the problem continues to persist, the student will be referred to the administration. The administration will take the appropriate action, possibly involving further parent contact in the form of a phone call, an in-school detention, written notification, and/or the arranging of a parent conference and the possibility of suspension.
4. Once a student has been referred for disciplined by administration five times in one semester or has been disciplined on three major infractions (example: defiance, inappropriate behaviour including language, fighting or assault, breaching the school act), the student will no longer be permitted to participate in any co-curricular activities. Activities would include all clubs, sports teams and functions. The school will work with the student and their parents/guardians to set parameters for meeting expectations. Reinstatement of privileges, after a period of time is at the discretion of administration.

ATTENDANCE POLICY

The responsibility for regular attendance, which is necessary for satisfactory school progress, is with you and your parents. At St. Michael's School we encourage, record, monitor and reporting punctuality. All students are expected to be in school and to attend all classes each day that the school is open. This includes "special event" days such as Heritage Day, Year End Closing Activities, Retreat Days, etc. Parents are strongly discouraged from writing notes to exclude their sons/daughters from participation in such activities. In fact, these activities are included in our program as they promote important physical, social or emotional development of our students.

Did you know?

According to "The School Act", the only absences that can be excused are illness, medical appointments, recognized religious holidays, suspensions from school and unavoidable emergency situations!

IF YOUR CHILD MUST BE ABSENT, PLEASE CONTACT THE SCHOOL AT **403-627-3488** before 9:00 am. We have an automated phone system that will call all primary contacts with unexcused absences. By following this procedure, you will not be telephoned later in the day. Inexcusable absences- SMPC follows policy progressing from detentions, in-school suspensions, consultations with the liaison, and referral to out of school agencies. Parents, please feel free to contact the school for homework. Students are responsible for all work assigned or taken in during their absence. Checking in with teachers is essential.

Extended Absences

Please advise the school and administration in advance of an extended absence. (Extended Family Holiday)

LATES

All students are expected to be in class on time. If a student is late for school (morning or afternoon), they are required to check in at the office prior to being admitted to class. Students who are continually late for school (unexcused) will result in disciplinary action. Students who are late in between classes are to report to the teacher who will deal with the matter appropriately.

There are two types of lates:

1. An excused late (Appointments, parent cleared, school notified)
2. An unexcused late

*** More than 15 minutes late is an absence.**

LEAVING SCHOOL DURING SCHOOL HOURS

-A student may on occasion have to leave the school during the regular school hours. Before leaving students MUST report to the office and record with office staff the reason for the departure. Please notify the school if your child is leaving for an appointment.. Students leaving the school and not reporting to the office will be referred to administration.

ABSENCES FROM EXAMINATIONS & MAJOR ASSIGNMENTS

Students are expected to complete all assignments and examinations. Exceptions may be made if a final exam is not written for the following reasons:

1. Medical- illness or critical family illness
2. Family funeral (immediate family)
3. Family crisis

Diploma examination concerns must be appealed directly to Alberta Learning. Forms are available from the school administrators.

Absence Policy - Elementary and Junior High

- The school will enforce the following policy in regard to unexcused absenteeism:

3 unexcused classes missed - Teacher call to parent/guardian.

6 unexcused classes missed - Administration call to parent/guardian.

9 unexcused classes missed - Attendance contract implemented.

High School

- The school will enforce the following policy in regard to unexcused absenteeism:

3 unexcused classes missed - Teacher call to parent/guardian.

6 unexcused classes missed - Administration call to parent/guardian.

9 unexcused classes missed - Attendance contract implemented.

12 unexcused classes missed - Dropped from class.

SCHOOL CLOSURES

- The school will only be closed with the approval of the Superintendent. School closures will be posted on both the Division and school website. Closures will be announced on the local radio station (usually between 7:00 - 9:00 am). In the event that a school closure is necessary during school hours, no students will be allowed to leave the school until parents / guardians have been contacted.

CELL PHONE & PERSONAL ELECTRONIC DEVICE POLICY

Cellphones **are not** considered acceptable devices for educational learning purposes. Although many students have ipods, iPhones, and Android phones, they do not meet the necessary requirements as an accepted learning device. Our school has Chromebooks, Laptops and Ipads available for student use throughout the day.

Elementary- No cell phones or PED's.

Junior High- Cell phones/PED's can be used on Phone Friday during nutrition break.

Senior High - Cell phones can be used during breaks and spares.

