

ALLERGY AWARE SCHOOL

We became a Allergy Aware School (peanuts, tree nuts, dairy) as of September 4, 2007. We currently have a number of students that have severe allergies to nuts/dairy products. Even the smell or after touch of areas where nuts/dairy products have been placed, may send these children into distress. We respectfully ask that all parents strongly consider not packing lunches that may contain elements of nuts or bring items to school that also may contain elements of nuts. Safety of ALL of our students is paramount to us and we all need to help these students with their allergies. Thank you for your consideration, cooperation and understanding.

ASSESSMENT AND REPORTING

Student assessment involves many elements that are determined on a continuous spectrum. Student assessment is derived from observations, formal and informal testing, quizzes, assignments, reading, writing, projects and their daily work among others. Each teacher determines your child=s individual assessment. The specific tools used during the assessment are outlined in the long range plans given to each student at the beginning of the year.

Parent-Teacher Interviews are conducted immediately following the formal reporting periods, normally in November and again in March. First Report Cards will be issued on **Wednesday, November 24th**, and Second Report Cards will be issued on **Wednesday, March 16th**. Conferences this year will be conducted on **November 29th & 30th, 2010** and again on **March 21st & 22nd, 2011**. These conferences are conducted either with or without your child present. Each teacher will send home a list of available dates and times prior to your parent-teacher interview so that it may be arranged for your convenience.

Final report cards will be given out on **Tuesday, June 28th, 2011**. The Grade Four Graduation and Closing Liturgy will be held @ 10:00 on this day and the individual Saint Gregory Christian Leadership Awards will be given out at this time. These awards are sponsored by the Knights of Columbus, the school and your Parent Advisory Council.

Final Report Cards will NOT be issued early. Review of the report cards must be completed prior to them being distributed. For parents that are leaving the school early, we require a self-addressed, stamped, envelope and we will mail the report card to you. Thank you for your attention and cooperation to this matter.

BELL SCHEDULE

Please refer to **Appendix A** for the school bell schedule.

The Senior Kindergarten schedules are as follows:

Kindergarten a.m. 8:25 - 11:45 Monday - Thursday, or

Full Day Kindergarten 8:25 - 3:03 Monday - Thursday or Monday & Wednesday

The Senior Kindergarten Programs begins **Wednesday September 1st and/or Tuesday, September 2nd, 2010**. A staggered entry exists for both of the senior kindergarten classes.

The Junior Kindergarten schedule runs Mondays and Wednesdays, a.m or p.m, from **8:45 - 11:15 or 11:45 - 2:15** beginning **Wednesday, September 8th through Wednesday, June 15th, 2011**.

BUS SCHEDULES

Bus Schedules are handled through Beaupre Bus Lines and will appear in the Hinton Parklander in August with the scheduled routes and times. All questions regarding busing should be forwarded to **1-800-762-2356** or **817-2111**.

Busing is currently offered for students in grades K & 1 with no cost to the parent. **Students wishing to ride the bus who are in grades 2 - 4 and live within a radius of 2.4 km of the school will be required to pay a fee of \$200/year/child. No busing arrangements are available for Junior Kindergarten Students.** The Board Policy regarding busing is **Policy 9000** which is located in **Appendix B**.

CALENDAR

A copy of the school calendar for the **2010/11** school year is located in **Appendix C** & also located on the website. Modifications to the calendar start and end times was made for this year. Please refer to the bell schedule for these time changes.

COMMUNICATION

Information is generally sent home on **Wednesdays** of each week with the oldest child of each family within the school. Exceptions to this rule are rare, but may occur.

In addition, Monthly Newsletters will be sent home for your information. These newsletters will be sent home either prior to the beginning of the month or on the first Wednesday of that month. The newsletter will contain short summaries of events that are about to happen at our school or the results of events that have previously happened.

Although the school has two formal parent-teacher conferences during the school year, you are encouraged to contact the office or specific teachers at any time, by telephoning the school at **865-4555**. We will attempt to return your call as soon as possible. Teachers will return calls during their breaks or after school.

Often, the most productive communication comes from informal visits and we welcome you to come and visit with us. We encourage you to become a school volunteer. Please refer to the School Council Information to find a list of volunteer positions available.

