

Blessed Sacrament School



Student / Parent Handbook



School Year 2006 - 2007

Table of Contents

Principal's Message	3
Mission Statement.....	3
General Office	4
Telephone	4
Technology / Computer Usage	4
FOIPP – Freedom Of Information and Protection of Privacy.....	4
Student Medication	4
Skate Boards / Roller Blades	4
Visitors To The School.....	4
Volunteers	5
Volunteer Drivers	5
Field Trips.....	5
Special Education Services.....	5
Special Education Appeal Process	6
Family School Liaison Worker	6
Accidents.....	6
Lockers.....	6
Report Cards	6
IPPs – Individual Program Plans	6
Grading / Evaluation Policy	7
Factors we will not use to determine an achievement grade include:.....	7
We will determine fair and accurate grades for students by:	7
When we collect and crunch data for report cards, we will ensure that:	7
In determining a final grade, factors we will take into consideration include:.....	7
We will report academic achievement and progress by:.....	8
We will report work habits and behavior by:.....	8
We will inform students about how we grade by:	8
We will inform parents about how we grade by:.....	8
Appeal Process	8
Student Conduct	8
Religious Commitment	9
Academic Success	9
Attendance	9
Respect For Others	9
Honesty.....	9
Appropriate Communication.....	10
Personal Appearance	10
Care Of School Property	10
Extra-Curricular Activities	10
Smoking, Drugs, Alcohol & Weapons	10
Suspension From The School Bus.....	10
Appointments.....	10
Homework.....	11
Consequences.....	11
Emergency Evacuation or Lock Down Procedures	11
School Calendar.....	Error! Bookmark not defined.

Blessed Sacrament School
1321 – 4th Avenue, Wainwright, AB T9W 2R7
780 842 3808
<http://bss.ecacs16.ab.ca>

Central Office
East Central Alberta Catholic Schools
223 -10th Street, Wainwright, AB T9W 1N7
Phone: 780.842.3992 / Fax 780.842.5322
<http://ecacs16.ab.ca>

Principal's Message

As the new school year begins, I wish to welcome you back, or welcome you to, Blessed Sacrament School. I am very happy that you have chosen **The Bless** to be part of your lives. The Staff and I look forward to a year of learning and laughter, and will do everything we can to make your educational year at BSS a rewarding experience.

From you, we expect a positive attitude, a diligent work ethic, and respect for your fellow students, and the staff. From us, you can expect a positive attitude, a diligent work ethic, and respect. If we are willing to work together there is no limit to what we can achieve individually and as a community. I wish you a year filled with new ideas and new challenges, because how you face these challenges will define who you will become.

God Bless
Tim Pochylko
Principal

Mission Statement

“Go into the world and proclaim the good news to all creation.”

Mark 16:15

Blessed Sacrament School is committed to living and teaching the gospel message.

We are recipients of a great heritage of Catholic education rooted in the faith of our forefathers. This is the foundation upon which we build.

We believe in fostering the development of the whole child, intellectually, physically, socially, emotionally, aesthetically, and spiritually. We strive to recognize and appreciate the uniqueness and giftedness of each individual.

With the cooperation of staff, parents, school board, parish and community, we direct our teaching to developing young Christian leaders who will cherish their faith and serve as models of Christ in the world.

Realizing that no victory is gained without a struggle, we endeavor, with the help of Jesus Christ our Master Teacher, to prepare our students for the demands and challenges of a constantly changing world.

We teach; we share; we learn; we care.

General Office

Hours 8:00 am – 4:30 pm

Tim Pochylko – Principal
Brian Boos – Vice Principal

Joanne Leskosky - Receptionist
Irene Murphy – Finance Secretary

Telephone

The office phone is available to students on an emergency basis only. A student phone is provided for students in the main foyer. It is to be used at recess time and noon hour, unless a staff member has given permission otherwise.

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 3-12, and by each parent / guardian for students in grades K – 12.

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.

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:

- a) An employee act as would a reasonable and prudent parent in the same circumstances and conditions;
- b) 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 students; and
- c) The employee recognizes the limitations of their ability to provide direct assistance.

Bicycles / Scooters / Skate Boards / Roller Blades

Bicycles, scooters, skateboards and Roller Blades may be used to ride to and from school. They are not to be ridden during school or on the school grounds. You are encouraged to lock your bicycle to the stands provided.

The student is expected to store the skateboard or roller blades in their locker until needed to return home.

Students must wear helmets.

Visitors To The School

Our primary concern is the safety of pupils, and therefore the security of the building. For these reasons, we ask that parents and all other visitors to the school sign in at the office.

Food Service

The Students' Union operates a small limited choice canteen service for Jr./Sr. High Students. This is located next to the Home Ec. Room. Vending machines are available to Gr. 7-12 students.

Hot Dog, Sub sandwiches, pizza, lasagna, along with Healthy lunch days are scheduled throughout the year. A milk program operates daily as well.

Volunteers

A most enriching part of education is the volunteer's involvement in the school. Volunteers assist in many other areas and through their generosity, are able to offer many extra educational and recreational activities. If you are interested in volunteering at Blessed Sacrament School, please contact the office.