During Class Time: Cell phones and Personal Electronic Devices (PED's) which are brought to school are expected to be placed into the classroom bin at the beginning of every class. Failure to adhere to school protocol surrounding responsible use will result in the following discipline:

1st offence ➤ cell phone taken away and placed in the office. The device will be returned to the student at the end of the school day.

2nd offence ➤ cell phone taken away and placed in the office. Student will meet with administration prior to having cell phone returned.

3rd offence ➤ cell phone taken away, placed in the office and returned to parent/guardian. Administration will meet and contact parent / guardian to discuss acceptable use and to return the device.

Images/Audio: Devices capable of capturing, transmitting, or storing images or recording and storing audio **may NOT** be operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. Phones must be placed in the classroom bin prior to entering

the change room.

Under NO circumstances shall any video, picture capturing or audio recording device be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom if such permission is granted. Operation of any device is prohibited in testing situations or where testing materials are present.

DIGITAL CITIZENSHIP

In order to be St. Michael's digital citizens, students must know how to use technology appropriately. Digital literacy or the ability to understand and fully participate in the digital world is fundamental to digital citizenship. It is the combination of technical and social skills that enable a person to be productive, successful and safe in the information age. Like literacy and numeracy initiatives which provide people with the skills to participate in the workforce, digital literacy has become an essential skill to be a confident, connected and actively involved lifelong learner.

Students demonstrate ethical and responsible use of technology by:

- keeping their District login and passwords confidential
- protecting their own personal devices with passwords
- ensuring the security and safety of their own electronic devices
- ensuring the security and safety of school - owned electronic device
- using & managing devices in a lawful manner
- managing the content contained on their own personal electronic devices
- ensuring that they access acceptable materials for educational purposes
- respecting and abiding copyright laws (text, photos, music, video, etc.); and ensuring that their personal

device does not disrupt the learning of othersSchool

- using and engaging in social media with respect for others both in content, posts, likes and what is being shared. The privacy and dignity of self and others needs to be protected and respected.

SOCIAL MEDIA & CYBERBULLYING

Intimidating, threatening, demeaning or defacing comments or communication through any form of social media (Facebook, Twitter, Instagram, SnapChat, Email, etc.) are all forms of cyberbullying.

CONSEQUENCES:

Incidents of cyberbullying will be addressed through Holy Spirit School Division Safe and Caring Schools Policy. Please note, students may be placed at any level within the process. For full details please contact school administration.

STEP 1: Discussion with the school administration concerning the incident-no contact with the victim. A written assignment on bullying will be completed. Apology to victim if appropriate, and/or community service if appropriate. Parents are notified.

STEP 2: Two day suspension, parents or guardians are contacted, RCMP are notified of situation. Upon completion of suspension, students will be expected to perform community service and meet with a school counselor. Apology to the victim if appropriate.

STEP 3: Three day suspension and the school resource officer (RCMP) is contacted. Parents/guardians and students will meet with school administration. Upon return the student will meet with a school counselor. Apology to victim if appropriate.

STEP 4: Five day suspension. School Resource Officer (RCMP), parents/guardians all meet with administration. Upon return, the

student will meet with a school counselor. Apology to victim if appropriate.

STEP 5: Possible withdrawal from classes, alternative placement, possible recommendation for expulsion.

VTRA (Violence Threat Risk Assessment)
In the event of any high-risk behavior, VTRA policy and procedure will be in effect immediately.

RESPECT & TOLERANCE

Harassment and bullying is any behavior; verbal, non-verbal or sexual, that causes another to feel intimidated, offended, embarrassed and/or humiliated. Harassment denies the dignity and respect of individuals. It impedes efforts to create a caring Christian community and interferes with a student's right to feel safe and secure within the school environment. Each report of harassment and bullying will be investigated thoroughly by administration and may also involve the School Resource Officer. In Elementary we actively enforce a "hands off" policy to respect the personal space of each person.

