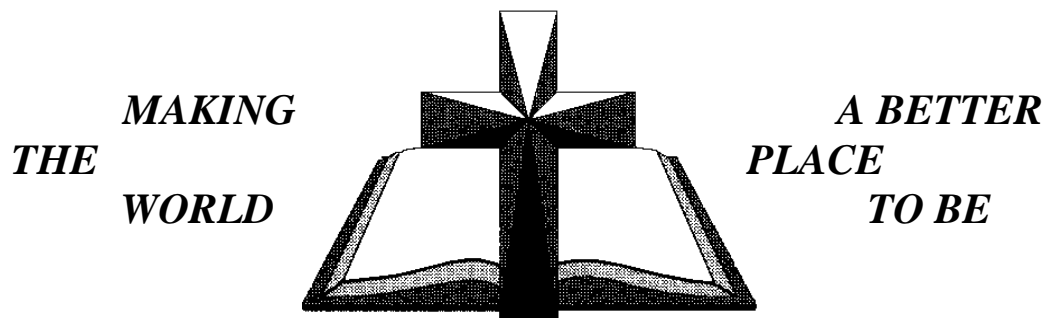


St. Anthony's School

Parent Handbook



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Principal – Mrs. JoAnne Akerboom
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Vice Principal – Mrs. Celeste Schrock

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St. Anthony's School

Parent Handbook

Mission Statement

Guided by the Holy Spirit, St. Anthony's School is a Catholic community founded on Gospel-centered values, educating with excellence the whole person in a safe, secure, and caring environment, nurturing the growth of individual gifts, building the knowledge and confidence needed to contribute to an ever-changing society, thus pleasing the creator. (supported by the four pillars – Appendix A)

Absences:

If your child is going to be absent from school, please inform the school receptionist at 823-3485. We would greatly appreciate your support on this matter. Your call will save us time. The school receptionist will attempt to call home if we do not hear from you.

Attendance:

Attendance in school is compulsory for all students. We are very pleased to have the opportunity to teach your child. Please keep in mind that students develop good or poor attendance patterns early in their school life. You can help in the formation of good habits by sending your child to school on time every day. There is a strong correlation between student achievement and student attendance. We cannot teach your child if they are not in school.

Bicycles/Skateboards/Roller Blades/Heelys:

Riding a bike or skateboard to school is a privilege. To protect all our students, you cannot ride these items on school property. Parents are encouraged to review safety precautions with their child if they allow them to ride bikes or skateboards to school. The school is not responsible for lost or damaged items. There are bike racks for students to lock their bikes.

Bus Riders:

The school board does provide bus transportation to all students wishing to ride the bus. Students outside the 2.4 kilometer limit ride for free. All students within the 2.4 kilometer limit must pay for the service. All bussing inquiries should be made to Vanessa Douville at 1-800-737-9383.

***** If your child normally rides the bus but is not riding the bus at the end of the day it is imperative the office be informed of this. Otherwise the busses will be delayed waiting for your child. Example: Students riding bikes, leaving school early, or walking home must inform us they will not be on the bus.

Bus Routes:

Please check with Southland Transportation or Vanessa Douville @ 1-800-737-9383 for the nearest bus stop to your house.

Bus Rules:

Bus drivers establish rules on their busses to ensure the safe transportation of our students. The driver will review the rules with students on the first day of school. These expectations are also located in your child's communication book.

Calendar:

There is a school calendar located on the St. Anthony's [Home Web Page](#). Please review it for important dates.

Class Assignments:

Assigning students to classes is the responsibility of the school principal. This is done in conjunction with the classroom teachers. Based on the recommendations of classroom teachers students are assigned for the upcoming school year. Every attempt is made to make the best possible placement for each student. If you have a special request please contact the school principal **by April 31**. Please keep in mind that some friends may not work well together, therefore we will separate them if possible. Class lists are devised during the last two weeks of June.

Classroom Celebrations:

Every teacher will have celebrations for their students throughout the school year. You can obtain details from your child's teacher.

Cell Phone Use:

See Personal Electronic Devices section

Code of Conduct:

Please refer to your child's communication book for the school's Code of Conduct. Please review this with your child to ensure appropriate expectations are established for your child's behavior in school. (Appendix B)

Directory Information:

It is critical that the school have your current address, phone number, email address, the phone number of your work place, and the number of an alternate contact. If there is any change please inform the school immediately.

