

**Kindergarten to Grade 6
Student Handbook
2016-2017**

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ST. MAURICE SCHOOL STUDENT HANDBOOK

Kindergarten to Grade 6 2016-2017

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1. Mission Statement

St. Maurice is a Catholic, parochial school established and supported by St. Vital Roman Catholic Church. Our school is dedicated to creating a community which promotes academic excellence in an atmosphere permeated by Gospel values. Called to serve in the Church's mission of education, we, at St. Maurice School...

- ◆ recognize, promote and foster the uniqueness of each child as a gift from God with individual needs, abilities and talents.
- ◆ create within our school community a family atmosphere of faith, love, trust, and freedom in which each student can grow and develop as a Child of God.
- ◆ foster a strong partnership between church, school, home, and community with students, teachers, parents, administrators and the spiritual director working cooperatively to strengthen and nurture the religious, moral, and educational needs of our students.
- ◆ enable students to explore, practice, and demonstrate commitment to their Catholic faith in an ever-challenging and secular world.

May God bless you with a successful and rewarding school year at St. Maurice !

St. Maurice School of St. Vital Parish is a Catholic Faith based school. All students attending St. Maurice School are required to take part in all components of our school's Religion Program, including Religion Courses, Grade Masses, School Masses, Student Retreat Programs, Prayer Services, etc.

The following guidelines apply to all Kindergarten to Grade 6 students.
Please review all of the following information carefully with your child.

This 2016-2017 version of the St. Maurice School Student Handbook replaces and supersedes all previous St. Maurice School Student Handbook publications.

Note: The term "parent" used throughout these guidelines also applies to any legal guardian of the child or to any person designated by the child's parent as being their guardian in that instance.

2. Accident Procedures

In the case of any minor accident or illness reported to the office, first-aid shall be rendered and parents will be notified if at all possible for further direction. In the case of an accident or illness, which in the opinion of the Principal (or designate) requires immediate medical care, first-aid shall be rendered. The Principal (or designate) will arrange for the injured student to be taken to the nearest hospital emergency ward if it is deemed necessary to do so. The parents shall be notified of such action as soon as possible. Any cost of ambulance service and/or medical treatment will be the responsibility of the parent.

3. Attendance

Regular and punctual attendance for all classes is required for a student to be successful in his/her academic endeavour. Parents are asked to contact the school by phone, by a dated and parent-signed note, or in person before 9:00 am if a student is going to be absent or late, otherwise the parents will be contacted by the office. If a student's absence has not been explained, a signed note from the parents must be presented to the office on the day the student returns to classes. A medical doctor's certificate or note must be presented to the office for a period of absence of 3 days or more. A medical note is also requested in cases where a student must be scheduled for frequent and recurrent medical appointments which cannot be set outside of school hours.

The school office must be informed in advance by the parent if a student must leave the school for an appointment. Such communication may be made by a phone call from the parent or a note signed by the parent turned into the school office as early as possible and before the student is to leave for the appointment. The parent is expected to check in at the general office when picking up their child for an appointment or dropping off at school upon their return.

Students are responsible for all work missed due to illness, appointments, etc., and are expected to get caught up on their own time. Missed tests and assignments will be made up at the discretion of the teacher.

Parents who allow their children to be absent for such reasons as vacations, non-school athletic events or family trips must not expect teachers to provide make-up work, special assistance or extensions for missed work. The student is responsible for all course content missed. Missed tests and assignments may or may not be made up at the discretion of the teacher. Extended absences from school adversely affect

the student's academic development and are strongly discouraged by the school. Parents are expected to provide a written explanation of planned absences (eg. vacations) to the administration at least two weeks in advance.

4. Bicycles

Bicycles must be securely locked to the bicycle rack on the west side of the school property. Students are not allowed to store their bikes within the school. The school will not be held responsible for damage to or theft of bicycles while parked on school property.

5. Class Placement Requests

In May of each school year, school staff draw up the class lists for the following September. This is a complex process and we seek parental understanding and support. It is our strong belief that the learning atmosphere in the classroom must be the first consideration in the formation of class groupings. Classes are organized to maximize learning and teaching opportunities for students and teachers. Teachers and administrators make every effort to minimize the potential for negative student interactions. Staff teams strive to create classes that are heterogeneous and balanced in all respects.

The following are all considered when determining class placements:

- Student performance
- Teachers' knowledge of the social interactions and dynamics between individual students and groups of students, including friendships
- Student/teacher match
- Placement of students new to our school
- Male/Female ratio
- Information provided from parents
- Approximate equal class size at any grade level

Given the above criteria, parents wishing to have input on their child's class placement are asked to submit them, in writing, to the attention of the Principal prior to the first school day of May at the latest. Please provide sound educational reasons for your requests in this letter. Please note: If for whatever reason, you are making a request that your child not be placed with another child, you must consider the possibility that this information may have to be shared with others so that the process is fair to everyone involved.

Given all of the criteria used to generate class groupings, it may be difficult to accommodate your specific requests.

Parents can assist the class formation process by helping their children understand the process that is used to develop class groupings and supporting the placements once these are made. With appropriate support at home and at school, it has been our experience that the vast majority of placements are successful.

Final class placements for returning students will be released on the last day of school in June with the student's June report card.

6. Code of Conduct - Policy

All people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity and respect.

We believe that everyone - students, parents/guardians, teachers, staff and volunteers - has the right to be safe and feel safe in our school. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. Violent or disrespectful behavior is contrary to our Gospel and Catholic values.

Section A

Our Code of Conduct outlines the responsibilities students, parents/guardians and staff must accept to maintain a safe, secure, positive, productive, and faith-based learning environment. Detailed descriptions are found in the school's student handbooks. The School Administrators referred to in this policy are the Principal, Vice-Principal for K-8 and Vice-Principal for 9-12. The term "parent" used throughout this policy also applies to any legal guardian of the child or to any person designated by the child's parent as being their guardian in that instance.

The Principal has disciplinary authority over the conduct of students while they are at school, over their conduct towards one another on their way to and from school, while being transported via school bus, at school sponsored activities, and to address unacceptable student conduct including bullying, cyberbullying, and abuse of a student by another.

