

# Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"

## St. Patrick's Elementary School

2018-2019

*"A safe and caring, catholic environment where students maintain a high standards of academic achievement and Christ-like behavior."*



241 Stratton Way, S.E.  
Medicine Hat, AB T1B 3Z2  
Phone: (403) 527-1177  
Fax: (403) 527-0985

Mr. Dwayne Unreiner  
Principal

Mrs. Leah Van Ham  
Vice Principal



## WELCOME TO ST. PATRICK'S SCHOOL

### School District Personnel

Mr. J. Colistro	Superintendent
Mr. C. Hellman	Associate Superintendent
Mr. G. MacPherson	Secretary-Treasurer
Mr. H. Lehr	Associate Superintendent of Student Services
Mrs. S. Richard	Director of Religious Education

### Board of Trustees

Mr. Peter Grad  
Rev. Robert Risling  
Mr. Dick Mastel  
Mr. David Leahy  
Ms. Kathy Glasgo

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### Teaching Staff

Mr. Dwayne Unreiner	Principal
Mrs. Leah Van Ham	Vice-Principal – 4VR
Miss Shelby Hope	Kindergarten AM
Mrs. Barb MacKay	Kindergarten AM/PM
Mrs. Talaina Buckle	Grade 1B
Ms. Dawn Forbes	Grade 1F
Mrs. Corrie Zelantini	Grade 1Z
Mrs. Lynnell Bowles	Grade 2B
Mrs. Michelle Neitz	Grade 2N
Mrs. Sara Block	Grade 3B
Ms. GERALYN Kambeitz	Grade 3K
Mr. Joe Syverson	Grade 3/4S
Mrs. Patty Jo Follriott	Grade 4F
Miss Courtney Rozdeba	Grade 4VR
Mrs. Barbara Babyn	Grade 5B
Mrs. Kukurudza-Dzikowski	Grade 5KD
Mrs. Mata Pudwell	Grade 5P
Mrs. Patti Crews-McMorran	Music & 3/4S
Mrs. Carla Weinheimer	Leveled Literacy Intervention Support

### School Secretaries

Mrs. Shawna Wogrinc  
Mrs. Jaylene Taupert

### Librarian

Mrs. Brenda Hammel

### Custodial Staff

Mr. Clint Stojke - Head Custodian  
Mrs. Shirley Straub

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### Spiritual Partners

#### **Holy Family Parish**

1451 Strachan Road SE  
Medicine Hat, AB T1B 4V3  
Rev. Fr. Iqbal Khurshid, Pastor  
Rev. Fr. Vijaya Bathineni, Associate Pastor

**Website:** [www.holyfamilymh.ca](http://www.holyfamilymh.ca)

**Email:** [contact@holyfamilymh.ca](mailto:contact@holyfamilymh.ca)

**Tel:** 527-6933

**Fax:** 526-2482

**Mass Times:** Saturday – 5:00 p.m.

Sunday – 8:30 a.m., 10:30 a.m., 6:30 p.m.

#### **St. Patrick's Parish**

238 – 2<sup>nd</sup> Avenue NE  
Medicine Hat, AB T1A 6A1  
Rev. Fr. Tommy Manjaly

**Website:** [www.stpatschurch.info](http://www.stpatschurch.info)

**Email:** [stpatsch@telusplanet.net](mailto:stpatsch@telusplanet.net)

**Tel:** 526-2265

**Fax:** 526-0058

**Mass Times:** Saturday – 5:00 p.m.

Sunday – 9:00 a.m., 11:00 a.m.

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION

## SCHOOL YEAR CALENDAR

# 2018-2019

### August

12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31F		

3	School PD Day - Teachers only		
0	Instructional	F	Faith Formation
3	Total		
29th	First day for Teachers		

### September

						1	
2	3	4s	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

30	S	First day for Students
1	P.D.	
18	Instruct.	
19	Total	

### October

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

1	P.D.
21	Instructional
22	Total

### November

				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

1	P.D.
21	Instructional
22	Total

### December

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

20th	Last day for students
1	P.D.
14	Instructional
15	Total

### January

		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

19	Instructional HS
1	P.D. E/M Elementary & Middle School
18	Jan. Instructional - Elem/Middle
19	Total

### February

					1S	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

2	P.D. Teachers' Convention
2*	Time in Lieu: Parent Teacher Conference
15	Instructional
19	Total
S	First day of 2nd Semester

### March

					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

1	P.D.
20	Instructional
21	Total

### April

	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

0	P.D.
16	Instructional
16	Total

### May

			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

1	P.D.
21	Instructional Days
22	Total

### June

						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27L	28*	29	
30							

1	P.D. E/M Elementary & Middle School
1*	Closing Day
18	Instructional Elementary /Middle
19	Instructional High School
20	Total
L	Last day for Students
*	Last day for Teachers