Discipline:

Please refer to the School's Code of Conduct for details. Our philosophy is, if a child is having behavioral difficulties, we believe the parents should be informed and have a chance to remedy their child's behavior. However, if problems persist or the nature of the incident is considered serious by the school administration, the school administration will take action to maintain a positive learning environment for all students. Please consult the Code of Conduct. (Appendix B)

Health Information:

If your child has a medical condition or activity restrictions, please inform the school office and your child's homeroom teacher. This is critical if your child has allergies or other related conditions that may place your child at risk during school hours. We need this critical information to ensure your child is safe at all times. This information will be shared with school personnel to alert them to your child's special situation. **Please note that St. Anthony's School is a Peanut and Nut Free School.**

Homework:

Homework is an essential component of student learning. Homework reinforces concepts a child learned in school. Your child's teacher will recommend the amount of homework your child should be doing each week.

Illness:

If your child is sick we believe the best place for your child is at home. If your child complains of sickness at school we will call to inform you.

Injuries:

School personnel who witness accidents or are aware of an injury during instructional or social time will report the incident to the office. The majority of school staff is trained in basic first aid. We will contact parents if their child is injured at school.

Lockers:

Lockers are the property of the school and are on loan to the students. Lockers may be searched by the administration of the school at any time.

Lunch and leaving school grounds:

Leaving school grounds during lunch hour is a privilege for students in grade 7 - 12. Students are expected to be good ambassadors of the school at all times. Complaints will be addressed accordingly and if in the opinion of the school administration a student is not acting responsible, their privilege to leave school grounds will be revoked.

Lunch Prices/Cafeteria:

The school does have a cafeteria to serve lunch to our students. All students in grades one to twelve have access to the cafeteria. There is a menu available and children pay a fee for their food. Meal cards are available and can be purchased directly from the cafeteria.

Medication:

Under no circumstance will school personnel administer medication without written permission from the child's parents. There is a form available at the office should your child require medication to be administered at school. All medication **MUST** be kept in the office for the safety of all children attending the school.

Office Procedures: Parents can help.

- If a child is sick, please call the school office.
- The school phone is available for use to our students during lunch hour. Disruption of instructional time for non-urgent messages is discouraged. Messages can be conveyed to our students and disruptions are avoided.
- Parents should make prior arrangements or alternative plans for their children for after school hours.

Parental Concerns:

Education is a partnership. If you have a concern/comment, please bring it directly to a person in a position to assist you. Please keep in mind your child's teacher is your primary contact at school. If they are unable to assist you with your questions, please call the principal.

Parking and Loading/Unloading of Students:

If you are driving your child to school and walking them into the school, you must park in the visitor parking on the west side of the building. **The parent drop off loop is a no parking zone.**

When using the parent pick up zone please note that it is dual lane. The lane that is cross-hatched (closest to the school) is for parents to stop and load their children. The other lane (closest to the flagpole) is designated as a free flow traffic zone for cars to drive in after they have been loaded. Please do not stop in the free flow zone to pick up your child as they are crossing traffic. Also, please wait until you are in the loop before loading your child. For the students' safety we do not want them running out into the traffic flow.

If you are picking up your child at the end of the day, please arrive at 3:20 Monday – Thursday and 12:20 on Fridays. We hope to have the busses loaded and gone by those times. This will alleviate the congestion at the entrance of the school. Students who walk or are picked up by their parents are dismissed at 3:15 or 12:15 (Fridays) and will not be ready to be picked up earlier than those times. Students in kindergarten and grade 1 will be escorted by a staff member out to the parent pick up area around 3:20.

Personal Electronic Devices (PED):

In elementary school, we recommend that students leave their personal electronic devices at home. If they need to have access to a cell phone for medical purposes then the student must leave the phone with the teacher.

In high school, students are permitted to bring their personal electronic devices into the classroom (cell phones, ipads or laptops). All PEDs must be on the desk and in airplane mode unless the teachers gives permission to complete assignments or research using a PED. Any use of PED without permission will result in immediate confiscation and a call home to have the device picked up by a parent or guardian.

Personal Items:

Student personal items should be marked in a way that will allow your child to identify their property. Your child requires adequate supplies for school. All other items should remain at home where they will be safe. Personal electronic devices are not permitted in the classroom. Students bringing such items to school do so at their own risk. The school cannot assume responsibility for the personal property of students.

Recess:

Recess is an integral part of the school day. Children have the opportunity to socialize prior to the start of school, during morning break, and during lunch hour. There are sixty minutes of supervision provided each day for students to socialize in an unstructured setting. Teachers also have the option of providing breaks to students when required. Please ensure your child is dressed appropriately for the weather.

