

# Theresetta Catholic School Handbook 2023-2024



**5409 47 St  
Castor, Alberta**

**Phone: 403-882-3309**

**THERESETTA CATHOLIC SCHOOL**  
**MISSION STATEMENT**

*Theresetta, as a progressive rural Catholic school, fosters Christian values, tradition, respect, individual growth, and the involvement of family and community.*

*We are here to serve our children by providing strong academic programs, athletics and fine arts, respecting the uniqueness of each child's needs and interests within a gospel-centered environment.*

*With the ongoing support of the community and by maintaining our focus, students can confidently live in a changing world.*



**SCHOOL PRAYER**

Lord, you have said,  
"Unless you become like little children,  
You will not enter the kingdom of heaven."  
Give us the grace to follow the little  
ways of St. Theresa,  
In humility and simplicity of heart,  
So that by her prayers we may come to know your  
eternal glory.

**SCHOOL BELL TIMES**

8:41 – 9:24 Period 1	11:53-12:13 Noon Recess
9:24 –10:04 Period 2	12:13-12:53 Period 5
10:04 –10:16 Recess	12:53-1:33 Period 6
10:16–10:56 Period 3	1:33 –1:46 Recess
10:56–11:36 Period 4	1:46- 2:26 Period 7
11:36 –11:53 Lunch	2:26– 3:06 Period 8

To have a more secure learning environment entrance doors of the school will be locked shortly after the start of classes in the morning. This will allow access by visitors to be more orderly and controlled. Visitors will ring the door bell at the middle doors and come to the office to give their intentions.

**Theresetta Catholic School** is one of seven schools in the **EAST CENTRAL ALBERTA CATHOLIC SEPARATE SCHOOLS REGIONAL DIVISION NO. 16**

Theresetta	Castor Gr. JK-9
St. Thomas Aquinas	Provost Gr. JK-12
St. Jerome's	Vermilion Gr. JK-12
School of Hope	Vermilion Gr. 1-12
Blessed Sacrament	Wainwright Gr. JK-12
Blessed Sacrament Outreach	Wainwright Gr. 10-12
Christ-King	Stettler Gr. JK-9

**Trustee - Open**

**Superintendent:** Jim Taplin

**Deputy Superintendent:** Kelly Ehalt

**Central Office: (In Wainwright)**

**Phone:** 780.842.3992

**Fax:** 780.842.5322

### **Religion Program**

The Religion Program is prescribed by the Canadian Conference of Catholic Bishops. All students are required to participate in the Religion Program. Anyone who would like further information may contact the classroom teacher or the principal. In addition to our regular religion classes, we have prayer during our assemblies, daily prayer reflections in homeroom classes, school liturgies, and we celebrate regular masses at the church. Students take part in Service Projects as part of their Religion classes.

### **Celebrating Student Success**

Students receive awards based on The Seven Sacred Teachings. The Seven Sacred Teachings are values based in First Nations cultural tradition that reinforce the teachings of our Catholic faith. Each teaching honors one of the basic virtues to help us to live a full and healthy life: Love, Respect, Courage, Honesty, Wisdom, Humility, and Truth. Each of these teachings is represented by a different animal and provides practical and positive traits for use in students' everyday lives.

Awards will be given to students that have demonstrated one of The Seven Sacred Teachings during weekly assemblies.

### **Assembly**

Regular assemblies are held at Theresetta. "O Canada" is sung; the school prayer is said, a land acknowledgment is said, birthdays are recognized, and announcements are made. Special activities are done during Advent and Lent. This coming together of the whole student body is an integral part of the culture of Theresetta Catholic School.

### **Accidents**

All accidents must be reported promptly to the office. Seriously injured students will be given every possible care and the parents will be notified as soon as possible. Students who are seriously injured are taken directly to the hospital by ambulance if necessary.

### **Newsletters**

A newsletter is emailed home prior to each new month. It lists news and upcoming events. This newsletter can also be found on the school website.

### **FOIPP – Freedom of Information and Protection of Privacy**

The division will manage all information in a manner that supports the Board's commitment to providing the public with access, with only a limited number of specific exceptions, while protecting the personal privacy of the individual in accordance with provincial legislation.

### **Volunteer Drivers**

Students should be transported to and from school, or to and from school-sponsored activities, by school bus or by their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles.

