



SCHOOL HANDBOOK

#300, 56 Holt Street, RED DEER, AB T4N 6A6

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PRINCIPAL - Mrs. Terri Lynn Mundorf

VICE PRINCIPALS - Mr. Brandon Heck and Mr. Adam Sia

Greetings from Your Administrator Team – Mrs. Terri Lynn Mundorf, Mr. Brandon Heck and Mr. Adam Sia

Welcome to 2019 - 2020 school year

We are very excited to begin another year of year - round Catholic Education with the students, parents and staff at St. Patrick's Community School. We take great pride in our Catholic educational programming that we provide to our families. We live by our mission that as partners in God's community, we believe that we are responsible to build an atmosphere of Christian learning and love through praying and learning together as contributing members of St. Patrick's Community School. We believe that by having and displaying a growth mindset, working hard and collaboratively, we can attain success within St. Patrick's School community, through the grace of God. We ask for God's continued blessings on everyone who encounters and contributes to our school community and pray that all students, parents, and staff have a rewarding year.

We encourage our students to use this agenda in the following ways:

- To set goals for spiritual, academic, athletic, cultural and social growth.
- To list homework assignments, upcoming tests and other school related items.
- To use as a communication device between home and school.
- To use as an overall time-management tool for organizational purposes.

ST. PATRICK'S VISION

"Pursuing greatness– Strengthening Community" **"Whole Year, Whole Child"**

School Website: <http://stpatsschool.ca/>

Facebook: <http://facebook.com/StPatsRD>

Twitter: <https://twitter.com/Stpatsrd>

Alberta Education Website: <http://www.education.alberta.ca/>

Our division theme this year is
Lord, light the path and I will lead others.

School Division Mission Statement

Red Deer Catholic Regional Schools is committed to serving the children and the parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the district.

Our schools are gospel-centered communities of hope, fostering a Catholic Christian value system within a pluralistic society. We endeavor to build a Catholic Christian community by following eight Principles of Practice.

We make Christ's life, mission, and teaching our focal point of belief and conduct within our Catholic schools. Therefore, the education of the whole child – intellectual, aesthetic, emotional, social, physical, and spiritual – IS OUR SERVICE COMMITMENT.

Principles of Practice

- **We honor our children**
Our schools are child-centered communities. We celebrate each student as a unique child of Christ through our love, caring and respect.
- **We provide a safe and secure environment**
Our schools provide an environment of belonging for all children through gospel-centered communities of hope.
- **We live and proudly proclaim our Catholic Christian faith**
Our faith permeates our thoughts, words and deeds as we model Jesus, serving children first.
- **We provide quality education in a Catholic environment**
Our schools maintain high standards of academic achievement while fostering lifelong faith development.
- **We pray as an education community**
Our Catholic Christian education system reflects the communion of home, school and church providing daily opportunities for prayer and celebration of our faith
- **We practice servant-leadership**
Staff members are committed members of our faith community who serve the family, school and church.
- **We focus on our mission through clarity of purpose**
Our Catholic Christian faith is clearly and consistently communicated and supports our unique and distinct ministry.
- **We value our staff**
Our staff members are an integral part of our community and we affirm their ministry and life long journey.

2019 - 2020 St. Patrick's Calendar

Office Opens	August 6
1st day for students	August 12
PD day (no school for students)	August 28
Labour Day Holiday	September 2
PD Day (no school for students)	September 20
PD Day (no school for students)	October 4
No School in Lieu of PSTI	October 11
Fall Break Holidays	October 12 - 20
Remembrance Day (no school)	Nov 11
PD Day (no school for students)	December 13
Christmas Holidays	Dec 21 - Jan 12
PD Day (no school for students)	January 31
Family Day Break	Feb 17 and 18
Teacher PD and Convention	Feb 19 - Feb 21
No School in Lieu of PSTI	Mar 20
Spring Break	March 21 - April 5
Easter Break	April 10 - April 13
PD Day (no school for students)	May 15
Victoria Day Holiday	May 18
Last Student Day	June 26
Teacher Admin. Day	June 29

School Hours

Office Hours: 8:00am - 4:00pm

The doors to the school open and supervision of students starts at 8:25 am. and students are dismissed at 3:15pm, with the exception of Monday which is a 2:05 pm dismissal.

St. Patrick's Community School promotes a Peanut-Safe School. Unfortunately, we cannot guarantee a nut-free environment.