Note: Outdoor recess is a privilege. A child who engages in behavior that places students at risk will have this privilege revoked.

School Fees:

Sports Teams

All fees payable to St. Anthony’s School

Jr. High Volleyball/Basketball	\$75/Team and \$100 uniform deposit
Sr. High Volleyball/Basketball	\$100/Team and \$100 uniform deposit
Golf	\$65
Soccer	\$20
Cross-Country, Track, Badminton	\$20

Schedule for Monday to Thursday

Grade 7 – 12 Monday - Thursday			Elementary Monday – Thursday ECS - 3			Elementary Monday – Thursday 4 - 6		
Block 1	8:35 - 9:50	75	1	8:35 – 9:10	35	1	8:35 – 9:10	35
SDL	9:50 - 10:25	35	2	9:10 – 9:40	30	2	9:10 – 9:40	30
			3	9:40 – 10:10	30	3	9:40– 10:10	30
Transition	10:25 - 10:28	3	Recess	10:10 – 10:25	15	4	10:10– 10:45	30
Reading	10:28 - 10:43	15	4	10:25 – 10:40	15	Recess	10:40 – 10:55	15
Block 2	10:43 - 11:58	75	5	10:40 – 11:10	30	5	10:55 – 11:10	15
			6	11:10 – 11:40	30	6	11:10 – 11:40	30
			7	11:40 – 12:20	40	7	11:40 – 12:20	40
Lunch	11:58 - 12:36	38	Lunch	12:20 – 12:40	20	Lunch	12:20 – 12:40	20
Block 3	12:36 - 1:51	75	Recess	12:40 – 1:00	20	Recess	12:40 – 1:00	20
			8	1:00 – 1:32	32	8	1:00 – 1:32	32
			9	1:32 – 2:04	32	9	1:32 – 2:04	32
Transition	1:51 - 1:54	3	10	2:04 – 2:36	32	10	2:04 – 2:36	32
Block 4	1:54 - 3:09	75	11	2:36 – 3:09	33	11	2:36 – 3:09	33
Dismissal				3:09 – 3:14	5		3:09 – 3:14	5
Buses Leave				3:20			3:20	

Schedule for Friday

Grade 7 – 12 Friday			Elementary Friday ECS - 3			Elementary Friday 4 - 6		
Block 1	8:35 – 9:26	51	1	8:35 – 9:10	30	1	8:35 – 9:10	30
Transition	9:26 – 9:29	3	2	9:10 – 9:40	30	2	9:10 – 9:40	30
Block 2	9:29 – 10:20	51	3	9:40 – 10:10	30	3	9:40 – 10:10	30
Transition	10:20 – 10:23	3	4	10:10 – 10:40	15	4	10:10 – 10:40	35
Block 3	10:23 – 11:14	51	5	10:40 – 11:10	35	5	10:40 – 11:10	15
Transition	11:14 – 11:17	3	6	11:10 – 11:40	35	6	11:10 – 11:40	35
Block 4	11:17 – 12:09	52	7	11:40 – 12:09	34	7	11:40 – 12:09	34
Dismissal	12:09		Dismissal	12:09		Dismissal	12:09	

School Safety:

Part of the safety that students need to learn at the school entails fire drills and school lock downs. Students will practice, numerous times during the year, how to evacuate the building in a safe and efficient manner and how to take part in a building lock down. Only the front door of the school will remain unlocked during the day after 9:00 AM. Students who come late to school will need to access the building through the front door. During recess and lunch breaks, supervisors outside with the children will have keys to unlock the doors should a child need to get inside.

St. Anthony's School Council:

We encourage our parents to take an active role in our School Council. The council is made up of parents, teachers, community members and a student. It is an excellent opportunity for you to have a strong voice on school issues and support the school in its many endeavors.

Student Supplies:

Every grade/division will have a supply list. This list highlights all the supplies your child will need for school. Please ensure your child has the appropriate supplies. This will greatly assist us to ensure your child gets the education they deserve. Your child's homeroom teacher is the best person to consult regarding needed supplies for the year.

Supervision of Students:

The supervision of students commences at 8:25 am. Students, who are not in a school-sponsored activity after 3:15 pm Monday through Thursday and 12:14 pm on Fridays, are expected to leave the school to go home or to daycare as arranged by their parents.

Tardy/Late Students:

If a child is late, they must report to the office before proceeding to class. Students must have their agendas stamped at the office before the child enters class. This process allows us to keep track of who is present and absent from our building. Students accumulating an excessive number of lates to classes will be subject to disciplinary actions.