CURRICULUM GUIDES FOR CATHOLIC EDUCATION

Curriculum Handbooks for Parents in grades kindergarten to grades four are available at our Parent Information Center located in our office or you may print off your own copy by visiting the government web site <http://www.lrc.learning.gov.ab.ca>

All students attending Saint Gregory Catholic Elementary School are expected to follow the religious education program as follows:

| | |
|--------------|-----------------------------|
| Kindergarten | Images of God |
| Grade 1 | We Belong to God |
| Grade 2 | We Belong to the Lord Jesus |
| Grade 3 | In the Spirit We Belong |
| Grade 4 | Come and See |

In addition, each student is expected to attend our special monthly celebrations held in our gymnasium or at Our Lady of the Foothills Catholic Church. Parents and friends are encouraged and welcome to attend all of our celebrations.

Retreats for grades one to four will be organized in the school gymnasium early in **June of 2011**.

DAILY ANNOUNCEMENTS AND PRAYER

Our morning begins with a morning greeting followed by various announcements relative to our

day. Parts of the announcements include the singing of O=Canada, the reading of Feast Days of various Saints, a prayer from Children=s Prayers, saying Our Lord=s Prayer and a variety of general comments relative to our day.

On Monday=s we announce our Stars of the Week where students are recognized for their positive contributions to our school and for their hard work. A group picture is taken while they wear their Stars of the Week Stickers. All Stars of the Week enjoy cookies and juice on the last day of the week. Please come in and view our Stars of the Week on our Stars of the Week Wall!

DISCIPLINE

Philosophy: Our philosophy towards discipline formulates around a **Christ-Centered approach, WWJD AWhat Would Jesus Do@**. We believe and focus on expectations that lead to self-regulation and self-discipline. Teachers are expected to intervene and handle routine discipline issues when this expectation is not being met. All consequences for discipline are handled in a positive manner with emphasis on behavior change. Parents are routinely asked to work with discipline of a child in a partnership format.

Goals:

- 1) To emphasize self-regulation and self-discipline.
- 2) Students should repent for wrong doings on their own.
- 3) To develop positive, rewarding behaviors.
- 4) To stress the saying, >do unto others, as you would have them do unto you=.
- 5) To focus on prevention, rather than reaction, through our health and religious education studies, as well as discussions about our weekly characters and positive role modeling by staff and parents.
- 6) To correct misbehavior, not to punish punitively.

Guidelines:

- 1) Identify the misbehavior and immediately address the concern.
- 2) Encourage all students to report misbehavior to supervisors or staff.
- 3) Foster an environment of self-control and self-discipline towards themselves and others.
- 4) All staff, at all times, should take an active role, when approached by a student with a concern.
- 5) All students must be monitored at all times

Rules:

- 1) Identify the behavior.
- 2) Intervene when necessary.
- 3) Investigate - listen to all parties.
- 4) Develop a plan of action to solve the issue.

- 5) Apply appropriate consequences or restitution.

Steps: Due Process

Major Offences:

- 1) Fighting - distinguish between play and not play fighting.
- 2) Swearing - a common sense approach to this issue.
- 3) Disrespect to others.
- 4) Bullying.
- 5) Harmful or hurtful behavior.
- 6) Property damage.
- 7) Theft.

Steps to be taken for major offences:

- 1) A formal write-up must occur using the discipline report provided in our staff book.
- 2) Student(s) are brought to the office.
- 3) Discipline files are researched.
- 4) Parental contact is made.
- 5) Consequences are applied.

For the first major offence: Loss of privileges (loss of recess, loss of P.E. class, loss of home activity after parental approval, after school detention)

For second and subsequent offences: At the discretion of administration, in-school or out-of-school suspensions could occur and for the most serious, repeated offences, expulsion.

All other offences other than those listed as major are considered to be minor offences, handled by the supervisor or home room teacher as indicated in our philosophy.

DRESS CODE

Students are expected to wear appropriate clothing, clothing that is not distracting to others or offensive to others in our Christ-Centered Learning Environment.

Students are expected to be appropriately dressed for inclement weather conditions. Parents will be reminded, through our monthly newsletters, to ensure their children are dressed warmly during winter months.

FEEES AND SUPPLIES

Saint Gregory presently charges **\$75.00 per month** for our Junior Kindergarten program, for a total of **\$750.00/year**. Parents are expected to write **5 post-dated cheques in the amount of \$150 from September to January** to cover the costs of our certified teacher for the program or pay the entire amount in September. **NO refunds are given for this program.**

Instructional fees for senior kindergarten is currently \$60/year and grades one to four are presently \$65.00/year. The fee is used to cover costs associated with textbook purchases, workbooks, school programs and out-of-school programs, and photocopying where there are no workbooks available. Included within this fee is an agenda for each student. Should a replacement agenda be required, the cost is \$10/agenda. Fees are expected to be paid by **September 30th, 2010.**

A supply list is given to each student with their final report cards. In addition, copies are available through the major department stores in town and at the school office.