Drivers of private vehicles must be advised that:

- Primary insurance coverage must provide a minimum of 2 million dollars in liability;
- Drivers insurance is considered first loss; and drivers must inform their insurance company they will occasionally transport students;
- The completion and submission of the Volunteer Driver Application form; and
- A valid Class 5 License

### **Student Medication**

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of "in loco parentis". Specifically, in loco parentis requires that:

An employee act as would a reasonable and prudent parent in the same circumstances and conditions;

- The employee does not have all the authority that a parent would have. For example, employees do not have the authority to provide consent for the medical treatment of a student.
- The employee recognizes the limitations of their ability to provide direct assistance.

### **Dropping Off and Picking Up Students**

Dropping off and picking up of students occurs in the parking lot at the south end of the school. Due to buses, vehicles cannot park in front of the school during the following times: 8:15am-9:00am and 2:30pm-3:15pm.

If your child needs to be picked up during the school day for an appointment or other reason, please come into the school to collect him/her. The school office can be notified so your child is prepared when you arrive.

If your child arrives late to school, please have them enter the school through the main doors as they will need to ring the door bell to be let in.

### Technology / Computer Usage

Technology is an integral component of a student's life at home and at school. Principals are responsible to ensure that a copy of the Acceptable Use of Technology Guidelines, for the use of computers, network resources and the internet, is received and signed by each student, grades 3-9, and by each parent/guardian for students in grades K – 9. Students are responsible for the proper handling and storing of their devices. Students not showing responsibility for their devices will have a loss of privilege which will be determined by the principal.

All grade 5-9 students will be issued a newer model Chromebook. Students must show responsibility for their devices. Students that demonstrate irresponsible use, storage, and handling will be issued an older model. This will be done at the discretion of the principal.

### Electronics and Lockers

The school provides lockers in the halls for students. The school will not take responsibility for materials and clothing placed in the lockers. The student is responsible for his own property at all times. Consequently, lockers **should be kept locked at all times**. Valuable property should not be brought to school. In the event that a student must bring a large sum of money, or valuables onto the school premises, these items should be brought to the office. It must be clearly understood that the school retains its ownership rights to all lockers and may inspect any locker and confiscate any article deemed to be inappropriate. Students are discouraged from bringing electronics such as phones, electronic games, and electronic music players to school. At no time will these electronic devices be allowed out of a student backpack that is securely stored in a locked locker. All electronic devices need to be turned off. The policies regarding electronics in this section are a result of teachers and other supervisors not having the ability to supervise the content on electronic items. Please see the policy at the back of this handbook which is discussed with students during the first days of school.

### Use of Computers After School

Students using the computers after school must have permission from a teacher who agrees to provide supervision.

### Achievement Tests

Grades 6, and 9 students write Provincial Achievement Tests in core subject areas. These are usually written about the third week in June. Grade 6 and 9 students write Math, Science, L.A., and Social Studies tests. If parents would like further information on the results, they can contact their child's homeroom teacher.

### Birthday Parties Originating at School

Quite often students leave in a group directly from school to a birthday party or sleepover. This works well if an entire grade or group is invited. For example, all grade 4 boys might be picked up after school for a sleepover or a birthday party. However, a problem can arise if only one or two students from the grade or group are left behind. We would recommend that if only a select group will be attending your special event, that it not originate at the school.

### Footwear

Please note that students are required to wear clean footwear indoors. To keep our gym in good condition, students need to wear clean runners. These shoes should be used as "inside footwear" for students. Indoor footwear will only be worn outside during a fire drill/alarm as the school must be cleared immediately.

### Bullying Program

The purpose of the bullying program is to raise awareness about what bullying is and what forms it can take. Students learn why bullying is not acceptable and acquire effective strategies to discourage bullying behavior.

If you have any questions about the bullying program, contact Miss Hepp at the school.

### Junior High Options and CTS Courses

Students enjoy a number of CTS options this year. These choices can include the following courses: Small Engines, Cosmetology, Maker Space, Philosophy, Woodworking, Cooking, French, Drama and Active Living.

### Field Trips

Some parents have indicated that they would like to attend field trips accompanied by their pre-school children. Pre-school children are not allowed to accompany their parents on the school bus, nor on a school function which the parent has agreed to supervise.

The school would like to thank those parents who indicated on their permission forms that they would be accompanied by pre-school children. Please do not surprise us on the day of the field trip with extra participants. Insurance requirements, liability issues, and school board policies have forced us to adhere to the letter of the law during field trips in order to ensure the safety of our students.