Students and staff must behave in a respectful manner and comply with the Code of Conduct.

Expectations and Responsibilities:

Staff shall:

- create a positive faith-based learning environment where all students are accepted, feel respected and encouraged to develop self-esteem and respect
- encourage the involvement of parents in educational decisions involving their children
- operate on the premise that school, parish and home work together for the benefit of all students
- treat and discipline students with courtesy, respect, consistency, and fairness
- report incidents of bullying (including cyberbullying) to a School Administrator as soon as reasonably possible
- model behaviour in keeping with the school's Respectful Workplace Policy and its internet, social media and electronic device policies
- teach and model by positive example

Students

St. Maurice School students are expected to conduct themselves in a manner which exhibits reverence, respect and responsibility. Students are expected to maintain a respectful attitude towards their peers, schoolmates, school staff, substitute teachers, student teachers, parent volunteers, and visitors to the school.

Students shall:

Respect the rights and safety of others by:

- developing self-discipline
- demonstrating behaviour that contributes to an orderly, supportive and safe learning environment
- respecting human differences
- complying with the school's discipline policies including rules related to dress codes, bullying and cyberbullying, etc. as described in the Student Handbook
- resolving conflicts and difficulties with others through discussion or, by seeking assistance from school personnel

Make a commitment to promote their academic success by:

- attending school regularly and punctually
- coming to class on time with all necessary materials, e.g., textbooks, pens, notebooks, etc.
- completing assignments and handing them in on time
- participating, to the best of their ability, in class and school activities

Parent(s) are encouraged and/or expected to:

- ensure regular and punctual attendance and encourage completion of all school assignments by their children
- attend school meetings and events, and support the school
- maintain open communication with staff by addressing concerns through proper lines of communication
- treat all staff with dignity and respect
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property
- monitor their children's use of social media, the internet and personal communication devices to keep them safe and ensure they are not the subject or cause of cyberbullying or other dangerous activities
- inform the school of problem areas or areas of behavioural concern
- discuss with their children and support the school's Code of Conduct and policies

Section B

Bullying, harassing, or abusing another student physically, sexually or psychologically, verbally, in writing or otherwise, is unacceptable. Bullying is behavior that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behavior intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically repeated behavior. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication.

Types of Harassment or Bullying may include but, are not limited to:

Physical - such as gestures, slapping, hitting, choking, poking, punching, pinching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friends, threatening with a weapon, or inflicting bodily harm.

Verbal - such as name calling, gossiping or embarrassing another, spreading rumors, ethnic slurs, setting up to take blame, taunting, teasing, threatening phone calls or text messages, threats of violence against family or friends.

Social/Relational - actions or behaviours such as rejection, exclusion, manipulating social order, setting up to humiliate in person or through the use of technology.

Cyberbullying - such as the use of information and communication technologies including e-mail, cell phone text messages, instant messaging, social media, digital cameras, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, or hostile behaviour by an individual or group that results in harm to others.

Section C

Possession or use of illegal drugs or alcohol, possession of weapons or dangerous goods (including laser pointers) and gang-related activities are prohibited at St. Maurice School.

- a. Using, possessing or being under the influence of alcohol or illicit drugs at school or, on school related activities - inside or outside the school - is unacceptable.
- b. Possessing a weapon, as defined in section 2 of the Criminal Code, will not be tolerated at school.
- c. Gang involvement will not be tolerated inside or outside the school.

Section D

Students and staff must adhere to school policies respecting appropriate use of computer technology, electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable. Access is a privilege and not a right.

To gain access all students must obtain parental permission and must have their parent sign and return the school's Computer Acceptable Use Agreement to the school.

Section E

In order to maintain a Catholic learning environment based on the teachings of the Catholic Church, staff and students must follow the Respect for Human Dignity and Equality Policy. Discriminating with prejudice on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code is unacceptable.

Section F

Disciplinary consequences for violating the school's Code of Conduct will follow the Provincial Code of Conduct which may include, but are not limited to:

- Informal Discussion with Teacher or School Administrator
- Parental Involvement
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Restitution/Compensation
- Behaviour/Performance Contract

- In-school suspension
- Out-of-school suspension
- Revoking of the student's re-registration for the next school year
- Expulsion

School Administrators and Teachers must ensure that interventions and disciplinary consequences are appropriate given the frequency and severity of the conduct and must take into account a student's state of development.

Parents/Students have the right to appeal the disciplinary consequences issued in accordance with the Grievance Procedures outlined in this Student Handbook. Concerns about more serious disciplinary consequences (suspension, revoking of re-registration, expulsion) should first be discussed with the K-8 or 9-12 Vice-Principal, as applicable. If unresolved, the student and parent(s) should approach the Principal regarding the concern. As a final measure, the student and parent(s) may request that the Board of Directors for St. Maurice School review the processes used in the determination of the consequence(s) assigned to the student. Such a request must be made in writing, addressed to the Chair of the St. Maurice School Inc. School Board, and received not more than 7 days after the meeting of the student and parent(s) with the Principal.

Code of Conduct - Additional Information

The school's discipline policy is designed to assist students in learning self-control and responsibility for their actions. Students are expected to act in a respectful and responsible fashion. They are called to take ownership of their words and of their actions and to consider the consequences these may have on others. Older students will be expected at all times to set a good example for the young people of our school community.

The school staff will act to maintain a safe and comfortable atmosphere and a good learning environment for all students in all places and at all times during the school day. The consequences assigned to a student for a misbehaviour shall be at the discretion of the teacher and/or administration, and may include: time out from the current activity, loss of recess time, written assignment, detention, phone call to parents, etc. Parents are asked to assist the school staff by reinforcing the school's efforts in behaviour management.