HEALTH-ILLNESS/MEDICAL CONCERNS/ACCIDENTS

When registering your child, it is imperative that you **list any and all health concerns** for your child on the registration form so that teachers are aware of any serious health or medical concerns your child may have such as allergies, epilepsy, diabetes, etc.

If your child is going to be away from school for illness reasons, we ask that you **notify the school by calling 865-4555**. When your child becomes ill at school, it may be necessary for us to send your child home for the day. Please ensure that we have an alternate telephone number for emergencies.

When an accident occurs at school, we contact parents or alternates to ensure effective communication and the safety of each child. Accident reports are filled out for the more serious incidents that occur on playground areas. Parents may decide to seek medical assistance when called. If a parent or alternate cannot be reached and in the opinion of the staff, medical attention is warranted, every effort will be made to ensure the safety of the child by seeking medical attention. Ambulance charges are the responsibility of the parent.

INCLEMENT WEATHER

The buses for Saint Gregory will run everyday except in extreme weather conditions. Should extreme weather conditions exist and the decision to cancel buses for the day is made, then this decision will be announced on The Fox Radio at approximately 7:00 a.m.

The school will remain open, even if school buses are not running (**Board Policy 3050**). The decision to send your child to school is still left to the discretion of the parents during severe weather conditions. Parents will be required to drop off and pick up their child during these days.

Our bus line provider is Beaupre Bus Lines and their number is **1-800-762-2356 or 817-2111**.

When extreme weather conditions exist (generally weather below 20 degrees or with wind chills below 20 degrees or heavy rain fall, etc.) the decision to have indoor or outdoor recess will be made by administration or the acting supervisor. Parents are asked to ensure your child is adequately dressed, especially when walking to school on days where weather conditions are not ideal. School doors are open early and access to the school is available to students during these types of days.

KIDS FIRST

The Kids First Early Intervention Program/AISI Project is an educational program that provides early intervention and educational services for children ages four or five who have difficulty with speech, reading or spelling. The primary purpose of the program is to help young children develop to his or her potential, and to prepare the children for entering and succeeding in a Catholic School Environment.

KIDS

Family oriented in a Christ-Centered Learning Environment
Inclusionary practices in a regular class setting
Resources, services and screening
Social language intervention
Transition planning

PARENT INFORMATION CENTER

A Parent Information Center has been developed and continues to be reassessed on a continuous basis. The Center is located within the office and all parents are welcome to access the information from the Center. Please feel free to visit the Center anytime and also to request information that may not yet be at the Center. We would be pleased to hear from you.

PARENT VOLUNTEERS

The Parent Council is constantly looking for volunteers to help with the programs offered at the Saint Gregory School. Parents are encouraged to fill out volunteer forms at the beginning of the year, indicating their preferences for volunteering. Positions available include: Recess Supervisors, Hot Lunch Program Workers, Fund Raisers, etc. A copy of the Parent Council Volunteer Form is available in the office. The Parent Council thanks all current and future volunteers on behalf of the students and staff of Saint Gregory.

PERSONNEL

The Staff of the Saint Gregory Catholic Elementary School include:

| | |
|---------------------|--|
| Principal | Mr. Tim Zarski |
| Assistant | Mrs. Caroline McDonald |
| Kindergarten | Mrs. Laurie-Ell Bashforth Mrs. Mary-Jean Newman |
| Grade One | Mrs. Janet Close Mrs. Barbara Kneteman |
| Grade Two | Miss Lee Ann Cross Mrs. Clare Thorburn Miss Kerri Hoogers |
| Grade Three | Miss Pam Jeck Mrs. Renee Willis |
| Grade Four | Mrs. Lisa Fitzgerald Miss Kathleen Macridis |
| Music | Mr. Wayne Lemire |
| Financial Assistant | Mrs. Danielle Worobey |
| Secretary | Mrs. Colleen Ludwig |
| Librarian Aide | Mrs. Colleen Ludwig |
| Teacher Aides | Mrs. Tanya Carre Mrs. Lynne Kirstein Mrs. Linda Stennes Mrs. Christine Peacock Mrs. Terri Aresenault |
| Early Literacy Aide | Mrs. Tanya Carre |
| Soar To Success | Mrs. McDonald |
| Counsellor | Mrs. Barb Kneteman |

| | |
|--------------------|--|
| Custodians | Mrs. Shirley Roy (Maintenance) Mr. Jimmy Yabut Mrs. Yvonne Hearsey |
| Family Liaison | Mr. Randy Smith |
| Speech Pathologist | Mrs. Julie Griffiths |
| Special Needs Co. | Mrs. Caroline McDonald |