Students' Rights

All staff and students of St. Patrick's Community School will make every effort to ensure that students in our school have the right to:

- Learn in a safe, peaceful, and Catholic environment
- Know what behavior is expected of them while at school or on school functions
- Be protected from physical harm and verbal abuse
- Have positive behavior recognized and reinforced
- Have their concerns heard
- Be treated fairly, with kindness and caring

LIFE (Lived Inclusion for Everyone) Framework

Schools may establish a student group, which engages in discussion and activities related to diversity and justice issues, including support for students belonging to social minorities. Students may provide leadership and will receive support from staff to continue to build inclusive communities, aligned with our Catholic teachings.

Parents will be notified if any groups are formed that engage in discussion and activities related to diversity and justice issues, including support for students belonging to social minorities. If you wish further information please contact your principal.

Students' Responsibilities

All students are expected to:

- Perform their role as a student learner to the best of their ability
- Treat others in the school with kindness and respect
- Promote the safety of our entire school
- Respect, listen to and respond to teacher or adult supervisors
- Follow school and classroom rules and regulations set out by teachers
- Take pride in the facility and resources at school and treat them with respect
- Monitor other students and encourage positive conduct by everyone
- Attend school every day - on time

Cell Phones

To protect students' rights, as well as uphold the Freedom of Information and Privacy Act, students are not permitted to use cell phones or cameras on the school campus or during school activities unless the teacher is supervising. Parents, we appreciate your support in reinforcing this policy with your child. Cell phones can be distracting to your child's learning and if you need to contact your child, please call the school office at 403-343-3238. Accommodations can be discussed for emergency situations. On a first occurrence, the cell phone will be taken away by the teacher; on a second occurrence, the cell phone will be turned in to the office to be picked up at the end of the day; on a third occurrence, the cell phone will be taken to the office to be picked up by the parent.

SCHOOL PROGRAMS

RELIGION CLASSES AND CELEBRATIONS

All students are expected to attend religion classes and celebrations that take place during the normal school day. We encourage parents to attend these celebrations to highlight the importance and enrichment that religious commitment offers to our lives.

Our school is a member of Sacred Heart Parish. Throughout the year children will celebrate Mass at the Church. Preparation for the celebration of the Sacraments is carried out in cooperation with any parish connected with our students.

ACADEMIC PROGRAM

The Core Program for Middle School includes: English Language Arts, Mathematics, Science, Social Studies and Religion. Other required courses are: Physical Education, and Health.

The Career and Skill Development (CSD) courses will meet the CTF requirements - Career and Technology Foundations as set out by Alberta Education.

The school year is divided into 3 trimesters. Report Cards for all students in Grades 1 - 9 are available online and are not printed off. Parents are encouraged to access current academic information as well as important school information at any time using the internet via ("PowerSchool" at <https://powerschool.rdcrs.ca/public/home.html>). Information regarding the website and your student's ID and Password will be sent home at the beginning of the school year. Parent/Student/Teacher Interviews are schedule twice a year in the fall and spring.

FINAL EXAMS

All Middle School students are required to write final exams in all four core courses. Final exams are usually written during the last week of June. These exams count towards a portion of the final mark. Grade six and nine students write Provincial Achievement Tests (PAT's) while all other middle school grades write final exams prepared by their core subject teachers.

In preparation for these exams, an extensive structured review process of course material is completed prior to the exam day. The mark from the Provincial Achievement Test is included as part of a student's final grade.

HOMEWORK

Students are expected to complete unfinished classroom assignments as homework. All students are encouraged to do daily home reading. Students having difficulty keeping up with assignments will be given extra assistance. Teachers are encouraged to communicate with parents/guardians through the St. Patrick's webpage, email, the agenda, PowerSchool, Edsby, phone calls and/or parent meetings.

DIGITAL FLUENCY

In support of digital fluency, students complete "digital citizenship" modules when they learn about internet safety.

DAWE CENTER LIBRARY

We are privileged to utilize Red Deer Public Library Dawe Branch as our school learning commons. For more information call (403) 341-3822 or visit www.rdpl.org.

PHYSICAL EDUCATION

Physical Education is compulsory for all students. In middle school, students must wear gym clothes and running shoes designed for GYM USE ONLY (NO BLACK SOLES). The focus of physical education is to promote a life-long active lifestyle.

AWARDS

At middle school, an awards celebration is held after each term with a final celebration in June to recognize students who have achieved a high level of academic, social, athletic, and spiritual excellence. As a result of dedication, hard work, continuous improvement and demonstration of a Christian attitude, students have the opportunity to be recognized for their worthy contributions in making St. Patrick's an excellent learning community.

Elementary success assemblies are held throughout the year to recognize academic achievement, spiritual growth, and good citizenship. We endeavor to acknowledge students' hard work and encourage continued dedication throughout their school career.