### Semester

	1	2	Total
<b>Instructional Days</b>			
Elementary/Middle	91	91	182
High School	93	91	184
<b>Non-Instructional Days</b>			
PD/School Closing Days: Elem/Middle Schools	8	6	14
PD/School Closing Days: Msgr. McCoy	7	5	12
Time in Lieu: Parent Teacher Conf.	0	2	2
<b>TOTAL</b>			198

## Schedules & Activities

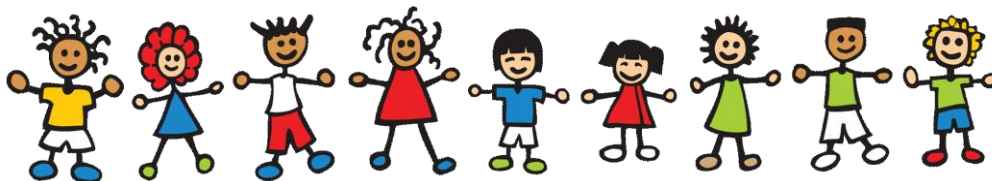
### *Regular School Day*

8:55 a.m.	Opening Bell
9:00 a.m.	Classes Begin (including Kindergarten)
10:30 a.m.	Recess – all students
10:45 a.m.	Class resumes
11:40 a.m.	ELP – AM Dismissal
12:00 p.m.	Kindergarten AM Dismissal
12:05 p.m.	Recess – all students
12:30 p.m.	Lunch – all students
12:35 p.m.	ELP and Kindergarten PM Class Begins
12:50 p.m.	Class resumes
3:20 p.m.	Dismissal - all students (including Kindergarten)



## Ten Important Things to Keep Your Child Safe and Happy

1. Outside supervision begins at 8:40 am. To ensure students are safe we ask that they remain at the school and do not wander away from the school grounds.
2. All students have common recesses (10:30 – 10:45 am and 12:05 – 12:20 pm). A schedule will be provided to all classes to indicate grades and days of play on specific fields and playgrounds to provide fair opportunity for all students. Students are expected to play with same grade students during competitive play (soccer, football, etc.).
3. If your child must arrive late or leave early from school, please contact the office by agenda, email, or phone to confirm parent permission. If we do not hear from you we will phone you.
4. We appreciate our volunteers and visitors. Please sign in at the office to receive your visitor's badge. Wearing a badge let's all students and staff know you are not an intruder. Help keep our school safe.
5. To ensure safety we practice Lockdown, Hold and Secure, and Fire Drills throughout the year.
6. If your child has any severe allergies or a medical condition that requires attention or medication, contact the office so we can create a plan of action to ensure your child is safe. Please ensure that your child has the medications required to support his/her medical needs.
7. Head vs. ground = ground wins. Please wear a helmet when riding your bike to school. Lock up your bike or it may go for a ride without you.
8. No one can steal, break, or damage your expensive electronics if they are left at home. If you can't afford to lose it, please don't bring it to school.
9. Lost and Still Lost. With 450 pairs of shoes, boots, hats, mitts, and coats you may want to label your child's stuff just in case it ends up in our lost and still lost container.
10. Our school is a place that follows the actions and teachings of our Catholic faith. We expect students to show respect and care for all. If you have a concern with someone, tell them. If they don't listen tell one of our adults and we will help you solve it.



## Great Events That You Do Not Want to Miss

1. Hot Lunch Days - thanks to our Parent Council and our parent volunteers (2/month) – School Cash Online only
2. Weekly Assemblies - Come celebrate our monthly faith themes and help us recognize our great students every Monday morning at 9:10 am (all students present).
3. Meet the Staff Night - a great way to meet our wonderful staff and our great families (to be announced)
4. How we celebrate our Faith - Masses, Celebrations, Christmas & Spring concerts, Student Leadership, and Family Fun Activities, Parent Council and many class/grade Service Projects
5. Family Fun Night at the Leisure Center – in the upcoming new year (February)
6. Our fun Spirit Days - dress up days every month
7. Parent Teacher Conferences - a great way to share your child's successes and challenges
8. 3<sup>rd</sup> Annual Mini Stick Tournament – a great way to build school community relations (April)
9. Parent Council meetings – all are invited to be involved in helping to support your child's educational experience
10. "Muffins for Moms" and "Donuts for Dad" - come and start your special day with your special children
11. Faith & Wellness Day – an afternoon filled with over 20 community facilitators promoting faith and wellness