The Central Office Staff of Evergreen Catholic Separate Regional Division No. 2 includes:

| | |
|-----------------------|----------------------------------|
| Superintendent | Ms. Cindi Vaselenak |
| Deputy Superintendent | Mr. Michael Hauptman |
| Telephone: | 1-780-962-5627 or 1-800-825-7152 |

PLAYGROUND SUPERVISION

The following playground supervision rules are listed to support parents who may wish to volunteer and assist with supervision of students during our two recesses. The first recess is from **10:30 a.m. to 10:45 a.m.** and the second recess is from **12:25 p.m. to 1:00 p.m.** We have two main areas of supervision requirements: **Area 1** which is the playground directly in front of the school and **Area 2** is the playground areas behind the school (on top).

Area 1 Boundaries

- Flag pole is the furthest limit.
- Students are not to be on the sidewalk, parallel to the front of the school classrooms.
- Boulder is the furthest limit on the hill side.
- NO STUDENT may enter the parking area for any reason.

Area 2 Boundaries

- Outside goal posts are furthest limit on field.
- Students must be visible from lower hill area. They are not allowed past the second set of steps from the top.
- Students are not allowed to go beyond the smaller playground area towards Area 1

Student Rules of Conduct

- Play cooperatively
- Use appropriate language
- Respect the rights of others
- NO wrestling/play-fighting allowed
- Must slide down the slide, no climbing up
- No twisting or high jumps off the swings or side swinging
- One hand tag playing allowed, NO two-hand tag playing
- NO snow or rock throwing allowed

Supervisor Rules

- Last person to leave the supervised area
- Permission must be given for students to enter the school during recess, students must be accompanied by another
- Supervisor should handle discipline issues by issuing verbal warnings (minor offences), Fencing (more serious offences), Walk with the supervisor (problem solving strategy).
- For major offences, students should be sent to the office. A written account must be given to administration when the supervisor has time to write up the report, a verbal account will allow administration to begin the investigation

SAFE ARRIVAL PROGRAM

At Saint Gregory, we have a >Safe Arrival Program=. If a student is not present at the time of registration (8:30 a.m.), and we have not been informed of the reason for absence, our secretary will call the home to make sure the student is safe at home. We do this as a courtesy to ensure the safety of all of our children. We ask that parents call the school, after 6:30 a.m., prior to 8:20 a.m. to notify the school of absences.

Students arriving late are asked to report to the office prior to going to class.

SCHOOL COUNCIL

School Councils are designed to allow all their members to collaboratively help make major decisions about policies, programs and services along with the allocation of funds to support them.

The mission of Saint Gregory=s School Council is to encourage, support and aid in the existence of a Christ-Centered Educational Learning Environment.

Any parent or guardian who has a child registered at Saint Gregory is eligible to be elected as a member of the school council executive. The school council executive is also the executive for the Parent Advisory Committee. The school council consists of parents whose students attend the school, the principal, one teacher representative and a community representative. The school council executive positions are held for a period of one year. Each June, an annual meeting takes place to elect the school council executive. Regular school council and parent advisory committee meetings are held every second Wednesday of each month.

The parent advisory committee consists of members who help coordinate and fund raise on behalf of the students.

The School Council Executive and Parent Advisory Council for the 2008/09 school year is as follows:

| | | |
|-------------------|--------|--------------------------------------|
| Chairperson: | | Mrs. Marcy Mullen 817-208 1 |
| Vice-Chairperson: | Absent | |
| Treasurer: | | Absent |
| Secretary: | | Mrs. Ashlee Bennett 865-4836 |
| Principal: | | Mr. Tim Zarski 865-4555 |
| Teacher Rep: | | Mrs. Caroline McDonald 865-4555 |
| Community Rep. | Absent | |
| School Trustee | | Mr. Ron McKay 865-4618 |
| Hot Lunch Co. | | Mrs. Marci Mullen 817-2081 |
| Fund Raising Co. | | |
| Book Fair Co. | | Mrs. Danielle Worobey/Colleen Ludwig |