Examples of behaviours which will prompt a consequence include, but are not limited to:

- bullying of any kind (verbal, physical, electronic or cyber-bullying)
- inappropriate language
- gum chewing (Gum chewing is not allowed in the school or on the school grounds)
- cheating on tests or assignments
- disrespect for persons in authority
- repeated lack of preparation for class (homework not done, materials not brought to class)
- loitering unsupervised in the school before or after hours
- behaviour deemed inappropriate by any staff member

Students who fail to demonstrate good behaviour will not be eligible to participate in out of school field trips or events (eg. Museum Field Trip, Track and Field Day).

Suspension is a disciplinary measure which will be used in circumstances where a student has seriously

or repeatedly violated school rules. A student serving an out-of-school suspension will be marked absent for all classes missed. A student will not be marked absent during an in-school suspension. In-school suspensions are sometimes scheduled to be served on a school inservice day. If a student is suspended for a period of 3 or more days, he/she will only be permitted to return to classes after the administration has met with the student and parents. Parents may be required to withdraw the student from St. Maurice School if a student is suspended 3 or more times over any three year period while at St. Maurice.

7. Computers and Electronics

Students and their parent(s) agree to the terms of the St. Maurice School Computer Acceptable Use Agreement (below) by signing the St. Maurice School Student Handbook Signature Slip. Students needing to complete assignments or Internet research using any of the school's desktop or laptop computers must be directly supervised by a staff member while doing so. All school computers and Internet access is to be used for school work only (ie. no personal e-mail, chat rooms, etc.). Food and drinks are not permitted in the computer lab. School-owned digital cameras, video recorders, televisions, VCR/DVD players, CD players, computer peripherals, etc. may only be used by students for school projects and only with the direct permission of a teacher.

8. Computer/Technology Acceptable Use Agreement

St. Maurice School provides access to individual desktop and laptop computers, the school computer network and the Internet with all of its informational resources, communications, searching, and browsing tools. The school network is the sole property of St. Maurice School, Inc. and consists of all computers in the school whether part of the local area network or stand-alone. St. Maurice School provides computer access to its students and staff as a privilege, not a right, and access is made available only so long as they agree to this Computer Acceptable Use Agreement. For the purposes of this document the term network refers to both the internal and external networks (i.e. the Internet), including but not limited to all computers in the school. The inappropriate use of any computer equipment, network resource, Internet or otherwise, will result in disciplinary action, including without limitation: reprimand, suspension or termination of access privileges to all school computers, suspension or expulsion from the school and/or appropriate legal action.

Students and parents must also be aware that the inappropriate use of personally-owned computers, cameras, phones, or other electronic devices while at school or in any way which negatively affects any persons or institutions associated with the School will result in disciplinary action in keeping with the school's Code of Conduct.

The following expectations apply to the school computer systems and networks, including the public access wi-fi made available by St. Maurice School:

- The network is intended for educational and/or research purposes only.
- The network is a shared resource, and must be used in moderation. Please be aware that there are other St. Maurice users who will want to access the network.
- When interacting with others via the Internet, students are expected to behave as they would in any other environment where they represent the school.
- Sensitive, confidential or personal information should not be communicated over the school network.
- Students may not use any school computer without the direct permission and supervision of a St.

Maurice School staff member.

- Students may only print under the direct instruction or permission of a staff member. Students do not have access to colour printing.

Note: St. Maurice School staff will not provide technical support for personal computer equipment, including those used to access the Internet via the public wi-fi system which may be available in the school. Persons choosing to connect their own devices to the Internet using the wi-fi access do so at their own risk; anti-virus, anti-spyware, and firewall protection is the responsibility of the user/device owner.

The following is a sample list of some specific behaviours that may lead to disciplinary action. The inappropriate use of the computers and/or network includes, but is not limited to, the following:

- Tampering with computers, computer systems, computer equipment, software, network cabling or routing devices.
- Only school-related personal files or content may be loaded, copied or stored onto the local or network drive(s) of a school computer.
- Programs and/or any other executable files may not be loaded, copied or stored onto the local or network drive(s) of a school computer by students. Such installations must be carried out by the school computer administrators or designated school staff only.
- Desktops, screen appearances, wallpapers, and all settings must be maintained according to the directives of the school computer administrators or designated school staff.
- Printing without the permission of a school staff member.
- Defaming the school, its employees, contractors or other students.
- Duplicating, storing or transmitting any material in violation of Canadian Law including, but not limited to infringing on anyone's intellectual property rights, i.e. copyright.
- Duplicating, storing, or transmitting pornographic materials.
- Transmitting, using or posting threatening, abusive, or obscene language or materials.
- Criticizing, harassing, insulting, or attacking another person via the network.
- Sending or receiving e-mail using any other service than the one provided by the school. (Students authorized to have the use of an individual school-based, safe e-mail account may send or receive e-mails using their own school e-mail account when permitted computer time to do so)
- Re-posting personal e-mail.
- Corresponding through the network with unknown persons, unless authorized by a teacher.
- Downloading any material not used for academic purposes, unless authorized by a teacher.
- Subscribing to or corresponding through mailing lists, chat rooms, news groups, or any other network services, unless specifically directed to do so by a teacher.
- Web-based computer games and activities may only be accessed and used with the direct approval of that particular website by the teacher.
- Using the network to make unauthorized entry into other computer resources.
- Using software designed to disrupt the security of the network or devices on the network, or spying on the network traffic of other users.
- Knowingly and intentionally engaging in any activity that spreads computer viruses to computers at school or on the Internet.
- Using the network for commercial or shopping purposes.
- Using the network for illegal, inappropriate, or obscene purposes, or for purposes in support of such activities.
- Using another person's account on the accessible computer systems.

Students are advised to not share their user name and password with others. Students who suspect that their account security has been compromised are asked to see a school computer administrator. Students are expected to immediately notify their teacher or a school administrator if they have reason to believe that any user (including themselves) may have breached this agreement.

Please be advised that the school reserves the right to monitor, audit, intercept, review, screen, edit, delete, remove, collect, use, store and/or disclose any information or materials relating to student's activities using the school computers, network, and/or wi-fi access. The use of the school computers, network and/or wi-fi access is not to be considered private in any way, shape or form at any time. The school will solely determine what is considered "inappropriate" use of the network.