Examples of Unacceptable Behaviors:

Physical Aggression:

- Pushing, shoving, spitting, kicking, hitting
- Defacing property, stealing, degrading or humiliating acts, confining another
- Physical violence, threatening with a weapon, inflicting bodily harm

Social Alienation:

- Gossiping, spreading rumors, embarrassing another member of our school community
- Ethnic slurs, public humiliation, social rejection or social manipulation

- Negative use of social media, cyberbullying

Verbal Aggression:

- Mocking, taunting, name calling, sarcasm, inappropriate humor,
- Teasing about clothing, possessions, or appearance.
- Intimidating phone calls, texts or social media posts
- Verbal threats against family, friends, property or possessions
- Verbal threats of violence or of inflicting bodily harm

Intimidation:

- Threatening to reveal personal information, publicly challenging someone to do something, defacing property or clothing, taking possessions, extortion, blackmail
- Threats of using coercion (to compel or force) against family or friends
- Threatening harm with a weapon

EMERGENCY PROCEDURES

1. **Fire** – students will vacate building as per fire drill regulations. They will assemble in their homeroom classes following evacuation from the school. In the event of an alarm, students and staff will follow directions posted in each room and outlined in the staff handbook. All personnel will move quickly and quietly to designated areas outside the school- north lot adjacent to the school, west field, south parking lot. Fire alarms and evacuation procedures will be practiced.

2. **Lockdown** – A lockdown is called by school administration if there is an intruder on school property, or there is a situation in which student safety may be compromised in some way. Students and staff will remain in classrooms, gathered in a safe location until the school administration announces the end of the lockdown. In the event of a lockdown, students and staff will follow

directions and Division protocol. During lockdown students use of cell phones is prohibited. Lockdowns will be practiced 4 times/year.

3. **Site Evacuation**- our school evacuates to the Church and the Lebel mansion if an emergent situation occurs. This type of evacuation would occur under the direction of the RCMP and Pincher Creek Emergency Response officials.

VIDEO SURVEILLANCE

Video surveillance is on-sight and in use.

DRESS CODE

At St. Michael's School we are rooted in a Catholic religious/spiritual philosophy, and have high standards for our students, as well as the understanding that what we wear says something about our moral character. Due to this, it is the expectation for all to follow the following dress code: If it is appropriate for a professional workplace, it is appropriate for school.

The following guidelines will be observed:

- No spaghetti straps/halter tops/one shoulder shirts/tube tops.
- Tank top/muscle shirt straps must be at least 4 centimeters in width
- Bra straps must not show
- Underwear, that of both ladies and gentlemen must not show Midriffs must be covered.
- Shorts and skirts must be fingertip length (arms straight down at sides).
- No hoodies with the hood up, sunglasses, during instructional school hours, or during formal extra curricular activities such as the awards ceremonies
- T-shirts/shirts/hoodies must not have advertising which depicts controversial, obscene, rude, inappropriate and/or drugs and alcohol content on them.

The wearing of offensive clothing /

accessories will not be tolerated. Students who are deemed by staff or the admin. to be dressed inappropriately will be given the following options: Turn shirts with inappropriate sayings inside out, change into alternate clothing, phone home for a change of clothes to be brought to the school or receive appropriate attire to wear (gym strip).

PHYSICAL EDUCATION – St. Michael’s School has gym strip (T-shirt and shorts) for students available for purchase. Each student will require a T-shirt, a pair of gym shorts and non-marking sole court shoes for Phys. Ed. unless an alternate arrangement has been made with the teacher. All valuables (money, rings, chains, watches, wallets, etc.) are not to be taken to P.E. classes, as the school is not responsible for lost or stolen goods. Please store your valuables in your locker.

LOCKS AND LOCKERS

Lockers will be assigned to students at the beginning of the school year. One locker per student, please do not share your locker or store your belongings in another locker. Lockers should be kept clean and tidy at all times.

Junior and Senior High Students are assigned a lock at the beginning of the year. All locks are returned at the end of the school year.

It is the responsibility of each student to keep lock combinations confidential and to keep lockers locked. The school cannot assume responsibility for lost or stolen articles. It is recommended that all items have the owner’s name on them, and that valuable items NOT be brought to school. Broken or damaged locks / lockers should be reported to the office.

TELEPHONE/MESSAGES

Office telephones are not for general student use except in cases of illness or emergency and then only with the permission of the office staff. The office staff will relay only messages to students, which originate from parents/guardians. We require ‘end-of-the-day’ messages to be communicated to the office **prior to 3:00 pm**. In this way, we can ensure that messages will be shared with students before dismissal and bus departures.

NEIGHBOURING SCHOOLS AND DOWNTOWN BUSINESSES

Students are not to visit neighboring schools during the school day unless on school related business. Maintaining good relationships with our neighbouring schools and businesses is important, and as such the same student behaviour that is expected at school is to be modelled. Remember that you are a representative of our school community and yourself!

