



Theresetta Catholic School Handbook



THERESETTA CATHOLIC SCHOOL
MISSION STATEMENT

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

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

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

SCHOOL PRAYER

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

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

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

Trustee - Rob Nichols 403.882.3574

Superintendent: Charlie McCormack

Central Office: (In Wainwright)

Phone 780.842.3992

Fax 780.842.5322

SCHOOL BELL TIMES

8:45 – 8:49 Homeroom	12:18-12:58 Period 5
8:49 – 9:29 Period 1	1:58-1:38 Period 6
9:29 –10:09 Period 2	1:38-1:51 Recess
10:09 –10:21 Recess	1:51-2:31 Period 7
10:21–11:01 Period 3	2:31-3:11 Period 8
11:01–11:41 Period 4	
11:41 –12:18 Lunch	

The
Leader in Me™

great happens here

Theresetta is proud to be a Leader in Me school. Students will be inspired to become leaders in their own unique way.

7 Habits Of Highly Effective People

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw

Religion Program

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

Technology / Computer Usage

Technology is an integral component of a student's life at home and at school. Principals are responsible to ensure that a copy of the Acceptable Use of Technology Guidelines, for the use of computers, network resources and the internet, is received and signed by each student, grades 3-9, and by each parent/guardian for students in grades K – 9.

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.

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.

Assembly

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

Newsletters

A newsletter is sent home prior to each new month. It lists news and upcoming events.

Volunteer Drivers

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

Drivers of private vehicles must be advised that:

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

All regular drivers of students require the possession of a class 4, 2, or 1 license.

Student Medication

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of "in loco parentis". Specifically, in loco parentis requires that: An employee act as would a reasonable and prudent parent in the same circumstances and conditions;

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

Meeting Children After School

We emphasize the importance of **NOT STOPPING IN FRONT OF THE SCHOOL TO PICK UP CHILDREN AFTER SCHOOL**. There is **NOT** room for the busses to turn west if there is a vehicle parked by the corner and a vehicle approaches from the west.

Due to the lack of sidewalks in parts of town, there are inadequate routes for children who walk to and from school; therefore they are forced to walk on the road. We have 100 students leaving the school at the same time every day and a great number of them are very young. Without **EXTREME SAFETY PRECAUTIONS**, we are in danger of having an accident. If the front of the school is clear, it makes the bus driver's and supervisor's job much easier.

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

Please meet your children in the parking lot at the south end of the school. Please back-in to your parking spot so you have good visibility as you leave.

Thank you for your co-operation.

Electronics and 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**. Valuable property should not be brought to school. In the event that a student must bring a large sum of money, or valuables onto the school premises, these items should be brought to the office.

It must be clearly understood that the school retains its ownership rights to all lockers and may inspect any locker and confiscate any article deemed to be inappropriate.

Students are discouraged from bringing electronics such as phones, electronic games, and electronic music players to school. At no time will these electronic devices be allowed out of a student backpack that is securely stored in a locked locker. All electronic devices need to be turned off.

The policies regarding electronics in this section are a result of teachers and other supervisors not having the ability to supervise the content on electronic items.

Please see the policy at the back of this handbook which is discussed with students during the first days of school.

Use of Computer Room After School

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

Achievement Tests

Grades 6, and 9 students write Provincial Achievement Tests in core subject areas.

These are usually written about the third week in June. Grade 6 and 9 students write Math, Science, L.A., and Social Studies tests. If parents would like further information on the results, contact the teachers.

Birthday Parties Originating at School

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

Junior High Options and CTS Courses

Students enjoy a number of CTS options this year. These choices include the following courses: Art, Cosmetology, Maker Space, Hockey, Outdoor Ed., and Active Living.

Footwear

Please note that students are required to wear clean footwear indoors. With our new gym, students need to wear clean runners. These shoes should be used as “inside footwear” for students. Since the building **MUST BE CLEARED IMMEDIATELY WHEN THE FIRE ALARM RINGS**, it is important that students wear shoes at all times.

Our custodian can have difficulty with black marks on the floor from black soled shoes. We would appreciate if parents could avoid purchasing black-soled shoes. Some of the better quality black soled shoes are non-marking and would be acceptable.

Bullying Program

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

Programs from our local Family School Liaison worker are being implemented. They include the “Fun With Friends” and “Bullying Toolbox for Kids”.

If you have any questions about the bullying program, contact Mr. Roger Fetaz at the school.

Field Trips

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

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

Parents who are accompanied by pre-school children will not be placed in the roles of supervisors or drivers for field trips.

Theresetta is blessed to have so many parents who wish to accompany their children on field trips. Thank you.

Room Moms and Dads

Room Moms and Dads are involved in the following activities:

- helping with parties (Halloween, Valentine's Day, etc.)
- organizing transportation for different occasions (Music Festival, etc.)
- organizing snacks after Mass
- organizing Awards Night lunch
- preparing hot lunch for the Christmas Concert rehearsal
- organizing and preparing Shrove Tuesday lunch (pancakes and sausage)
- organizing and preparing lunch for the Grade 9 Farewell on the last day of school (BBQ hamburgers, etc.)
- assisting with the Seder Meal on Holy Thursday
- organizing and preparing coffee, juice and lunch for the Christmas Concert
- helping with costumes and make-up at the Christmas Concert

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

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

Lunch

Students in grades 1 and 2 eat lunch in their homeroom. Students in grades 3 and 4 eat lunch in their homeroom. Students in grades 5-9 eat lunch in the Multi-Purpose Room.

There are several microwaves available for the students who would like to bring a meal that can be warmed.