Telephone:

Students are strongly discouraged from using the telephone during instructional time. They can use the telephone during breaks with the permission of their teacher. This ensures the office is not over crowded and unnecessary calls are not made. We would ask all parents to avoid calling their children out of class during instructional time to take messages; doing so distracts from instructional time and is disruptive to all students. Cell phones are not permitted during class time, students can use them during lunch breaks.

Visitors:

For the safety and protection of visitors and students, we require all visitors to check in at the office. This allows us to monitor who is in the building at all times. A visitor button will be issued to all visitors to the school and must be returned prior to leaving. Parents assisting in the classrooms can obtain a button from the office to wear. This also allows us to know if a parent is

in the building. Often we get telephone calls from people inquiring if one of our parents is assisting in the classroom. Obviously exceptions are made for dropping off students and picking students up at the beginning and end of the day respectively.

Volunteers:

Volunteers are important and help us enormously. You make St. Anthony's "A Better Place to be." To assist us, make your job easier, and to protect the privacy of our students we have established guidelines for all volunteers (Appendix C). Volunteers are also required to complete package which is available through the classroom teacher or the office.

Appendix C - Guidelines for Parent Volunteers



St. Anthony's School Guidelines for Parent Volunteers

Why are parent volunteers important?

- To encourage parents to assist in the education of children in the school environment.
- To establish a better understanding of the classroom program.
- To improve parent-teacher communications and relationships.
- To give added adult attention to students.
- To provide the parent with the opportunity to learn more about your children.
- To help the child realize that parents and teachers can work with him/her in the school environment.
- To bridge the continuity gap which exists between the home and school.

How can parents help?

- Assist with classroom routines.
- Assist with planned experiences.
- Assist the teacher in supervising indoor and outdoor activities.
- Prepare equipment and materials for activities and displays.
- Share special talents.
- Help with sick children
- Assist during emergency evacuations.

Points to remember:

- Check with the teacher to see if bringing younger children is OK.
- The teacher is always in charge of the class and responsible for the program and discipline. Parent volunteers work under the direction of the teacher.

- A good relationship between teacher and parent volunteer facilitates a relaxed and harmonious classroom environment.
- The teacher instructs the parent volunteers as to what needs to be done on each day. They will use the volunteers' time efficiently and effectively.
- If you cannot make a scheduled time please inform the teacher before your scheduled time.
- Do for children ONLY what they cannot do for themselves.
- Learn the routines of the classroom. Adhere to them yourself and assist the teacher in implementing them.
- Learn where materials are kept and see to it the children return materials to their proper places.
- Help build feelings of competence and good self-image by using encouragement to motivate children and by praising the processes rather than products.
- Watch AND listen to children at play to know how to assist them. Help them to work out a solution. Do not ask children what they are making but rather ask them to tell you about what they are doing.
- **IMPORTANT!! Use CONFIDENTIALITY** regarding anything that happens in the classroom. Pupil behavior and conversations, teacher performance and programs should not be discussed at home or in the neighborhood. No child or behavior of a child that you encounter in class should be discussed. If you have a concern, you bring it directly to the teacher or principal and respect their professionalism that they will do what is in the best interests of all children. Staff and programs should not be discussed in the neighborhood. Reviews of staff and programs are the responsibility of the principal and senior administration.

TEACHERS:

- Ensure all staff members are aware of parent volunteers in your class. Have a Volunteer Button ready for all volunteers. Buttons can be obtained at the office.
- School, Student, and Confidential files are restricted to school personnel. Do not ask a parent volunteer to access these documents for you.

Appendix A: Pillars of the School

To have a safe, secure and caring environment for all.

To meet the educational needs of all students.

To be stewards of our resources.

To have all live by the gospel-centered values based on the official teachings of the Catholic Church.

...To achieve these pillars we believe in the following fundamental convictions and values...

- *We believe God is with us daily in everything we do.
- *We believe in the teachings of the Magisterium of the Catholic Church.
- *We believe in the knowledge and practice of Catholic Values.
- *We believe in the witnessing and celebrating of our Catholic faith.
- *We believe in the power of prayer.
- *We believe the parent is the prime educator.
- *We believe in the excellence of education of the whole person.
- *We believe the role of education is to develop each individual's unique gifts and abilities.
- *We believe the family is the primary role in influencing the development of the individual.
- *We believe in a safe, secure and caring environment.
- *We believe open and honest interaction is essential for community.
- *We believe in the gift of free will and that people are responsible for their own actions.
- *We believe in the value-centered education of the whole person.
- *We believe all people have equal intrinsic worth.
- *We believe, as children of God, all individuals are worthy of respect.
- *We believe, as stewards of our community, that we respect the property of the school, the property of others, and our own personal property.