Acceptance of this agreement is made by the parent and student as they sign and return the Student Handbook Signature Slip found at the end of this handbook. The student and parent signatures indicate that they have read, understood and accepted the terms and conditions of the St. Maurice School Computer Network Acceptable Use Agreement for Students. By way of their signatures, the students and parents give their consent to school personnel to enforce any or all of the above precautions and consequences without limitations.

9. Field Trips

Parents sign a general permission release for local community trips (e.g. visits by elementary students to the Golden Door Nursing Home). This general permission is granted by the parent's signature for side 2 of this Student Handbook's Signature Slip. A specific permission letter will still be required for field trips to venues outside of a reasonable walking distance from the school, for those which may include elevated elements of risk, and those which require a fee payment.

For off-site field trips, an information letter outlining the specifics of the trip is sent home in advance of the event. Parents are asked to contact the teacher in charge of the field trip with any questions they may have. The specific permission slip for each individual outing must be signed by the parent and returned to the indicated teacher with any required fees on or before the due date. Phone calls and email messages from parents will not ordinarily be acceptable. Students for whom specific written and signed permission from the parent is not received may not be permitted to attend the field trip. No refunds for field trip and transportation fees will be issued to students/parents unless the excursion has had to be cancelled entirely.

Students who fail to demonstrate good behaviour will not be eligible to participate in out of school field trips or events (eg. Track and Field Day). Students in these circumstances would be expected to attend school during the field trip or event, subject to the arrangements provided by their teacher and/or the administration.

10. Fire Drills / Emergency Evacuations / School Lock Down Drills

Several fire drills will be conducted throughout the school year as required by law. Students must follow the exit procedures exactly as posted and explained in each room. Windows and doors are to be closed upon exit. Silence and orderly movement must be maintained as the building is cleared and attendance is taken. Students may not re-enter the school until permission is granted by staff.

School lock down drills are scheduled throughout the school year to practice with students and staff the measures which can be taken to increase their personal safety in the event that a dangerous person enters the school. Students will be instructed by their teacher(s) early in the school year about the procedures to follow in the event of a school lock down.

11. Grievance Procedure

Parents or students having a concern must first approach the teacher with their concern before contacting the school Administration. If unresolved, the student and/or parents should approach the K-8 Vice-Principal. As a final measure, the student and/or parents should approach the Principal regarding the concern.

12. Gymnasium

The gymnasium is closed to all students unless they are under the direct supervision of a teacher or designated adult coach. Only players and coaches are to be present at practices in the gym, unless the team supervisor or coach grants permission for others to observe. Siblings of older team players must be under direct parental supervision if attending practices or games. No food or drinks are permitted in the gym. Students may not chew gum in the gym at any time.

Students may not borrow any gym equipment without the prior approval of a phys. ed. teacher. All borrowed equipment must be returned immediately after use and in good repair.

Students may use roller blades or skateboards if given permission and direct supervision during their physical education class. All appropriate safety equipment (helmet, pads) must be supplied by the student and worn during the activity. Other than for the above noted purpose, students are not permitted to use roller blades or skateboards anywhere on school property.

13. Homework

All learning does not take place in the classroom. To reinforce the learning process, some grade-appropriate homework can be expected to be assigned to all students throughout the course of the school year. Homework such as class assignments, projects and reviewing should take precedence over other activities.

Homework agendas for students in Grades 3 to 6 must be reviewed and signed by parents daily. Parents are encouraged to review their child's agenda daily to be advised of upcoming assignments, tests, etc.

Parents are asked to guide and direct their child as they work on their classroom assignments; however, it is important to the learning process that the student attempts the work independently. Learning occurs when children try their best on their own, even when they make mistakes. Once their mistakes are identified, the student's learning can be strengthened as they learn how to correct their own errors. Real success comes from overcoming real challenges and obstacles, and not only in always getting it right the first time.

The success of a child in his or her learning has been proven to be greatly enhanced by the early development of reading skills and strategies. One of the greatest influences a parent can have on their

child's entire education is to emphasize for them the importance of reading and the enjoyment to be had by reading, both aloud and silently. It is extremely important that parents of children at all levels read to their children and listen to their children read aloud to them, daily.

A note for students in Grade 6:

In the third term of the Grade 6 year, parents will receive a letter of information about the need for grade 6 students to begin preparing themselves for their transition into Grade 7. Good organizational skills, a commitment to the completion and timely submission of assignments, and a responsible attitude towards schoolwork are all critical to a student's success. Consequences similar to those used in Grades 7&8 at St. Maurice will be issued for incomplete and/or late assignments during the last term of grade 6.

14. Library

While in the library, all students must respect the rights of others who are trying to work. Damaged, lost or overdue library materials will result in suspension of borrowing privileges, fines and/or other consequences. Students may use the computers in the library for school work only. The same guidelines and Computer Acceptable Use Agreement as for the computer lab applies to the computers in the library.

15. Lost and Found

Found objects should be placed in the Lost and Found boxes located in the K-8 area. Valuable items must be turned into the school office. Keeping something that you have found is considered theft. Unclaimed items will be donated to charity several times during the year. St. Maurice School will not be held liable for lost items.

16. Lunch Hour

Students have the privilege of staying at school for lunch. Parents are expected to provide a balanced nutritious lunch for their children every day. Please ensure lunch items are in plastic unbreakable containers. Microwave ovens, forks, and spoons are not available for student use. Students in Kindergarten to Grade 6 eat lunch in their classrooms. (The school cafeteria and food service is reserved for students in Grades 7 to 12).

Students must remain in their assigned seat all through lunch time and may talk quietly until dismissed by the supervising staff member. They are responsible for keeping their individual floor and table space clean. Students must place all waste material into the classroom garbage can after they have been dismissed by the supervising staff member. The privilege of staying at school for lunch may be revoked if a student consistently demonstrates inappropriate behaviours during the lunch hour. Staff members are on supervisory duty for each of the two lunch periods (11:45-12:15 and 12:15 to 12:45). These staff members rotate from one room to the next assisting students and managing students' behaviour, as required. As well, on most school days, some of our High School students assist as lunch monitors in the Grades 1 to 3 classrooms.