As per Admin Procedure 433 All volunteers shall: 8.1 Complete a Volunteer Registration Form; (Form 433-1) 8.2 Provide a Criminal Records Check (CRC) with Vulnerable Sector Check dated within the past 6 months. 8.3 Provide a Child Welfare Check 8.4 Sign a Confidentiality Agreement (Form 433-2) East Central Alberta CSSR Division No. 16 Administrative Procedures Manual 8.5 Complete a Volunteer Driver Form – if they are volunteering to drive. (Form 433-3) 8.6 Complete Student Excursion Form – if assisting with a field trip (Form 433-4) 9. Volunteers shall complete all required form(s) every three (3) years. All documents pertaining to the application of a volunteer shall remain in the school for the balance of the school year. 10. The Division will require volunteers to complete the Declaration of Status (Form 433-5) on an annual basis. 11. Volunteers will be provided with the form to Request Waive Fees for Criminal Record/Intervention Record Check. (Form 433-6). Parents who are accompanied by pre-school children will not be placed in the roles of supervisors or drivers for field trips. Theresetta is blessed to have so many parents who wish to accompany their children on field trips. Thank you.

### Room Parents

Room Parents are involved in the following activities:

- helping with parties (Halloween, Valentine's Day, etc.)
- organizing Awards Night lunch
- organizing and preparing Shrove Tuesday lunch (pancakes and sausage)
- organizing and preparing lunch for the Grade 9 Farewell on the last day of school (BBQ hamburgers, etc.)
- assisting with the Seder Meal on Holy Thursday
- organizing and preparing coffee, juice and lunch for the Christmas Concert

NOTE: Room parents are not expected to do all the work, but rather are contacted by the teacher to organize and solicit other parents to help.

Room parents are a great help. Their work is immensely appreciated by the teachers and students.

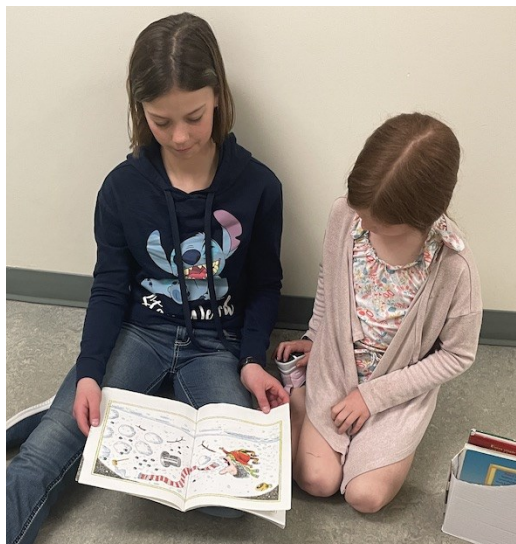
Room Parents are coordinated by Glenda Ries.

### Lunch

Students eat in their classrooms. There are several microwaves available for students to reheat food. It is greatly recommended that students only bring a microwavable lunch if they are capable of heating it themselves. There is no microwave available for our Kindergarten students.

### ACTION PHONICS

The Action Phonics Reading Program is implemented for students in grades two to nine who require one-to-one instruction with reading skills. Action Phonics is not a reading comprehension program. It teaches students to decode words accurately and quickly so that they can focus on the ideas presented. Students are selected based on consultation with the homeroom teacher, parents, and Tammy Renschler our Action Phonics coordinator.



### Fundraising

Throughout the course of the school year students engage with many fundraising opportunities including Mom's Pantry, Book Fair, and Flower Basket Sales.

Proceeds from the fundraisers have allowed us to purchase technology, sports equipment, books, and furniture. We attempt to spend the money in ways that enhance the school experience for our students.

Recently we have begun tracking fundraising by family and using their profits for their specific field trips. The unused balance is carried forward with each student from year to year. Please keep in mind that school funds and TEF (Theresetta Education Foundation) funds are also used to supplement field trip costs.

### Family School Liaison Worker

Through the Government of Alberta's Student Health Initiative Partnership (SHIP), we have access to Family School Liaison Workers (FSLW). They assist students and families with counseling, mediation and advocate services in a variety of areas including social/emotional issues, academic strategies and group learning opportunities. The worker may also aid families in accessing services from Social Services, Mental Health, or other types of counselling or agencies not normally provided at the school level. Our FSLW will be available throughout the school year, with visits to TCS on Tuesdays.

This year our FLSW will be Tomi Turnbull.