We at St. Anthony's School believe everyone should REACH-OUT and Support Each Other

RESPECT

*** I have a right to be treated with respect and dignity at school.**

- It is my responsibility to treat others and property with RESPECT. I will not laugh at, tease, intimidate, put down, physically or emotionally abuse others. I will respect others as individuals and not treat them unfairly.

EDUCATION

*** I have a right to a quality, authentic Catholic education with high expectations for achievement.**

- It is my responsibility to support the EDUCATION process; to listen, to learn, to practice, to complete school assignments, and to graciously accept assistance when

necessary. I will not interrupt, shout, or make loud noises that will disrupt/interfere with instruction and the learning of others. I will do my very best to meet my full potential.

ATTITUDE

*** I have a right to assistance and support in learning self-control.**

- It is my responsibility to exhibit an ATTITUDE of self-respect and self-control. My outlook on people, property and situations says a lot about me as a person. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. I understand bullying others is not right. I will cooperate with school officials. I will adhere to the expectations established for appropriate student behavior.

CATHOLIC

*** I have a right to attend a Catholic school.**

- It is my responsibility to respect the CATHOLIC nature of the school.

HARMONY

*** I have a right to be cared for in a safe, secure, and harmonious environment.**

- It is my responsibility to help maintain HARMONY by supporting the core values of our school. Values based on the teachings of the church and supported by mutual respect, care, safety, and academic excellence.

REACH OUT TO OTHERS AND MAKE THE WORLD A BETTER PLACE TO BE.

Safe and Caring School

Everyone at St. Anthony's School has a right to be cared for in a safe, secure, and harmonious environment. It is everyone's responsibility to help maintain harmony by supporting the core values of our school. Values based on the teachings of the church and supported by mutual respect, care, safety, and academic excellence.

Any student who feels unsafe or threatened should tell an adult in the school. These adults will ensure that measures will be taken to ensure the safety of the child.

Lockers are the property of the school and are on loan to the students. Lockers may be searched by the administration of the school at any time.

Internet use in the school is a privilege for students. Inappropriate activities on the Internet such as, chat rooms, MS messenger and inappropriate web sites will result in the student losing their privilege to use the Internet.

St. Anthony's School is a peanut and nut free school.

Keeping Safe

When a school is confronted with an emergency situation there are few possible courses of action the school may take; what that action is will depend on the specifics of the incident. A school may choose to do any or all of the following:

Shelter-in-Place:

During a Shelter-in-Place, students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school. Generally, Shelter-in-Place is used during an environmental emergency such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.

Lock-Down Lock:

Downs are usually used in response to acts or threats of violence to students and/or staff, including any such activities in the general vicinity of the school. During a Lock-Down all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a Lock-Down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the Lock-Down is over.

Evacuation:

An Evacuation requires all students and staff to leave the school and go to an alternate location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents would be informed of the alternate location via the school's Crisis Notification Network.

Dismissal:

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Schools conduct drills throughout the year to rehearse emergency procedures. In addition to the procedures described above schools also practice protocols such as: "On-Alert", which is an early warning system; "Duck-Cover-Hold", which is a method of protecting vital body parts from harm during things such as tornados or earthquakes; and conduct fire drills.

These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

Appendix B: Discipline

Creating a Restorative Culture in Your Classroom/School

What is it we want students to learn through our discipline practices? How do we encourage students to do the right thing because it is the right thing to do? How do we encourage students to take responsibility and be accountable for their words and actions?

Conflict is a normal part of life and growing up for students and adults. How are we intentionally building relationships in our school and classroom, so that when there is a conflict, it can be used as a teaching and learning opportunity?

Restorative practices move away from more traditional discipline and consequences to focus on relationships and repairing harm. We focus on the principles of restorative justice and restorative practices in our school to support our discipline practices.

Discipline Policy for all students:

Discipline is an ongoing process, empowering students through teaching, practicing and demonstrating pro-social behaviours acceptable in society.

Each classroom teacher has reasonable expectations and consequences that contribute to the instructional program, classroom harmony, and development of student responsibilities. There are also general student expectations listed in the Student Agendas as to expectations in regards to behavior in the classroom, on the playground and school bus.