## Living Through God's Words

*Our themes for the month and for assemblies this year will focus on God's word. Thoroughly exploring scripture passages from the Bible as well various parables we will follow in Jesus' footsteps to live a life rich in our faith.*



## Key Things You Should Know About Our School

1. Join our school Twitter or Facebook for weekly updates of classroom and school activities.
2. School Cash Online is a convenient, quick, and easy way to pay for school activities online (school registration, hot lunch, field trips and more). Register now by accessing our school website for steps to follow.
3. We have an awesome Before/After school program to support your family's needs. See the office for times, costs, and other information.
4. Southland bussing (403-526-4655) is our bus line that transports our children who are 1.2 km or more from the school. All students who ride the bus will be expected to treat the bus, driver, and all other passengers with respect. **Eligibility** - Contact Central Office **Bus Routes, Pick up points and Times:** Please check the division website at <http://www.mhcbce.ab.ca/> or <http://www.southland.ca/medicinehat/>
5. Parking is a challenge for everyone. Please respect our neighbors by not blocking their driveway. Do not enter the bus lane out front while the pylons or buses are in it.
6. Our parent volunteers are fantastic. They are instrumental in helping our students in our AR Program (Accelerated Reading), hot lunches, field trips, Parent Council, and so many other things. God bless our parent helpers.
7. Our newsletter is full of great info. Please sign up online to receive your copy right to your home computer or contact the office if you require a paper copy. As well, our website has many helpful links and information to help you and your child this year. [www.stpatricksschool.ca](http://www.stpatricksschool.ca)
8. Great Learning Starts Young – we have two full preschool programs available both morning and afternoon to support the needs of our parents. Contact the office for details and costs.
9. Our students continually help those in need. Throughout the school year thousands of dollars and food are donated to multiple community societies (Food bank, Women's Shelter, etc.). God Bless our students!

10. Our Kindergarten fees are: \$66.00 which includes the school council and activities fees, and computer technology fee. There is also a \$15.00 scrapbook fee. Our Grades 1-5 fees are: \$74.00 which includes school fees, school council and activity fees, computer technology fees and agenda.
11. Students are welcome to use cell phones before and after school but will not be used for contact during the day. Parents and students can communicate via school lines during the day to ensure that learning is not interrupted.

## **Ways You Can Do To Help Your Child Be Successful**

1. **Miss school and you will miss out.** Please do your best to have your child be at school and be there on time. One of the greatest factors affecting school success is attendance. Please try to book family holidays and dental or doctor appointments outside of key learning time. Teachers are not obligated to reteach work missed due to family holidays taken during scheduled school time.
2. School Communication – All absences or other family appointments concerning your child throughout the school day need to be communicated to the front office by phone, email or this agenda.
3. Get involved with Parent Council. You will have a positive effect on your child's school life.
4. Help your child through the good, bad, and the difficult. Talk to them about their day, support them in their work and how they do it, and communicate any concerns that they may have.
5. **Communication is the key to success.** Agenda books, phone calls, report cards, emails, and meetings are just a few ways of keeping in touch with your child's teacher. We invite you to use all of them. Your child is worth our time.
6. Action Matters. If you or your child has a question or concern about a classroom matter, please contact the teacher right away. If it is a bigger school matter please contact our school administration. We can't help to solve a concern if we don't know about it.
7. Help us slow down class interruptions. Please try to communicate important information to your child before they leave for school so we don't interrupt the learning taking place in the classroom. If it is necessary, please call before 3:00 pm for after school messages.
8. Extra help is what we are about. If your child is struggling in their learning please talk to the teacher and we will work together to provide the best programming for their learning. All you have to do is ask.
9. Provide a quiet location at home for your child to read or do homework. Having that space available to your child shows them that you value their education. Be sure they are in sight and that you're available to help.
10. Having proper rest and food helps our children's mind to grow and be at their best. Please try to stress the importance of both to your child.
11. Read with your child. Children love to read but love it more when an adult reads to them. Take turns with your child in reading every night and you will see a huge improvement towards your child's success in school.

## **MHCBE Division Resources ([www.mhcbe.ab.ca](http://www.mhcbe.ab.ca))**

- These online resources provide information about: General Administration, Instructional Programs and Materials, Students, Personnel & Employee Relations, and Business Procedures.
- Access full details of Administrative Procedures (AP) documents online
  - Please review ***Student Code of Conduct*** (AP 351)
    - Definitions and guidelines for bullying, communication, AB Human Rights Act, Shared Responsibility, Acceptable & Unacceptable Behavior, Progressive Discipline Plan, Student Support and Consideration of Student Diversity.