### Inclusive Education

A district wide Inclusive Education Handbook has been developed by a committee for the purpose of providing information regarding current policies, practices and expectations of the East Central Alberta Catholic Separate Schools Regional Division.

Administration is responsible for ensuring that the Theresetta school staff delivers programs and services to students in accordance with policies and guidelines of the Board of Education and Alberta Learning.

Students with exceptional needs as identified by teachers or parents should be referred through the principal for further assessment results and recommendations. Placements will be reviewed annually by the school. Appropriate personnel, along with the teacher, will develop an Individualized Program Plan (IPP) or an Action Plan for the child. As a parent, if you have a concern, please discuss it with your child's teacher who will follow the procedure as specified in the handbook.

### Problem Resolution Procedure

The school would like to emphasize the proper procedure for resolving conflicts or expressing concerns about students, discipline, programs, teaching methods, teacher-student relations, or evaluation.

The procedure is as follows:

The parent should first speak to the teacher of his/her child. If it is a general school concern, the parent could contact the principal if the concern does not directly involve a teacher. If the parent, teacher and student cannot resolve the problem or issue, any party may request the involvement of the principal.

If the previous steps have not resolved the problem, any of the parties may ask for the Superintendent to become involved.

From the superintendent, the issue could then go to the school board, followed by Alberta Education and finally to the Courts of Appeal.

The Teachers Professional Code of Conduct forbids teachers from discussing any student with anyone but his/her parents or guardians. It also forbids us from discussing concerns about a fellow teacher with anyone except that teacher or an administrator.

Bringing a concern about a teacher to another teacher will usually not result in a satisfactory solution to a problem. When bringing a teacher problem to the principal or superintendent, the first response will always be, "Have you discussed this with the teacher?" If the answer is yes and the problem still exists, the principal or the superintendent will become involved.



### Theresetta Education Foundation

Theresetta Education Foundation - an organization formed to help keep Catholic education in Castor. T.E.F. was formed in 1986 to raise funds to help Theresetta with some of its operational expenses. Since regionalization, the money has been used for special events, the playground, etc. The support given to Theresetta from T.E.F. has been excellent and very much needed. If you would like to be placed on the mailing list to receive the annual newsletter, please contact the school. All donations are tax deductible; tax receipts will be issued to all donors. With strong support, Theresetta is able to provide a good education to our children.

Chairperson:	Stacey Erion
Vice-Chairperson:	Tammy Renschler
Secretary:	Pam Younger
Treasurer:	Tanya Slemp

### Theresetta School Council

Theresetta School Council was formed in October of 1995 for the purpose of working together to promote the well-being and effectiveness of the entire school community to enhance student learning.

The members of the executive are as follows:

Chairperson:	Dena Boxma
Vice-Chairperson:	Jacque Charpentier
Secretary:	Pam Younger

Teacher Rep:	Rotating
Student Rep:	Student Council Member

Principal:	Amberly Hepp
Board Member:	Open

The council holds six meetings during the school year. Every parent is welcome to attend any of these meetings. For information about an upcoming meeting, phone any member of the school council or Amberly Hepp. Dates of upcoming meetings are posted in the newsletters and on the school website.

### School Closures Due To Weather Conditions

The board acknowledges its responsibility to establish regulations and procedures regarding inclement weather conditions and school closure. Although the safety and welfare of students and employees are of prime concern, the board advocates that a minimum of disruptions to normal school operations occur during the winter months.

Clearview School Division, as the bussing authority in this area, will notify the principal when busses are not running due to adverse weather conditions. Bus drivers will notify all families on their bus route.

When busses are not running due to inclement weather, the schools are open and all staff members who can safely reach the school will be present in the schools.

On mornings that busses are not running, the Theresetta staff will do a phone fan out for town students, and the School Messenger system will advise one of the following options.

- parents should keep their children at home, as regular classes are not operating. This is a recommendation only. Any student who arrives at school will be provided with learning opportunities.
- regular classes are being planned, and any students who can be safely transported to school should attend. In this case bus students will be phoned as well. Many parents drive to Castor for work and like to know if it is worthwhile transporting their child to school with them on days when busses are not running.

Attendance will not be recorded on days when buses are not running.

As a general principle in East Central Alberta Catholic Schools, the schools are never closed unless there are deficiencies in the school relating to heat, power, water, etc.