Volunteer Drivers

Students should preferably be transported to and from school, or to and from school sponsored activities, by school bus, taxi, or 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:

- a) Primary insurance coverage must provide a minimum of one million dollars in liability;
- b) Drivers insurance is considered first loss; and drivers must inform their insurance company they will occasionally transport students;
- c) The completion and submission of the Volunteer Driver Application form; and
- d) All drivers of students require the possession of the proper license.

Field Trips

East Central Alberta Catholic Schools endorses educational field trips when such field trips have a clear educational value and support the enhancement of student learning.

Care will be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

Parents will be informed accordingly.

Special Education Services

Blessed Sacrament School has a Special Education Coordinator. The following special education services are provided to children experiencing learning difficulties:

- a) Mild, Moderate, Delay / Disabilities (ECS to Grade 12);
- b) Learning Disabilities (Grades 1-12); and
- c) Gifted and Talented (Grades 4-5).

Students with special education needs are entitled to have access in a school year to an educational program in accordance with the *School Act*. Students with special education needs received adapted or modified programming that enables and improves learning.

Special Education Appeal Process

1. If a parent or independent student disagrees with a special education program, service, or placement, the first level of appeal is the principal.
2. If the parent requires further remedy, the parent is referred to the Superintendent who will review the case and in writing inform the parent of the Superintendent's recommendation.
3. If this review does not result in agreement, the Superintendent will direct that the Local Appeal Committee hear the case.
4. The Local Appeal Committee will convene within **45 school operating days** of the Secretary-Treasurer having received the notice of the appeal.
5. If further remedy is required, the matter is referred to the Minister of Education.

Family School Liaison Worker

Derek Golinowski is our Family School Liaison worker. He is available to students and parents who may wish to discuss their concerns regarding family or school related situations. The FSL worker will provide students with help in regard to truancy, bullying, abuse, or social or maladjustment to the school. The worker can also assist parents who could use some support, suggestions or discussion. We encourage parents and students to make use of these services.

Students wishing to make appointments with the FSL worker may do so by inquiring with the main office, or asking their teachers or the school administration. Parents may contact the worker either through the office or by calling 842-3808.

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.

Lockers

The school provides lockers in the halls and the change rooms. 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 and combinations should not be shared. 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 deposited in the office safe for safe keeping.

Only locks issued by the school will be allowed on lockers. Other locks will be removed. 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.

Report Cards

Report cards are issued four times a year, in November, January, April, and June. Parent-teacher interviews are held twice a year and are scheduled on 2 separate evenings one in November and the other in April. Parents will be advised of the time that the interview will take place. If that time is unacceptable, arrangements for an alternate time will be made between parent and the teacher.

IPPs – Individual Program Plans

Are developed in partnerships with parents and the Learning Team. The setting / placement offered will vary at each school. Dependent on the student's need, it could be:

- Inclusive;
- Integrated; or
- Congregated.

Grading / Evaluation Policy

A student's mark will not include the teacher's assessment of the student's 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 the 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. For example, a formula for distribution of marks might allow for only 20% of the class to receive an "A".

We will determine fair and accurate grades for students by:

- Keeping accurate records, maintaining student portfolios, informing students of grading practices and 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 designed to let the teacher know what concepts have been learned and which concepts or skills need to be developed further before a final assessment 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 honors status. 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 honors 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.

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

- Using evaluations based on outcomes outlined in the Alberta Education Program of Studies, using student portfolios, and using the most recent achievement of the student where appropriate.
- Extenuating student circumstances and professional judgment may also affect the student's final grade.
- Some report card 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 cards that 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 student's progress in achieving the outcomes in the Program of Studies for the grade level.

We will report work habits and behavior by:

- Including in report cards a place to report on Effort (participation and quality of work on assignments and test preparation) and Behavior (working in groups and following rules).

We will inform students about how we grade by:

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

We will inform parents about how we grade by:

- Sharing information at school council meetings
- Including grading practices in the Student Handbook
- Parent-Student-Teacher interviews.

Appeal Process

If you have any concerns about your child, please contact the teacher. If a parent/guardian disagrees with a school-based decision, the proper appeal procedure should be followed:

- Teacher;
- Principal/Vice-Principal;
- Superintendent; and
- Board of Trustees.

Student Conduct

Students of Blessed Sacrament School will conduct themselves so as to comply with the following Code of Conduct.

- Be diligent in pursuing their studies.
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by East Central Alberta Catholic School Division to provide education programs and other services.

- Comply with the rules established in the classrooms and in the school.
- Be accountable to their teachers for their conduct.
- Respect the rights of others to quality education.

Religious Commitment

All students are expected to participate with respect, and dignity in all religious celebrations and during prayer time.

Academic Success

To ensure success in your school work, you are expected to complete all class and homework assignments on time and to a standard of at least 50% or better.

Thunder Ally

Thunder Ally is a program in which students earn “thunder bucks” as rewards for their good actions and behaviors. Once every 6 weeks the students can ‘buy’ prizes with their thunder bucks at a designated decorated ‘Thunder Ally’ in the school.