STUDENT SUPPORT SERVICES

COUNSELLING SERVICES

St. Patrick's uses several different approaches in meeting students' needs. One method is the 'teacher as counsellor' which is the situation where a teacher will offer a student general guidance and direction. A second method is through our Family School Enhancement Counselor and the third is by making referrals to our Mental Health Therapist. For further inquiries about our counseling services, please call the office.

Our counseling programs offers the following services:

- Programming and planning for grade nine students entering high school
- Personal counseling to assist students with personal or family concerns, and peer relationships
- Peer support
- Assistance with referrals to community supports
- In-class presentations on various topics
- Liaison between home and school
- Family support
- Meeting times and locations are flexible

OTHER SERVICES AVAILABLE

Medical Problems

Parents, for your child's safety, please make the office staff aware of any medical problems that may affect their children during the school day. Parents or designated contacts will be notified immediately if an emergency arises. Staff are not permitted to provide students with any medication. Student medications must be stored in the office.

Property Damage –Theft

Any student involved in the damaging of school property or theft will be expected to pay for the damage or theft incurred. Other school consequences may be applied that are appropriate to the offence.

Supplies And Valuables

It is strongly suggested that students do not bring valuables to school. All clothing (ie: boots, mitts, coats) and school supplies should be clearly labeled with the child's first and last name. All students are to have a pair of indoor shoes which are stored in their classroom.

Lost And Found

Items of value that have been found are retained in the office. Clothing and miscellaneous items are kept in a hallway "lost and found". Periodically these items will be displayed for retrieval. Those items not collected will be given away to a charity.

GENERAL INFORMATION

Attendance

All students are expected to attend school as per the Alberta Education Act. Students absent from school without good reason are considered truant. All absentees are checked by telephone from the school. Parents are required to phone the school when their child is ill. Students who are late must check in at the office for a late slip. Late slips must be given to the classroom teacher upon admittance to class. Chronic truancy and late students will be dealt with according to the Alberta Education Act.

Student Leadership Team

This group of students assists with school events that build school spirit.

Field Trips

Teachers enhance and supplement their classroom lessons with curriculum-based field trips. Parental help may be requested and is greatly appreciated. All Parent Volunteers are required to obtain an RCMP Criminal Record Check.

Protocol Search of School Property

Student lockers belong to the school, not to the student. The locker is subject to search at any time without notification by any personnel associated with the school or by persons representing other authorities, including the RCMP.

Lockers

Middle School students are assigned a locker and a lock. If a lock is lost, damaged, or stolen, students are required to purchase a second lock. Any student using a personal lock without permission will have it removed. Locks must be rented from the school.

Dress Code

Outer clothing and backpacks are to be stored in lockers during class time. All clothing is to be appropriate and respectful for the classroom. We promote modesty. Outer clothing items with slogans inappropriate to a Catholic school are not permitted. Students' shirts must cover their shoulders and must be long enough to be tucked in. Shorts, dresses and skirts should be no shorter than mid-thigh. All pants must cover undergarments. Bandanas for all

students are prohibited. Black shorts and school crested t-shirts are available for purchase from the office for use as gym strip.

School Visitors

For the safety of our students and staff, all visitors must check in at the school office. If children are being picked up, they must be signed out at the front office. Thank you for your cooperation.

Bicycles/Rollerblades/Skateboards

Students may ride bicycles to school provided they are locked up throughout the day in the bicycle racks provided. Students must wear helmets when riding bicycles, rollerblades and skateboards. If riding bikes or skateboards to school—students must dismount and walk when they enter school grounds.

Students may blade to school however, roller blades are to be removed at the school entrance area and carried into the school.

Aerosol Spray Products

To maintain a safe environment for students with allergies, students are asked to refrain from using aerosol spray products such as deodorants, perfumes and body sprays at the school and instead use stick forms or non-aerosol products when used.

Clubs, Organizations and Events

Clubs and organizations include Ambassadors, school teams, Health Champions, Middle School Student Voice team, recycling team, and Edge Ministry. Events include St. Patrick's Day festivities, liturgical and other celebrations, track & field meet, elementary fun day, theme days, Grade Nine Farewell, and awards recognition assemblies.

Parent Volunteers

Parent volunteers are greatly appreciated by both teachers and students. Any parent wishing to volunteer in a classroom is asked to notify his/her child's teacher to make the necessary arrangements. This ensures that volunteers can be incorporated into the school day in the most effective manner.

All volunteers are required to obtain a RCMP Criminal Record Check.