### Storms Originating During the Day

- When a decision regarding early bus departure has been made, the principal shall be responsible for arranging a fan out system for notifying parents the buses are departing early.
- When buses are sent home early, the school will remain open and operational for the benefit of students who are still in the school.
- Early each fall, the school will make plans for emergency billeting of students within the community in the event a sudden storm or other circumstance makes it impossible to transport children to their homes in rural areas.

### Student Attendance

Regular attendance by students in all their classes enhances their performance and contributes substantially to their rate of progress. While students have a right to access an educational program they also have a responsibility to attend classes regularly and pursue their studies in a diligent manner. Please notify the school when your child will be absent. If your child is absent unexpectedly – such as an absence due to illness – please contact the school as soon as possible in the morning. The school will contact families if we are not notified regarding an absence.

The *School Act* requires students to attend school regularly and punctually and identifies circumstances under which an absence may be deemed as excusable. The Superintendent has been designated as the Attendance Officer for the Division.

### Procedures

The Principal shall ensure that an accurate record of student attendance is kept.

The Principal shall establish procedures with students who are inexcusably absent from school or classes.

These procedures should reflect:

- 2.1 Efforts to work directly with the student to resolve the issue;
- 2.2 Ongoing communication and consultation with the parents concerning the attendance problem;
- 2.3 Progressively more serious consequences for students who are persistently and inexcusably absent.
- 2.4 Referral to the Divisional Attendance Officer if an attendance problem cannot be resolved.

3. The Principal shall advise parents to:

- 3.1 Schedule medical, dental or other such related appointments at times that do not conflict with the regular hours of instruction;
- 3.2 Remind students that they are responsible to obtain the material covered in class during their absence.
- 3.3 Phone or send a note to the school explaining the reasons for a student's absence from class.
4. The Attendance Officer shall review all cases that have been referred and, in consultation with the school and the parents, determine an appropriate course of action. If a resolution cannot be achieved, a referral to the Provincial Attendance Board shall be a consideration.
5. Students who are 16 years of age or older and who do not attend regularly and punctually may be asked by the Principal to withdraw from school. In the event the student is not an independent student, such action will be taken only after discussion with the parents.

### Report Cards

Academic standing reports are issued three times a year. TCS and ECCS are delivering reports to families electronically via Power School but families can access updated information about academic standing as the marks are entered. Instructions on how to access this format were sent home separately. Parent-teacher interviews are held twice a year. Parents are asked to call in and make an appointment for their interview. If the times are unacceptable, arrangements for an alternate time will be made between parent and the teacher.

### School Grading Practices

#### Grading Practice Foundations

A student's mark will not include the teacher's assessment of their behavior, attitude or effort. The mark on the student's report card will indicate the success the student has had in achieving the prescribed curriculum outcomes for a specific Program of Studies.

Effort, participation, attitude, and other personal and social characteristics are important parts of a student's education and growth. These will be reported separately on the report cards and through other contact with the parents and students.

Students and parents will be informed of the teacher's evaluation practices. Course outlines will indicate how the teacher arrives at marks for each semester and how final marks are calculated.

#### Factors We Will Not Use To Determine an Achievement Grade Include:

- Attendance, behavior, attitude, class average, Bell Curves, or other formulae for distribution of marks. Students will be given a grade based on their achievement of curriculum outcomes.

#### We will determine fair and accurate grades for students by:

- Keeping accurate records, maintaining student portfolios, informing students of grading practices, specifying expectations for assignments and emphasizing achievement areas that are most beneficial to the student.
- Not all evaluations and assessments need to be used in calculating a final grade. Some assessment is formative, that is, designed to let the teacher and student know what concepts have been learned and which concepts or skills need to be developed further before a summative or final evaluation is made.

#### When we collect and crunch data for report cards, we will ensure that:

- Grading is not so rigid that students receive a mark of 49%, thereby failing the course, or a mark of 79%, thereby losing honours standing. Students close to these marks will be given opportunities to redo assignments, tests or quizzes in order to raise their mark to a pass or to honours standing.
- Assigning a score of zero to work that is late or missed or neglected does not accurately depict student's learning. We will attempt to come up with solutions to the problem of missing work and assignments in order to have some data that is representative of the student's achievement and understanding.

#### In determining a final grade, factors we will take into consideration include:

- Using summative evaluations based on outcomes outlined in the Alberta Learning Program of Studies, using formative evaluations, using student portfolios and using the most recent achievement of the student where appropriate.