Students may leave the school property to go out for lunch only if a dated and signed parental note is provided to the classroom teacher. The child must be picked up by a parent from the teacher at the classroom.

Hot lunch days are noted on the monthly school calendars. Order forms will be sent home several days in advance and must be returned to the school with payment by the deadline. Milk order cards for white or chocolate milk are available for sale through the school office. Cheques for milk card orders are to be made payable to “Brian MacDonald Enterprises”.

Peanut / Nut Avoidance Policy: There is a growing trend in the number of students with severe or life-threatening allergies to peanuts, nuts and nut products. St. Maurice School must require that lunches and snacks in all classrooms not contain nuts. Parents will be informed of food allergies (other than to nuts) should these arise in their child’s classroom. It must be recognized that this policy will reduce but not eliminate the risk of accidental exposure to children who may have a serious allergy.

We ask that parents refrain from sending food items to school for class sharing. This includes birthdays. Students with life threatening allergies are taught by parents and teachers never to share food with another child. Teachers and parents do not allow students with life threatening food allergies to share class treats like birthday cakes in case the food item contains the allergen. If you wish to send a treat to school for your child's classmates on your child's birthday, you may consider an alternative to food items such as a small toy, pencil, eraser or bookmark for the whole class to enjoy.

17. Medication Policy

Over the counter medications will not be administered by St. Maurice School Staff (includes pain medications, vitamins, cough syrup, etc). Furthermore, students should not bring such medications to school, even if only for their own use.

If it is absolutely necessary for school staff to administer a prescribed medication, a parent must obtain, fill out and submit a Parental Authorization for Dispensing Prescription Medication form. This form can be obtained from either school office and must be submitted to the school office once completed. The medication must be brought to the school office in a container bearing the original pharmacist’s label indicating: Physician’s name, date and number of prescription, type of medication, child’s name, dosage instructions. Pre-measured doses in pharmacist-labelled blister packs are required for frequent and longer-term medication requirements.

18. Permission to Use Photographs, Images and Videos of Students and/or Student Work

From time to time St. Maurice School requires photographs, images, and videos of students and/or student work for promotional purposes including publication in the local print media, display upon the school’s website, and/or inclusion in other school promotions, publications, workshops and displays.

A child’s full name will not be included in any use of photographs or school work published for external display. In fact, students are identified by first name and last initial only for publications that will be used externally (e.g. newsletters, school website). Students will be identified by full name with photograph(s) in the annual school yearbook, and may also be identified by full name with photographs, images, and videos placed on display within the school, classroom, or St. Vital Parish Church.

In order for St. Maurice School to meet the above need parents are requested to permit St. Maurice School the use of photographs, images, and videos of their child taken by persons authorized by the school in connection with their curricular and extra-curricular activities at St. Maurice School. This

permission is granted by the parent's signature on side 2 of this Student Handbook's Signature Slip. This parental permission is sought specifically for the use of photographs, images, and videos in displays which may appear outside of the school building. Parents who do not wish photographs of their child to be included in outside publications are required to inform the principal in writing of this request at the onset of the school year by indicating NO in the appropriate space on the Signatures Slip of this agenda to be signed and returned to the school office.

In granting permission by his/her signature, the parent consents to the use of photographs, images, and/or videos of students involving their child and/or displays of his/her schoolwork by St. Maurice School Inc. in its publications and public advertisements. This consent includes the irrevocable, unrestricted right and permission for St. Maurice School Inc. to copyright and use, re-use, publish, and republish photographic pictures of the child without any other further consent and without any financial or other remuneration to the child or parent. The parent waives the right to inspect or approve the finished product, including any written copy which may be created in connection with the photographs.

St. Maurice School and St. Vital Church events which are open to the general school community may be photographed and/or videotaped, and shared, without special permission from students or parents. Examples of such events include, but are not limited to: Christmas concerts, drama productions, interschool sports competitions, graduation ceremonies, school assemblies, etc. Parents with a concern about their child being photographed and/or videotaped during such events are advised to withdraw their child from the event and to advise a school administrator of that decision well in advance of the event.

19. Personal Property, School Property, Textbooks, Lockers and Coat Hooks

Students are responsible for all of their personal property. It is strongly recommended that student not bring any valuable electronic devices to school. The school will not assume responsibility for damaged, lost or stolen articles. It is recommended that the student's name be clearly written on all personal items. Materials must never be left in the washrooms or hallways. Valuable items and large amounts of money should not be brought to school. The possession of weapons or dangerous goods (including laser pointers) is prohibited at St. Maurice School.

Students causing damage to school property will be liable to disciplinary action and will be held financially responsible. This includes the defacing of desk surfaces, lockers, bulletin boards, displays, etc. Students assigned textbooks are liable for lost or damaged texts and will be fined accordingly.

Students will be assigned a locker and/or coat hook to store their outerwear and other materials. Boots and dirty footwear must not be worn into the classrooms and must be stored in their designated areas. The locker assigned to a student is school property and the privilege of having a locker may be revoked by the school administration. Lockers must be kept clean and closed.

Food items which may spoil must not be stored for extended periods. Dangerous goods and materials must not be brought to school nor placed in lockers. Posters or pictures are permitted inside the locker but any poster or picture deemed inappropriate must be immediately removed. The locker is subject to inspection by school authorities at any time.

20. Physical Education Classes

Students are expected to change clothing, if applicable, quickly and quietly for phys. ed. classes in the designated change rooms. A note from parents and/or medical doctor will be required to excuse a student from participation in phys. ed. activities. A replacement assignment may be required to fulfill the requirements of that unit.

21. Physical Education Uniforms

Kindergarten to Grade 2 Students:

Students in K and Grades 1 and 2 will not change for Phys. Ed. Girls are required to wear shorts under their uniform jumpers, and all students are required to wear non-marking runners.