## Medicine Hat Catholic Board of Education STUDENT CODE OF CONDUCT

1. **Statement of Purpose** - Medicine Hat Catholic Board of Education is committed to providing welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students that includes the establishment of a code of conduct for students that address bullying behaviour. Medicine Hat Catholic Board of Education affirms the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of the students enrolled in a school operated by the board. Students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms. (School Act Sec 45.1). The treatment of all persons with respect and dignity is a core value within the District. Expectations for student conduct arise from School Act requirements and the school district's Catholic values.  
In our ministry, we value and celebrate:
  - Teaching and living our Catholic faith
  - Our Catholic traditions
  - Our ability to offer a full range of educational programs for all students
  - That every child is a unique creation who possesses an intrinsic dignity which must always be respected
  - Parents as primary educators. Parents have the first responsibility for the education of their children
2. **Definition of Bullying** - Section 1.1 (b.1) Alberta School Act, defines "bullying" as "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation."
3. **Communication** - The Student Code of Conduct must be:
  - Made publicly available
  - Reviewed every year, and
  - Provided to all staff, students and parents/legal guardians
4. **The Alberta Human Rights Act** - Our priority is to ensure that all of our students are provided with a respectful and compassionate school environment rooted in Catholic values and teachings. This includes
  - Adhering to the Alberta Human Rights Act
  - Respecting School authorities and School and District property, as well as, the property of others
5. **Shared Responsibility** - Medicine Hat Catholic Board of Education recognizes that responsibility for student conduct is a shared responsibility between

the District, students, their parents/guardians and the broader community. The students in our District are expected to behave in a virtuous manner that is charitable, courteous, respectful of others and supportive of the school philosophy and the goals of Catholic education.

6. **Acceptable and Unacceptable Behavior** - As required in Section 12 and Section 45.1(3) of the School Act the following behaviors are deemed acceptable and unacceptable within the Medicine Hat Catholic Board of Education.

### 6.1 Acceptable Behaviors

Students are expected to meet the requirements of the School Act (Section 12) which states a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education programs and other services
- Comply with the rules of the school
- Account to the student's teachers for the student's conduct
- Respect the rights of others
- Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Positively contribute to the student's school and community

### 6.2 Unacceptable Behaviors

The following are examples of unacceptable behaviors with regard to student conduct in schools that interfere with the establishment of welcoming, caring, respectful and safe learning environments that respect diversity and a sense of belonging for students in school, online or in our community:

- Defiance and disrespect
- Inappropriate use of language
- Behaviors that interfere with the learning of others and/or the school environment or that create unsafe conditions whether or not the behavior occurs within the school building, during the school day or by electronic means.
- Open opposition to authority
- Bullying, including cyber-bullying
- Breaches of digital on-line safety
- Physical harm/assault; Personal and/or sexual harassment
- Possession or use of weapons
- Drug, tobacco, e-cigarette, alcohol use, possession or distribution
- Inappropriate student dress

- Inappropriate use of mobile devices
- Theft and vandalism; Threats or intimidation
- Extortion; Discrimination

7. **Progressive Discipline Plan** - The school's discipline plan will outline the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences and will take into account the student's age, maturity and individual circumstances, and must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. As well, parental and district involvement may be requested to support school discipline procedures.

At all times, teachers and administrators will use their professional judgment in applying consequences. Each school will keep a record of any disciplinary action taken with a student or group of students.

Consequences are intended to have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour.

The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and fairly to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports, and consequences, including:

Prevention measures and initiatives:

- Early and ongoing intervention strategies
- Strategies to address unacceptable behavior

Interventions and consequences increase when:

- The concerning behavior is persistent
- The concerning behavior escalates
- There is a very serious infraction of the code of conduct

Interventions and consequences may include, but are not limited to, the following:

- Informal Conferences
- Restriction of Privileges
- Parent Conferences
- In School Suspensions
- Risk Assessment
- Suspension / Expulsion (AP 357)
- Student Redirection
- Behaviour Support Plan
- Learner Support Plan
- Involvement of Instructional Services and Supports
- Involvement of External Services and Supports

The Principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the Principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

8. **Student Support** - Support will be offered to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools counsellors, counselling, etc.
9. **Consideration of Student Diversity** - The School Act requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity, and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. must be considered.

School Act, Section 15, 20, 23, 39, 40, 41, 43, 60, 61, 96, 113, 123, 124

Alberta Human Rights Act

Child, Youth and Family Enhancement Act

Public Health Act, Social Development Act, Vital Statistics Act

Youth Justice Act

Section 23 Canadian Charter of Rights and Freedoms

Freedom of Information and Protection of Privacy Regulation 200/95

Student Record Regulation 225/2006

Student Evaluation Regulation 177/2003

Calgary Catholic Student Code of Conduct-Appendix A

Children First Act Disclosure of Information Regulation 231/2013