## Report Cards Continued

**Extenuating student circumstances and professional judgment may also affect the student's final grade.**

Some report marks may be based on material that has been modified to meet the needs of an individual student. It is important, however, that parents are informed about a student's actual progress in achieving the curriculum outcomes from the Alberta Program of Studies.

### **We will report academic achievement and progress by:**

- Developing report which will keep achievement of curriculum outcomes separate from personal and social characteristics.
- Maintaining student portfolios.
- Parent-teacher interviews.
- Having rubrics or other grading tools readily available in order that students and parents can understand the students progress in achieving the outcomes specified in the Program of Studies for their grade level.

### **We will report work habits and behavior by:**

- Designing report with sufficient space to report on Effort (Participation and Quality of assignments and test preparation) and Behavior (Learning in Groups and Following Rules.)

### **We will inform students about how we grade by:**

- Distributing course outlines that summarize the course outcomes and evaluation.
- Familiarizing students with the instruments which will be used for assessment, rubrics, test outlines,
- Making students aware of test dates, test formats, and appropriate study strategies well in advance of summative assessments.

## Playground and Outside Areas

**Goal:** To provide a safe, supervised outdoor environment where students can play during and after school

### **Responsible Behaviour**

- Students will play in the designated playground/field area.
- Everyone will treat others with dignity and respect. No rough or physically dangerous behaviour is acceptable.
- When the bell rings, students will quickly leave the play area and proceed in an orderly fashion into the school.

### **Consequences for Inappropriate Behaviour**

When a student misbehaves, staff will calmly and consistently implement the mildest consequence that is appropriate.

- Verbal reprimand.
- Assign a short time-out.

### **Encouragement Procedures**

Staff will consistently encourage responsible behaviour through positive interaction.

- Staff supervising the area is expected to interact positively with students.
- When appropriate, staff will provide positive feedback to students behaving responsibly.



## Lunch Rooms

**Goal:** To provide a pleasant, orderly environment in which students can enjoy their lunch break.

### **Responsible Behavior**

- Students will be seated.
- Students remain seated until they finish lunch.
- Students will use a quiet, soft voice when speaking.
- Students will show respect for each other and the lunch supervisor by cleaning up their own eating area.

### **Consequences of Misbehavior**

When a student misbehaves, lunch supervisors will calmly and consistently implement the mildest consequence that is appropriate.

- Encourage positive choices.

Positive practice – have the student try again.

#### **Misbehaviour in a group / at a table:**

- Assign a student to a different table or area
- Seat the student away from other students
- Assign a time-out
- Inform school administration
- Contact parents if necessary

### **Encouragement Procedure**

Lunch supervisors will consistently encourage responsible behaviour through positive interactions.

- Initiate positive attention and friendly interactions.
- Provide verbal praise for following lunchroom rules and expectations.

### **Supervision Responsibilities**

- Lunchroom supervisors will strive to maintain an orderly environment at all times and consistently enforce the behavioural guidelines in a positive manner.
- Lunchroom supervisors will communicate with respective classroom teachers on a regular basis so that students can see that we are working together and in support of each other's efforts.
- Any extreme misbehaviour will be referred to the principal for further action.

### **Teaching Responsibilities**

- Teachers will clearly outline behavioural expectations of students during the lunch break.
- Responsible behaviour will be encouraged, recognized and rewarded.
- Classroom teachers will maintain ongoing communication with the lunchroom supervisor(s) in order to provide support and assistance in the form of praise to students when they act responsibly and consequences for those who act inappropriately.



### On the Bus

**Goal:** The transportation of students to and from Theresetta Catholic School will be safe for students. The school bus will be an orderly place where students and adults will treat each other with dignity and respect.

#### **Responsible Behaviour**

**Waiting for the bus:** Students will wait for the bus on the sidewalk or in the designated area. The bus must come to a complete stop before students board the bus.

**Riding the bus:** Students will sit down immediately and remain seated at all times when the bus is moving. All seats are to be shared. Students should speak in a quiet voice at all times and be sure to speak to other students and the bus driver in a courteous and respectful manner.

**Departing the bus:** Students will wait until the bus comes to a full stop and leave in an orderly fashion.

#### **Consequences for Misbehaviour**

When a student misbehaves on the bus, the following strategies will be used:

##### **The bus driver or student monitor will:**

- give the student a verbal reprimand
- request that the student stop the inappropriate behaviour
- report the behaviour to the principal if further problems occur.