Grade 3 to Grade 6 Students:

Blue T-shirt crested with the St. Maurice School logo, St. Maurice School Track T-shirt, or St. Maurice School sportswear logo T-shirt

(Please contact the school office for gym uniform T-shirt sales information)

Navy blue shorts, navy blue sweatpants, or St. Maurice School sportswear sweatpants

Non-marking runners

Note: The Phys. Ed. T-shirts, Track T-shirts, and SMS sportswear T-Shirts are for Phys Ed classes only, and may NOT be worn for classes other than gym.

22. Recess and Playground Rules

The morning, lunch and afternoon recesses will be supervised by school staff outdoors on the school playground. Students must remain on the playground with the supervisors during recess times. Students are to ask the supervising staff on duty to use the washroom during recess. Students should immediately inform the supervising staff on duty of any concern or injury occurring during recess. Food and gum chewing are not permitted on the playground.

Students are to come prepared to be dressed for outdoors recess on all school days. Indoor recesses will only be held if it is significantly raining or if the Environment Canada - Winnipeg (The Forks) temperature or windchill is -27°C or lower. During indoor recess, students may play quiet games in the classroom. They must ask permission of the supervising staff on duty to leave the classroom.

Safety, good sportsmanship and respect for each other are to be practised at all times. Inappropriate language, fighting (includes play fighting), disrespect towards others, carelessly throwing objects (includes snowballs) and other misbehaviours will be assigned an immediate consequence. Students must respond to the end of recess bell promptly and line up in an orderly fashion in the space assigned for their class.

We often receive requests from parents to keep a child indoors during recesses. Unfortunately, we cannot fulfill these requests and allow students to stay inside during outdoor recess times. To maximize safety for our students, we assign all available supervisors to the playground during outdoor recess times. Also, for safety reasons, we cannot allow children to stay indoors inadequately supervised.

If your child is too ill to partake in the regular activities of the school day, including recess, we ask that

you keep your child at home until he or she is fully recovered. This process will assist our school to lower the possibility of spreading a contagious sickness to other students and staff.

23. Recess Times

Morning Recesses	K-3	10:30-10:45 am	4-6	10:15-10:30 am
Lunch and Lunch Recess	K-3	lunch 11:45-12:15	4-6	recess 11:45-12:15
	K-3	recess 12:15-12:45	4-6	lunch 12:15-12:45
Afternoon Recess	K-3	2:00-2:15 pm	4-6	2:15-2:30 pm

24. Religion Policy

All students attending St. Maurice School are required to take part in Religion classes. Attendance and reverent participation at class Masses and school Masses are an integral and compulsory part of St. Maurice School.

25. Reporting Periods

The K-6 school year is divided into three formal reporting periods. Report cards will be issued in November, March and June. The November and March report cards include a form upon which parents may request formal parent-teacher interviews with their child’s teacher(s). All Report Cards issued are to be retained by the parents for their records. Informal feedback and communication regarding a student’s progress and behaviour will be shared with parents on an on-going basis throughout the year.

26. Reports for External Agencies or Practitioners

Requests for information about a student’s observed behaviours, academic progress, or learning difficulties intended for an external agency or practitioner (eg. tutoring or learning centre, pediatrician, therapist, psychologist, etc) must be granted written permission by the parent(s) for release. The information supplied by the teacher(s) or obtained from student records and/or survey forms completed by the teacher(s) will be forwarded directly to the external agency or practitioner, with no copies made or provided to any other person.

27. Respectful Workplace Policy

St. Maurice School believes everyone is entitled to be free from harassment, discrimination and violence and is committed to providing a safe and respectful environment for all staff, students, parents, volunteers and visitors so far as reasonably practicable.

No one, whether they are a staff member, student, parent, volunteer or visitor should be subjected to discrimination, harassment, bullying, disrespectful or violent behaviour, for any reason, at any time. And no one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work or in any situation related to employment.

Workplace Safety and Health Division Regulation # M.R. 217/2006 - Effective February 1, 2011

28. School Closures

Cancellation of classes or delayed opening will be announced on local radio stations. Every effort will be made to make such an announcement by 7:00 am. St. Maurice School will be closed due to a major snowstorm or emergency situation if the schools of the Pembina Trails School Division are closed.

29. School Hours

The school day for Kindergarten to Grade 6 students begins at 8:30 am and ends at 3:15 pm. The school opens at 8:30 am and closes at 3:45 pm, unless a special event is taking place for students under adult supervision. General supervision is not provided before the school opens at 8:30 in the morning. All students are expected to remain outdoors until the 8:30 am bell. (The doors may be opened earlier if the Environment Canada - Winnipeg (The Forks) temperature or windchill is -27°C or lower). Supervision is also provided from 3:20 until 3:45 pm on the parking lot. Parents are expected to monitor the safety of their own children in the parking lot and it is also expected that they personally escort younger children from the fenced off area to their parked vehicle. General supervision is not provided before 8:30 am nor after 3:45 pm.

All students waiting outdoors for the school to open in the morning, or for their ride to pick them up after school, are expected to wait in the fenced off area of the parking lot. Students are not permitted to play on the unsupervised playground before 8:30 am nor after 3:15 pm.

Students must enter and leave the school buildings by their assigned doors:

- ▶ Kindergarten students and their parents are to use the front doors and stairs of 1619 Pembina Highway. Kindergarten students are to be brought directly indoors to their classroom by their parent. Parents are asked to assist their child in changing out of their outdoor clothing and into their indoor footwear. Parents of kindergarten students are to pick up their child directly from the teacher in the classroom at the end of the school day.
- ▶ Grades 1 to 6 students are to use the white doors of the parking lot. At the 8:30 am bell, a staff supervisor will admit the students into the building.
- ▶ Students in the Before School program will proceed to their classrooms under the direction of the Before and After School Program staff.

For the sake of reducing hallway congestion and for developing student independence, parents are asked to not enter the school building as they drop off or pick up their child/children (except for the parents of Kindergarten students). Parents may of course enter the school if they have to conduct business with the school office or to meet with a staff member.