CLOSED CAMPUS

St. Michael’s School is a closed campus. Students in grades 7 to 9 are expected to be on campus at all times during the school day. SMPC students grades 10 to 12 may be off campus at lunch. Students from other schools must check in at the office. Trespassers will be asked to leave immediately and could be charged. Students and visitors are required to enter through the Main doors. All other doors will be locked during the day to ensure the safety of our students.

BACKPACKS

Backpacks are NOT permitted in classrooms. They are a safety concern and pose a potential fire hazard. All backpacks are to be stored in lockers.

CLASSROOM STORAGE

Storage for student binders and supplies will be provided in classrooms. Each classroom will have shelf space available for student binders, notebooks, duotangs etc. Respect for personal property, and the property of others is an expectation for everyone.

LOST & FOUND

Any items found will be placed in the lost and found containers in the Elementary (hallway), Junior High (hallway) and Senior High (Den). Items will be on display at various points throughout the year and at the conclusion of each semester. Items not claimed will be donated to Catholic Charities. Students need to be responsible for their property, school property that is lent to them, and for claiming lost items.

SCHOOL BUILDING & GROUNDS

The appearance of the school building and grounds are a reflection of our students. Please respect all school property and treat it as your own. Students who deliberately damage school property will be charged. Use the garbage cans located throughout the school and surrounding area. Please note that parent/ guardians are ultimately held responsible for damage done by their children. Please be respectful of our neighbors when outside the school building.

NEWSLETTERS

Sign up for our monthly newsletters by entering your email address under “NEWSLETTER SIGN UP” on our website. Newsletters are released the third week of each month.

SCHOOL FEES

St. Michael’s School supplies textbooks to students on a rental basis with the requirement to pay a caution fee of \$20. Classes such as Art, Drama and Phys. Ed., etc. have user fees. Parents will receive the fee list in September and are asked to either pay school fees, or make arrangements through the office to pay fees by the end of September. Our fees are posted on our website for your reference.

REPORT CARDS

Report cards will be issued following reporting periods and upon parent request. Parents, guardians and students have access to PowerSchool via the St. Michael’s School webpage. This program provides up to date information regarding student attendance, achievement, assignments, homework, behavior and more. Report cards will be printed for Elementary, and Junior High students. Please contact the office if you are a Senior High student that requires a paper copy of the report card or if you do not have access to the internet.

COURSE OUTLINES

Within the first two weeks of a Junior or Senior High course, teachers will provide students with a course outline which includes a description of the course, evaluation procedures, a timeline, a list of important dates, and the specific expectations (including attendance, behaviour and performance) for the course. Parents can also access Alberta Learning for ‘Grade at a Glance’ / ‘Subject at a Glance’ with the following link:

<https://www.learnalberta.ca/content/mychild/learning/grade9.html>

PLAGIARISM POLICY

Plagiarism is a form of theft. It is the use of another writer's words without giving credit to the original writer. In High School, it most often takes the form of copying someone else's work that has been posted on the internet and presenting or passing it off as original work done by the student.

Plagiarism at the post-secondary level often results in the student being dismissed from the institution. It is important that students understand the ethical and legal implications of plagiarism. Therefore, at St. Michael's School, the following steps will be taken to ensure that students understand the seriousness of the act of plagiarizing:

First offense- parents will be contacted by the teacher. After discussions with all parties, the teacher will determine the appropriate consequence ranging from having to do an alternate assignment to receiving an incomplete grade for the plagiarized assignment.

After the **second offense**, the student will be referred to administration. The plagiarism will be recorded as a discipline procedure on the student's file and the student will receive a zero grade for the assignment. (Note- although a zero grade is not normally considered an appropriate assessment, because plagiarism is a disciplinary act the awarding of a 0% serves as an appropriate consequence and deterrent.

Repeat incidents of plagiarism may result in the student being withdrawn from the course and not receiving a final grade.

ILLEGAL SUBSTANCES POLICY

St. Michael's School recognizes the hardship created by drugs and alcohol at the individual and community levels. Our school provides a drug free environment, safe for student growth and learning. While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus school related event. This includes possession of any drug related paraphernalia. In accordance with this, we maintain a **NO TOLERANCE** policy toward drug and alcohol use. The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

Response Procedure:

1. Student is suspended for 1-5 days (determined by situation).
2. Parents are contacted and informed of the situation.
3. Police are notified of the situation.
4. Parents are asked to pick up the student from school.
5. Letter is sent to parents providing details of the situation, date of reinstatement parent meeting, as well as conditions of reinstatement.
6. Any student committing a drug or alcohol offense will be required to meet with counselling services as a condition of reinstatement.
7. Students will lose off-campus privileges as well as extra-curricular opportunities.
8. If a student fails to comply with drug policy protocols after initial supports have been provided, St. Michael's School may make a recommendation to the Board for expulsion.
9. The school reserves the right to search lockers, bags, etc. of any student suspected of ANY drug possession and/or use.