##### **The principal will:**

- discuss the problem with the student involved
- discuss potential solutions with the student and have the student complete a self improvement plan
- discuss the problem with the parents/guardians - team approach to an improvement plan.

Continued misbehaviour on the bus may result in temporary or permanent withdrawal of bus riding privileges.

#### **Supervision Responsibilities**

- Staff supervises after-school loading of busses at dismissal time
- The bus driver is responsible for the safety of the bus and passengers. The principal in consultation with the supervisor, bus driver, and parents will deal with any student behavioural complaints.

#### **Teaching Responsibilities**

Teachers and parents are encouraged to discuss appropriate "on the bus" behaviour with students. This discussion should consist of the guidelines, expectations and consequences. If problems arise during the school year, staff and parents are asked to repeat the discussion.



## **Student Discipline Policy**

*At Theresetta, we treat discipline issues with dignity and respect towards the child. We believe that each child is unique; therefore, the procedures for discipline become unique to each child. Students shall be given opportunity to choose the behaviour that is appropriate or expected by each teacher. Like anything in life, when you frequently disobey rules or not follow expectations, there are consequences for your choices. The following guidelines will be followed to allow students to make good choices.*

### A Reminder –

Unacceptable behaviour will be identified – choice of behaving appropriately or moving to step 2 will be given.

### A Second Reminder -

Unacceptable behaviour will be identified – choice of behaving appropriately or moving to Step 3 will be given.

### In-Class Time Out (10-15min)

Or to a period end – choice of behaving appropriately or moving to Step 4.

Time will be set aside at recess and noon if there is non-compliance.

Complete assigned learning demonstration or practice

### Out-Of-Class Time Out

In the time out area – choice of behaving appropriately or moving to Step 5

Completion of Personal Behaviour Report / Parents may be informed of behaviour.

Served under supervision – students will not be in the hallway unsupervised.

### In – School Suspension

Misbehaviour will result in an In-School Suspension

Parents will be informed of behaviour

Students will be given an opportunity to improve the situation through logical, restorative measures. For example, if a student has muddy shoes and wears them in the school, they can always clean the mud to improve the situation.

## **Major Offences**

A student may receive an in-school suspension or an out-of-school suspension from the principal depending on the severity of the incident.

Demonstration of the following will be considered a major offence:

- Defiance and refusal to follow the reasonable request of a school staff member (i.e. open opposition to authority/ wilfully disobedient.
- Frequent use of improper or profane language or gestures.
- Fighting or physical abuse toward staff or other students
- Bullying
- Wilful destruction of property or stealing.
- Conduct deemed injurious to the moral tone or well-being of the school.
- On-going involvement in minor offences.

### **Consequences for major offences:**

If the incident is severe and beyond the realm of the classroom teacher, the issue should be referred to the administrator.

Consequences may include one of the following:

#### In –School Suspension (1-2 days)

Administration review, counselling offered. Verbal and written agreement to behave appropriately.

Parents may be informed of behaviour.

If a student repeats, move to Step 2.

#### Out –Of-School Suspension (1-5 days)

Administration review, counselling offered. Verbal or written agreement to behave appropriately.

Parents, Superintendent and school board will be informed of behaviour.

## **Teaching Responsibilities**

Teachers will clearly outline behavioural expectations of students in classrooms, hallways and washrooms. Students will be informed of the rationale for the procedures (safety, respect, setting a calm tone in the school). The expectations, responsibilities, and consequences will be presented in a way that shows that students and staff want to work together to ensure a safe environment where we treat each other with dignity and respect.

## *Theresetta Catholic School Cell Phone Policy*

### Rationale

While the use of technology is imperative, it is important that technology be used in an appropriate manner in the right environment. Cell phones do not form part of the necessary learning tools at TCS and are often disruptive to the learning environment.

To improve learning opportunities through increased class attentiveness, clearer focus and reduced distractions the following policy will be adhered to.

### Policy

All cell phones will be put away upon entering school property and stay away for the duration of the school day while on school property or at school-sanctioned events. Cell phones are to be kept in the student back pack/locker.

Theresetta recognizes that it is sometimes important for parents to reach students. If parents need to pass on messages to a student, a phone call can be made to the school office who will ensure that the student receives the message. If students need to contact their parents during the day, they are to ask their teacher for permission to use the phone in the main office or to use their personal device while supervised.