Home Reading Program

All students in grades K – 3 are invited to join in counting the time spent reading (or being read to) at home. The students bring in the reading minutes and exchange them for little prizes. The students in grades 4 – 6 are challenged to spend extra time reading at home. Together the students work towards group rewards such as: computer hour, sports day or theme days. This is a very positive program which promotes teamwork and reading.

Attendance

All students shall report to class promptly with all necessary materials. Attendance for elementary students will be taken at the end of the first morning class and again during the first class in the afternoon. Attendance for junior/ high school classes will be reported on a period-by-period basis to the office. High school students who arrive late shall report to the office before going to the classroom. Parents are expected to inform the school that their child will be absent. Telephone calls may be made to your home to verify absences.

Respect For Others

You are expected to treat all people with respect, courtesy and compassion. Physical aggression, verbal abuse, harassment and intimidation are improper as well as being illegal. Selfish justifications such as “I was just kidding, ” or “I didn’t think you would mind,” are unacceptable motives for disrespecting or degrading others. Any act that is demeaning to a student’s personal or social worth has no place in our school. There will be consequences for any student who chooses not to follow these expectations. Students are also reminded that school is not an appropriate place for displays of physical affection between students who are infatuated with each other.

Honesty

Students are reminded that honesty is an essential component of social responsibility and good citizenship. Students are expected to submit work that is only theirs and represents their best efforts.

Appropriate Communication

A student's verbal and non-verbal communication must be respectful. Name calling, hurtful teasing, swearing, crude, rude and obscene language, either spoken, written, implied or gestured are unacceptable.

Personal Appearance

All students are expected to dress in a clean, neat appropriate manner. Clothing with offensive words, slogans or pictures is inappropriate. Any clothing that suggests overt sexuality is not acceptable. Shorts are permitted but must have a decent thigh length. Any symbols worn that depict evil in any form are also unacceptable. Hats, bandanas or other head-wear will not be worn in the building. Coats will be kept in your locker. Dirty outside footwear will be removed and carried to designated areas. Inside footwear is to be worn at school.

Care Of School Property

Students must respect our school property. Desk and work areas (including the floors) are to be kept neat, organized and tidy. Nothing should be left on the floor when you leave the classroom after each class. Students must not litter and will make every effort to place waste in recycling or other appropriate bins. All students will pick up litter, even if they did not cause it. Tables and desks are for doing work on, not for sitting on.

Extra-Curricular Activities

All extra curricular activities sponsored by the school are an extension of the school day and therefore our school regulations apply. Students are encouraged to participate in extra-curricular activities and are expected to obey all school rules.

Smoking, Drugs, Alcohol & Weapons

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, or ingesting drugs, and alcohol are not permitted in the vicinity of our school, the school grounds, within the building, or at any school sponsored activities. Incidents regarding drugs, alcohol and weapons will involve the R.C.M.P.

Suspension From The School Bus

If it is necessary to suspend a student from the school bus, the principal shall immediately contact the parents concerning the suspension. At that time it may be necessary to make other arrangements to ensure that the student is returned home.

The driver must not remove or pick-up a pupil from the bus at any other location than at the school or at the normal pick-up point.

The principal may suspend a pupil from school bus transportation for a period not exceeding five school days.

Students who are suspended from riding the bus will be expected to work with their parents and school administration in developing a corrective action plan. This plan will be reviewed, revised, and completed following a designated time period.

Appointments

Students wishing to leave the school premises during school hours for the purpose of doctor's appointments, dental appointments or other family matters, will be expected to provide their homeroom teacher and the office with either a note or valid appointment card.

Homework

If a student is not completing homework, the teacher will contact the parent, and make a plan that will be monitored by the parent and teacher. The next intervention is modifying the student's program until all outstanding homework assignments are completed. The student will be responsible to complete other class work and any outstanding work by a designated day. The student will use break time, and the noon hour to work on any outstanding assignments.

Consequences

All actions, whether positive or negative, have consequences attached to them. When serious discipline problems occur, the focus of our action is to determine the cause and provide for due process. Many discipline problems first become evident in the classroom. The initial investigation is the responsibility of the teacher. However, if the incident is judged to be very serious, then several things can happen.

- a) The parents will be contacted by the teacher.
- b) If the situation does not improve to the satisfaction of the teacher, the matter will then be referred to the Principal and/or Vice Principal.
- c) Corrective action will be decided upon and communicated to the parents or guardians. The school encourages meeting with the parents and student to discuss any concerns.
- d) Corrective action may include one of more of the following:
 - Loss of privileges, detention;
 - Daily monitoring and supervision plans;
 - Restitution for damages;
 - Referral to Educational Services for testing and assessment;
 - Establishing a contract with the student;
 - Suspensions from the school to a maximum of 5 days. ; and
 - Recommendation to the Board of Trustees for expulsion.

Emergency Evacuation or Lock Down Procedures

We take the safety of children very seriously. Students practice drills that show them what they are to do if the building must be evacuated. Staff members are assigned areas of the school building so that we can ensure that every child in attendance can be located and escorted from the building in a minimum amount of time. Plans for a lock down are also in place.