At the end of the school day, let's please all do our part to keep our students safe in a very busy parking lot by following the rules listed below:

- ▶ All students in Grades 1-6 should be waiting for their rides in the "safety zone" between the exterior wall of the gymnasium and the parking lot fence parallel to it. There is to be no ball playing or running games (eg. tag) in this waiting area.
- ▶ Students are to follow the directions of the supervising staff members.
- ▶ Parents are also asked to respect the rules of St. Maurice School while they and their children are on school premises. Remember, these rules are in place for the safety and well being of all elementary children who are waiting to be picked up. Adults are expected to role-model safe and

respectful behaviours for all children!

Parents are reminded that when they pick up their children, they are to park their cars and physically walk to the fenced safety zone area to escort their children to the vehicle. Parents who cannot physically leave their vehicle (eg. due to a physical disability; an infant in the vehicle; etc...) can ask parking lot supervisors for assistance.

All students are to be picked up by 3:45 p.m. Any student in Grades 1-6 remaining in the parking lot past 3:45 p.m. may be asked to report to the school office where parents will be called.

Kindergarten to Grade 6 Schedule	
7:00	Before School Program begins
8:30	All school doors open. Only students registered in the Before School Program may enter the school before 8:30 am
8:35	K-6 agenda check, submission of notes, class business, etc.
8:45	Home room: O Canada, announcements, prayer, class begins
10:15	4-6 morning recess begins
10:30	4-6 morning recess ends K-3 morning recess begins
10:45	K-3 morning recess ends
11:45	K-3 lunch begins 4-6 recess begins
12:15	K-3 lunch ends / recess begins 4-6 recess ends / lunch begins
12:40	K-3 recess ends 4-6 lunch ends
12:45	1-6 classes resume
2:00	K-3 afternoon recess begins
2:15	K-3 afternoon recess ends 4-6 afternoon recess begins
2:30	4-6 afternoon recess ends
3:15	K-6 classes end
3:20	Parking lot supervision begins. Students are expected to wait for their ride within the fenced off area of the parking lot.
3:45	All students are to have left the school building by 3:45 pm unless they are participating in a specific, adult supervised school event. Parking lot supervision ends
6:00	After School Program ends

Classes, scheduled class Masses and school Masses will begin on time and therefore it is very important that all students arrive on time for the beginning of the school day at 8:45 am. The late arrival of a student is disruptive to the learning environment of their classroom, and is detrimental to their own education as well. A student who arrives late for school is to check in at the general office or be checked in by their parent at the general office. Parents will be notified by letter when a pattern of late arrivals has been noted by the administration.

Students are not permitted in the building after 3:45 pm unless they are participating in a specific, adult supervised school event, therefore it is imperative that transportation arrangements are such that students are not waiting outdoors. For your child's safety and security, please arrange to have your child picked up on time and as soon as possible after 3:15 pm.

Parents interested in the St. Maurice School Before and After Program may obtain more information from St. Maurice Daycare at 475-4045. The Before School program opens at 7:00 am; the After School program closes at 6:00 pm. Only those students who are registered for the program through St. Maurice Daycare may attend the Before and After School programs.

30. School Supplies

Parents are asked to ensure that students attend school with all of the items indicated on the School Supplies List posted on the school website by the beginning of July. Items which are lost or used up need to be replaced throughout the year.

31. Student Illness at School

In keeping with Manitoba Education recommendations aimed at helping to prevent the spread of communicable illnesses we have adopted the following:

- ▶ If your child is running a fever, he or she should not attend school until the fever has cleared.
- ▶ If your child develops a fever at school, a parent will be called and the child must be picked up.
- ▶ If your child has been sick to his or her stomach (vomited) at school, a parent will be contacted and the child is to be picked up.

32. Student Information Updates

Any changes in student information (address, telephone number, emergency contacts) must be reported to the office as soon as possible.

Each student is provided with an individual Student Information Update Sheet to be completed and updated by the parent for submission to the school office each September. It is very important that all medical and emergency contact information be kept up to date, and that the school office is advised of any changes. Where a student is indicated by their parent as having a serious medical condition (e.g. diabetes, life-threatening allergy), the medical information provided by the parent will be confidentially shared with all school staff. The information relayed to staff may include typical symptoms, likely causes, suggested first aid treatment, and emergency contact numbers. Parents who indicate that their child has a life-threatening allergy will be provided with a copy of the St. Maurice School Inc. Anaphylaxis / Life-threatening Allergies Policy.

33. Student Services

Students at St. Maurice School have access to the services of our school Counsellor. The Counsellor will seek parental consent for ongoing sessions when the counselling will extend beyond an initial consultation or session with the student.

Students at St. Maurice School have access to clinician services through a shared services agreement with the Child Guidance Clinic (CGC) of the Winnipeg School Division. Referrals are made to CGC by the school's Resource Teacher and an Administrator. These services include a psychologist, social worker, reading specialist, and a speech and language pathologist. Due to the fact that these services are performed by personnel not directly employed by St. Maurice School, parental consent is required for all referrals. Any student, however, at the discretion of the administration may have access to these services on a consultation basis only unless otherwise stated by parents in writing at the onset of the school year.

34. Uniforms (Kindergarten to Grade 6)

St. Maurice School students must wear the St. Maurice School Uniform. The uniform promotes unity and reduces competition. The school uniform consists of the following specific garments.

THOSE ITEMS IDENTIFIED WITH ♦ ARE TO BE PURCHASED ONLY THROUGH THE SCHOOL'S OFFICIAL UNIFORM SUPPLIER, TOP MARKS. Students will not be allowed to wear uniform garments that have been purchased elsewhere, even if garments come close to matching school uniforms. Otherwise, the fairness of the school uniform policy is jeopardized. All new uniform items are available by online sale directly from Top Marks. Please contact the school office for online access information. The St. Maurice Parent Guild also offers a used uniform sale a number of times per school year - sale dates are noted on the monthly calendar.