On the first violation of this policy students will be asked to put their device back in their backpack or locker. For the second violation it will be confiscated, held in the school office and returned at the end of the school day. With the third offence the device will be held in the office and be returned to the student's parent or legal guardian.



## Theresetta Catholic School Dress/Hygiene Code

### Rationale

As a Catholic school, the goal of our Dress/Hygiene Code is to provide a positive and safe learning environment that reflects our virtues of decency, modesty and respect.

Students are expected to dress in a manner which is appropriate for the school day or for any school event. All students shall come to school dressed in a comfortable, clean, and neat manner that allows them to be authentically who they are, while also meeting the standards stated below.

Students at Theresetta **must** wear:

- Clean indoor shoes with non-marking soles
- Clean clothing that covers undergarments
- Clothing with modest necklines and hemlines
- Clothing that is appropriate for the weather
- A separate set of clothing for Physical Education class (Grade 5-9 students only)

Students at Theresetta **may not** wear:

- Clothing that display slogans or advertising which is controversial, obscene, offensive and/or depicting drugs and alcohol
- Hats, hoods or toques unless for school sanctioned events. Grade 7-9 students are invited to wear hats on Fridays.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- Principal will have a private conversation with student about the concern in a manner that respects their privacy and dignity.
- The student will be presented with the following options:
  - 1) Wearing another article of their own clothing which they have at school that is in alignment with the standard
  - 2) Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
  - 3) Borrowing an article of clothing from a friend that is in alignment with the standard

If you have any questions, concerns or suggestions for this dress/hygiene code please feel free to contact Miss Hepp.

**This dress code is based on policies from schools in both the Calgary Catholic School Division and Edmonton Catholic School Divisions.**



## *Theresetta Catholic School Athletic Policy*

### Rationale

At Theresetta we are very proud of our athletic programs offered to our students and the success our teams have shown over the years. We believe that every student in the building deserves the opportunity to be on a team and participate in organized sport.

It is important to note that our Junior High teams are competitive in nature and playing time will be based on player skill level and is done at the discretion of the coach.

### Student Expectations

- Maintain good academic performance and school attendance
- Show responsible school behavior during school hours and during athletic events
- Demonstrate commitment to their team
- Attend practices
- Show good sportsmanship

### Student Eligibility

Students will not be eligible to compete in games/tournaments in the following circumstances:

- Missing classwork/homework that is more than 3 days late
- If absent from school for an unexcused reason on game day
- If placed on in or out of school suspension

### Sport Specific Athletic Policies

Each individual coach at Theresetta follows this Athletic Policy, but can create a sport specific policy that outlines their criteria in more depth. These specific policies are approved by the principal and shared with both players and parents.

### Grievance Procedure

If parents/guardians should have any questions or concerns about any issue relating to an athletic event, the following steps should be taken:

- Refrain from approaching a coach the day of the grievance and observe a 24 hour waiting period. This will allow a more private and positive setting to be established to discuss the situation.
- If the coach and parent/guardian can not resolve the situation, then both the parent and coach should notify the principal.
- If the problem remains unsolved, then the parent can take the problem to the Superintendent of ECCS.



# **Theresetta Catholic School Policy on The Use of Alcohol, Tobacco, Vaping, Drugs and Possession of Dangerous Items**

## **Rationale**

Since the actions of students allow others in the community to develop a perception of the school, creating and maintaining a positive image in the community is a special responsibility for all our students. Smoking cigarettes, vaping, drinking alcohol, doing drugs, and being in possession of weapons is not permitted in the vicinity of our school, the school grounds, within the building, or at any school sponsored activities. Tobacco and vaping products will be confiscated and will not be returned to students. Incidents regarding drugs, alcohol, and weapons will involve the R.C.M.P. and result in student suspension.

## **Procedure**

- Students caught smoking or vaping on school premises will be subject to immediate suspension, and products will be confiscated and turned over to the R.C.M.P. (confiscation will take place in the presence of a witness)
- Students who possess drugs and/or alcohol on school premises will be subject to immediate suspension, and substances will be confiscated and turned over to the R.C.M.P. (confiscation will take place in the presence of a witness)
- If a student is deemed to be under the influence of drugs or alcohol at school they will not be permitted on school property, and will be subject to immediate suspension
- Students who possess dangerous items on school premises will be subject to immediate suspension, and weapons will be confiscated and turned over to the R.C.M.P. (confiscation will take place in the presence of a witness)
- Parent/guardians will be notified of all school-related alcohol/smoking/drug/weapon violations