STUDENT USE OF ALCOHOL, DRUGS (Restricted or illegal), CANNABIS, TOBACCO & ELECTRONIC SMOKING PRODUCTS

The possession and/or use of alcohol, restricted or illegal drugs and tobacco or electronic smoking products, or any item or paraphernalia that promotes these products, in school, on school property, or during school related activities is prohibited.

LEVEL 1 Being under the influence of alcohol and drugs at school.

LEVEL 2 Possession, at school, of alcohol or drugs and/or paraphernalia associated with alcohol or drugs.

LEVEL 3 Selling or distributing drugs at school or possession of alcohol or drugs and/or paraphernalia associated with alcohol or drugs deemed to be not for personal use or possession of proceeds deemed to be from the selling or distributing of drugs or alcohol at school.

STUDENT RESPONSIBILITY

It is the responsibility of the student, according to section 7 of the School Act to comply with the following code of conduct:

- Be diligent in pursuing his/her studies.
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by the board to provide education programs and services.
- Account to his/her teachers for his/her conduct.
- Respect the rights of others.

PARENT RESPONSIBILITY

It is the responsibility of parents/guardians to:

- Review school rules and regulations with students to ensure they are familiar with and understand the standards of conduct expected at the school.
- Work with the classroom teachers and the administrative team in carrying out appropriate disciplinary action if deemed necessary.
- Communicate and provide feedback to staff and the administrative team.

TEACHER RESPONSIBILITY

It is the responsibility of the teacher to:

- Encourage and foster learning.
- To regularly evaluate students and report results
- To maintain order and discipline among the students while at school or participating in school activities.

ADMINISTRATIVE RESPONSIBILITY

It is the responsibility of the administration to:

- Interpret rules, expectations and responsibilities.
- Support students, staff and parents.
- Enforce school suspensions in order to allow students to take responsibility for their actions.

STUDENT COUNCIL

Student Council is an organization conducted by students and supervised by adults. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. Some of the functions that student council organizes are:

- the annual Christmas Banquet
- coordination of dress-up days
- administering special events
- promotion of school spirit and healthy attitudes towards school and peers
- leadership of various school fundraising activities
- leadership/participation in student assemblies

CO-CURRICULAR ACTIVITIES

Co-curricular programs offer students a variety of participation opportunities including the following:

- **Dragon Athletic Teams:**

Cross Country, Golf, Volleyball, Basketball, Badminton, Track and Field

- **Clubs:**

First Nation (beading/drumming), Grad (gr. 12 students), Yearbook

- **Service:**

Scorekeepers, Timers, Team Managers, Music Ministry

SCHOOL COUNCIL

School councils work together to effectively support and enhance student learning. All parents are welcome to attend the regular meetings on the second Monday of each month.

FRIENDS of ST. MICHAEL'S

This foundation meets on the First Monday of every month. With the objective of raising funds to promote learning at St. Michael's School, parents and community members are welcome to attend and get involved!

AWARDS

- **Sword & Shield Academic Awards** held in the Fall of each school year to recognize the academic achievements of students from the previous school year.
- **Dragon Athletic Awards** Night held in June of every school year to recognize the athletic accomplishments of our students.

ACADEMIC QUALIFIERS

To receive an honor standing a student must have an overall average of 75% within (ALL) core academic subjects including Religion. Honor standings are divided into three categories:

- Principal's List – 75% - 79.9%
- Honors – 80% - 89.9%
- Honors with Distinction – 90%+

SUPPORT IS HERE:

- **Liaison Counsellor**

The School Liaison counselor is available to discuss any home, school, or social/emotional concerns.

- **Mental Health Therapist**

Through a partnership with RCSD and Alberta Health Services we have a certified therapist on site for referred students one day/week.

- **Grad Coach**

Support for First Nation students that focuses on success in school.

- **First Nation, Metis & Inuit Support Worker**

Support for First Nations students and families- building relationships and positive engagement at St. Michael's School.

- **Off-Campus Coordinator**

Registered Apprenticeship Program, Work Experience and off-campus opportunities are coordinated through our District teacher. Post-secondary opportunities and promotions are included.