BOYS

- ♦ Iris blue OR white polo shirt crested with the St. Maurice School logo (long or short sleeved), AND
- ♦ Navy blue boys pants (pull-on or dress pants), OR
- ♦ Navy blue walking shorts (permitted during September, October, April, May and June only)
- Hair to be kept clean and must not exceed collar length; moderate hairstyles only
- No facial jewellery or earrings
- No make-up

GIRLS

- ♦ White uniform blouse (long or short sleeved), AND
- ♦ Blackwatch plaid V-front jumper crested with the St. Maurice School logo, AND
- Plain navy blue tights or plain navy blue knee socks

OR

- ♦ Iris blue OR white polo shirt crested with the St. Maurice School logo (long or short sleeved), AND
- ♦ Navy blue girls pants, OR
- ♦ Navy blue walking shorts (permitted during September, October, April, May and June only)

Note: the blouse can only be worn with the jumper, the polo shirt can only be worn with the pants/shorts

- Hair is to be kept clean; moderate hairstyles only; small hair accessories, headbands are acceptable
- No facial jewellery (earrings acceptable)
- No make-up

BOTH SEXES

- ◆ Optional: Navy blue fleece cardigan crested with the St. Maurice School logo
(No other sweaters, sweatshirts or pull-overs will be permitted)
- Non-marking runners or shoes for indoor use only
- Shoe laces must be securely tied up at all times
- No accessories are to be added to the school uniform
- Coats and jackets are not to be worn in class
- No hats to be worn in the school
- No boots to be worn in class
- No printed or coloured T-shirts to be worn under the polo shirt / blouse
- No unnatural hair colours, unnatural hair streaking or dyeing patterns

All students must wear the uniform in a proud and presentable fashion. Students may be required to wear their full uniform whenever they are away from the school and are acting as ambassadors/representatives of the school.

All uniform items must be clean and in good repair. Parents will be expected to replace uniform items which are torn, stained or excessively worn. Replacement uniform items may be purchased throughout the school year directly from Top Marks.

Casual Day is usually held twice a month to permit the students a change from the normal uniform. The Administration asks that the students and parents use good judgement in their choice of clothing for casual days. Casual shorts are only permitted on Casual Days during September, October, April, May and June, and if worn, must extend down to the fingertips of the student's hands when these are placed by their sides when standing.

35. Visitors and Volunteers

All visitors to the Elementary area must report to a school office immediately upon entry, at which time they will be asked to sign in and be provided with a "visitor" tag that must be worn in a manner visible to others. This tag is to be returned to the office from which it was issued when the visitor is leaving the building. Visitors who may be approved and issued a Visitor's Tag include: parent volunteers, guest speakers, and St. Maurice School graduate alumni.

All adults who wish to volunteer in the school must obtain a Child Abuse Registry Check form from either of the school offices and return the completed form to the Principal for processing well in advance of their volunteer work in the school. It may take up to 6-8 weeks for the process to be completed by the proper authorities. Volunteers will be assigned to various tasks, including: photocopying, laminating, changing bulletin board displays, and providing their assistance for special school activities and fundraising events.

Changes to the policies and guidelines presented in this student handbook may be made at the discretion of the Administration, as required. Any questions regarding the content of this handbook should be brought to the attention of the Administration.

Please complete both sides of the Signature Slip which is the next page of this handbook. Submit the completed Signature Slip to the student's home room teacher or to a school office on or before the indicated deadline date. Thank you.

**ST. MAURICE SCHOOL
STUDENT HANDBOOK
Signature Slip (Side 1)**

**Kindergarten - Grade 6
2016-2017**

**PLEASE TURN OVER AND ALSO COMPLETE
THE REVERSE SIDE OF THIS SHEET**

**Parents and students are to sign below and return this page to the school by
Friday, September 16th, 2016**

I have read and agree to make myself familiar with and comply with the contents stated within the St. Maurice School Student Handbook, including the Code of Conduct. I have reviewed the contents of this handbook with my child.

Student's Full Name (please print): _____

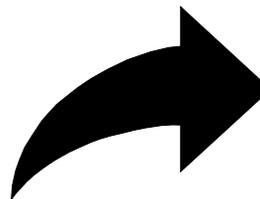
Grade: _____ **Teacher:** _____

Student's Signature: _____
(Required for Students in Grades 3-6 only)

Parent / Guardian Signature: _____

Date signed: _____

The parent's signature here applies equally to the selections made upon the reverse of this sheet.



Changes to the policies and guidelines presented in this student handbook may be made at the discretion of the administration, as required.

Any questions regarding the content of this handbook should be brought to the attention of the administration.

**ST. MAURICE SCHOOL
STUDENT HANDBOOK
Signature Slip (Side 2)**

Please read Item #9 of this student handbook (Field Trips). To ensure that your child is automatically eligible to participate in school field trips, the school requests that you complete the blanket permission form below. A specific permission letter will still be required for field trips to venues outside of a reasonable walking distance from the school, for those which may include elevated elements of risk, and those which require a fee payment.

- YES, St. Maurice School is granted parental permission for the student named on the reverse of this form to participate in field trips and extra-curricular activities sponsored and supervised by the school.
 - NO, I do not grant general permission for the student named on the reverse of this form to participate in field trips and extra-curricular activities.
-

Please read Item #18 of this student handbook (Permission to Use Photographs, Images and Videos of Students and/or Student Work) and complete the section below.

- YES, St. Maurice School is granted parental permission for the child named on the reverse of this form to be included in photographs, images, videos and/or have his or her work displayed or published outside of the school.
 - NO, I do not wish my child to be included in photographs, images, videos and/or have his or her work displayed or published outside of the school. I accept that photographs which include my child, and/or his or her work may be displayed or published in the annual St. Maurice Yearbook, and/or inside the school and parish buildings. Furthermore, I accept that images or videos that capture events which are open to the general public such as but not limited to: school Christmas concert, sport/music/drama or other performances or events whether at school or away from the school, may include the image of my child. I will advise a school administrator well in advance should I wish to withdraw my child from such an event. I accept that my child could be included in photographs, images and/or videos should I fail to advise the administration in advance to remove my child from the event prior to the picture-taking/video-taping.
-

The parent's signature on the reverse of this form also applies to the selections made above.

Note: if no boxes are checked above, St. Maurice School will assume a YES response to both items.