M
r
s
.
C
o
l
l
e
e
n

L
u
d
w
i
g

8
6
5
-
4
5
5
5

SCHOOL HOURS

Junior Kindergarten

**Mondays &
Wednesdays a.m.
8:45 - 11:15
p.m. 11:45 - 2:15**

Kindergarten

**Monday -
Thursday
a.m. 8:25 -
11:45**

Full Days

8:25 - 3:03

Grades 1 - 4

**Everyday
8:30 - 3:03**

Recess

**a.m. 10:30 -
10:45
noon 12:25 - 1:00**

SHOE SCHOOL POLICY

The school has a two-shoe school policy. Students are expected to have two pairs of shoes at school, one pair being an indoor pair. Outdoor shoes are to be removed upon entrance to the school and placed on a boot rack or placed in their lockers (if not wet). Students are then asked to put on their indoor shoes for the remainder of the time they are within the school. Indoor shoes **must be NON-MARKING**. Please check your child (ren=s) shoes, for marking, prior to purchasing them or bringing them to the school. We thank you for your cooperation to this issue.

SPECIAL NEEDS STUDENTS

Special needs students at Saint Gregory are categorized into one of three areas:

- 1) Program Unit Funding (P.U.F.) Students in Kindergarten
- 2) Mild/Moderate Disabled Students
- 3) Severely Disabled Students.

All special needs students are included in the regular education programs offered at their appropriate grade level placement. Each of these students will be placed on an Individual Program Plan (I.P.P.) which addresses the particular academic, emotional, behavioral, physical, etc. needs of each student. The Individual Program Plan of each student is set up to reflect the curriculum requirements and needs of each child.

Parents that have students categorized as special needs are able to access two publications from Alberta Learning: 1) Guide to Education: for students with Special Needs and 2) Partners During Changing Times: An Information Booklet for Parents of Children With Special Needs.

An informed parent is an active member of the >team= approach taken at Saint Gregory and parents are encouraged to actively participate in the educational program structured for your child.

An Early Literacy Program is offered to students in grades kindergarten to grade two who are experiencing difficulty in developing early literacy skills. The program is a very intensive, well structured program intended to remediate those difficulties experienced. The program initiates instruction and remediation in the areas associated with language learning, specifically, reading, listening, speaking, spelling, writing, viewing, representing and comprehension. This program works extremely well with the support of parents reinforcing the skills acquired.

Saint Gregory also offers an Early Literacy Program for students in grades three and four, called, Soar to Success. This program also emphasizes remediation in reading, writing, spelling, grammar and comprehension skills. Again, this program also requires the support and reinforcement of skills learned by the child with parents at home.

STUDENT ACTIVITIES

Holy Childhood Association

Students, Parents and Staff are involved in the Holy Childhood Association in two ways: during Halloween students collect money for underprivileged children and during Christmas, we run Operation Christmas Child, where shoe boxes are filled with essentials for needy children living in

third world countries.

Christmas Hamper Project

The Christmas Hamper Project is run through the town of Hinton and the parents, students and staff of Saint Gregory become actively involved with this project. Students are asked to bring non-perishable food items to fill these special boxes with food for the needy families of Hinton. This past year, we filled eleven food hamper boxes.

Intramurals

During the months of December, January, February and March students in grades three and four are welcome to play organized games in the gymnasium during lunch hour recess. Specific days are set aside for these two grades.

Birthdays

Each student and staff member have their birthdays announced over the intercom as recognition of their special day. If their name is the same as a Feast Day Saint=s name, they are again recognized on that day. All students are given a birthday cards, Holy Cards, Holy Medals and asked to choose a birthday gift from the treasurer box.

Tooth Awards

Each student in grade one who loses a tooth is given a AI Lost A Tooth Award@ certificate and given various tooth awards. The students= name is placed on a large tooth which is pasted to the principal=s office door.

Stars of the Week

Beginning in the month of October, students are selected from each class to be representatives for that class for the week by being nominated as Stars of the Week. Students are given stickers to wear and their picture is taken and posted on the Star of the Week Wall. At the end of the week, all Stars are treated to cookies and juice with the principal.

Fun Track and Field Day

The Staff of Saint Gregroy have developed a fun filled day for students to participate in various events. Teams will be developed with each team having representation from grades 1 - 4. The event will usually take place in the month of June. The Parent Advisory Council will be hosting a prepaid lunch on this day.

Bike Rodeo

The Parent Council will be hosting a bike rodeo for all students to participate. This event will be held in the parking lot of Saint Gregory. This event is usually held in the month of June, every second year.

Family Dance

A committee will host a Family Dance/Silent Auction prior to the Christmas Break. The event is held in the school gymnasium.

Dinner and Desert Theater

The staff and students will perform a magical performance on a Friday evening as a Dinner Theater and on Saturday afternoon as a Desert Theater. Tickets are sold for this event.

WEB PAGE

Please visit our web page at the following address: sgces.ca