ACTION PHONICS

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

Fundraising

October – Mom's Pantry Products

November - Book Fair

January - Citrus Fruit – Details will follow

Proceeds from the fundraisers have been used for the following:

Fundraising has allowed us to purchase some extras at the school. We have attempted to spend the money in ways that enhance the program or facilities for the students' benefit.

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

Family School Liaison Worker

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

Inclusive Education

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

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

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

Problem Resolution Procedure

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

The procedure is as follows:

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

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

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

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

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

WWJD Program

The "What Would Jesus Do?" Program began at Theresetta in September 1998. The intention of the program is to use Jesus as a model for our actions.

Students explore the actions and messages of Jesus in many ways. Religion classes set a foundation about Jesus. Assemblies, school liturgies and celebrations, and school masses reinforce Jesus's actions and messages. It is with this background that students, teachers, and support staff can journey together with Jesus as our leader. This journey involves all classes and activities at Theresetta Catholic School.

When students are observed doing as Jesus would, students, teachers and support staff make a note of the behavior and pass it on to the student.

Theresetta Education Foundation

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

Theresetta School Council

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

The members of the executive are as follows:

Chairperson:	Tanya Slemp
Vice-Chairperson:	Jacquie Charpentier
Secretary:	Genelle Bunbury
Directors:	Open

Teacher Rep:	
Student Rep:	Student Council President

Principal:	Roger Fetaz
Board Member:	Rob Nichols
Community Members:	Open

The council holds six meetings during the school year typically the 3rd Monday of the month.. Every parent is welcome to attend any of these meetings. For information about an upcoming meeting, phone any member of the school council or Mr. Fetaz. Dates of upcoming meetings are posted in the newsletters.

Achievement test results are shared by the administration and discussed at School Council Meetings, as are various school program offerings.

School Closures Due To Weather Conditions

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

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

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

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

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

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

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

Storms Originating During the Day

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

Student Attendance

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

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

Procedures

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

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

These procedures should reflect:

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

3. The Principal shall advise parents to:

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

Report Cards

Report cards are issued three times a year. Parent-teacher interviews are held twice a year. Parents are asked to call in and make an appointment for their interview. If the times are unacceptable, arrangements for an alternate time will be made between parent and the teacher.

School Grading Practices

Grading Practice Foundations

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

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

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

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

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

We will determine fair and accurate grades for students by:

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

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

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

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

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

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 students progress in achieving the outcomes specified in the Program of Studies for their grade level.

We will report work habits and behavior by:

- Designing report cards with sufficient space 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 outcomes and evaluation.
- Familiarizing students with the instruments that will be used for assessment, rubrics, test outlines,
- Making students aware of test dates, test formats, and appropriate study strategies well in advance of summative assessments.

We will inform parents about how we grade by:

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

Playground and Outside Areas

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

Responsible Behaviour

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

Consequences for Inappropriate Behaviour

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

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

Encouragement Procedures

Staff will consistently encourage responsible behaviour through positive interaction.

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

Student Discipline Policy

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

A Reminder –

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

A Second Reminder -

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

In-Class Time Out (10-15min)

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

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

Complete assigned learning demonstration or practice

Out-Of-Class Time Out

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

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

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

In – School Suspension

Misbehaviour will result in an In-School Suspension

Parents will be informed of behaviour

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

Major Offences

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

Demonstration of the following will be considered a major offence:

Defiance and refusal to follow the reasonable request of a school staff member (i.e. open opposition to authority/ wilfully disobedient.

Frequent use of improper or profane language or gestures.

Fighting or physical abuse toward staff or other students

Bullying

Wilful destruction of property or stealing.

Conduct deemed injurious to the moral tone or well-being of the school.

On-going involvement in minor offences.

Consequences for major offences:

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

Consequences may include one of the following:

In –School Suspension (1-2 days)

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

Parents may be informed of behaviour.

If a student repeats, move to Step 2.

Out –Of-School Suspension (1-5 days)

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

Teaching Responsibilities

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

Lunch Rooms

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

Responsible Behavior

- Students will be seated.
- Students remain seated until they finish lunch.
- Students will use a quiet, soft voice when speaking.

Students will show respect for each other and the lunch supervisor by cleaning up their own eating area.

Consequences of Misbehavior

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

- Encourage positive choices.
- Positive practice – have the student try again.

Misbehaviour in a group / at a table:

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

Contact parents if necessary

Encouragement Procedure

Lunch supervisors will consistently encourage responsible behaviour through positive interactions.

Initiate positive attention and friendly interactions.

Provide verbal praise for following lunchroom rules and expectations.

Supervision Responsibilities

Lunchroom supervisors will strive to maintain an orderly environment at all times and consistently enforce the behavioural guidelines in a positive manner.

Lunchroom supervisors will communicate with respective classroom teachers on a regular basis so that students can see that we are working together and in support of each other's efforts.

Any extreme misbehaviour will be referred to the principal for further action.

Teaching Responsibilities

Teachers will clearly outline behavioural expectations of students during the lunch break.

Responsible behaviour will be encouraged, recognized and rewarded.

Classroom teachers will maintain ongoing communication with the lunchroom supervisor(s) in order to provide support and assistance in the form of praise to students when they act responsibly and consequences for those who act inappropriately.

Responsible Behaviour

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

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

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

Consequences for Misbehaviour

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

The bus driver or student monitor will:

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

The principal will:

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

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

Supervision Responsibilities

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

Teaching Responsibilities

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

Cell Phone Policy

Rationale

While the use of technology is pervasive, it is important that technology be used in an appropriate manner in the right environment. Cell phones do not form part of the necessary learning tools at TCS and are often disruptive to the learning environment. To improve learning opportunities through increased class attentiveness, clearer focus and reduced distractions the following policy will be adhered to.

Policy

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

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

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