Students will know what is expected of them, as well as experience supportive benefits of appropriate behavior. They will also know what will follow if they choose to behave inappropriately. The choice lies with the student! Our goal is to help students become responsible for their behavior, and to be in control of themselves.

In the majority of instances a staff member will handle inappropriate behavior on the spot. Students will realize what, was poor judgment on their part, and will be assisted to choose and use alternatives that are more acceptable in the future. In most cases, intervention will occur quickly. Interventions will focus on problem solving/resolving, corrections and restitution rather than punishment.

A child may be sent to the office for a major infraction or for repeated violations of student's responsibilities. Once a child has been sent to the office, the school administration will be handling discipline and consequences. A first offence, depending on the severity, is usually dealt with by talking with the administration and trying to eliminate the improper behaviors. This may involve action plans, contracts and will involve parent contact. Future visits to the office for behavior infractions will involve escalating consequences including the "Pro – Social" program, suspensions or expulsions. It is recognized that working at St. Anthony's School will be a pleasant and successful experience for all only if we work together in an atmosphere of self-discipline, dedication, courtesy, sharing and caring.

Discipline Policy for Senior High Students

At St. Anthony's School, we expect our senior students to behave as young, mature adults, demonstrating respect for the staff and students of this school and having responsibility for their education. Students will be treated in a respectful manner by staff and their peers, and in turn, will demonstrate a mutual respect. Students, who fail to show respect to those in the school and to the responsibility of doing their work in class, will have the following consequences as a response to the actions:

- 1) First incidences will have the staff discuss with the student solutions to alleviate these concerns within the classroom. The staff at that time will contact the parents, being the prime educators of their child, ensuring the parents are aware of any situation arising at the school. It is hoped that through mutual respect and understanding, the student and staff member can work out any concerns; have a working relationship that allows the staff member to deliver the curriculum and the student to complete their studies.
- 2) If further incidences occur, the student will be sent to the office along with a discipline form explaining why they were sent to the office and what has been done to rectify the situation now and in the past. Upon receiving the form, the administration of the school will talk to the student and staff member to discuss concerns and ways to alleviate the problem. Parents will be contacted at this time so they are aware of the situations arising at school.
- 3) Further incidents will be dealt with by the administration in consultation with the parents. Escalating consequences will occur.

Expectations for Students Behaviour in the School

BEHAVIOUR AND LEARNING ARE MY RESPONSIBILITIES.

1. I am expected to show consideration, courtesy and respect to others and their property. Bullying, fighting, harassment, intimidation, use of weapons and vandalism are not conducive to a catholic, caring, and supportive learning environment.
2. I am expected to walk quietly and safely to and from all activities in an orderly manner. Common sense and safety are our guides.
3. I am expected to avoid the use of profane language and inappropriate gestures.
4. I am expected to wear clean, dry footwear in the school. If I have boots or wet footwear I will remove them and place them in assigned areas, and put on suitable footwear for use in the school. Fire regulations state that students must always have footwear on, and therefore, students are required to have shoes or runners on at all times. Elementary students are expected to have indoor and outdoor shoes available.
5. I am expected to remove headgear and jackets upon entering the school and refrain from wearing them during regular class time unless special circumstances permit and approved by school administration.
6. If I must leave the school day, I will notify my teacher and the office by signing out of the building. When coming in late, I am to notify office staff of my arrival at school and sign in at the office and present my agenda to be stamped.
7. I am expected to leave the school promptly at dismissal time, unless involved in a supervised activity.
8. I am expected to treat all school property with care and respect. I will promptly report accidental or deliberate damage to property to school officials.

9. I am expected to:
 - Be on time for classes
 - Be prepared by having necessary books and materials
 - Be in my proper place to begin classes
 - Perform those tasks necessary for me to learn
10. I am expected to refrain from the use, distribution or being under the influence of alcohol or drugs in connection with any school activity. I am expected to refrain from the use of tobacco on or within sight of school property.
11. I am expected to conduct myself in a safe manner at all times.
12. I am expected to contribute to the cleanliness of the school and grounds.
13. I am expected to remain on the school grounds at all times during the day unless properly authorized to leave. I shall follow school requirements about those places I may be during the day.
14. I am expected in matters of dress and fashion, to make choices in conformity with good taste, the formal and public nature of the school and its Christian atmosphere. My clothing will cover my torso from the neckline to one hand width above the knee. No undergarments will be showing. Clothing will not display any words, pictures, symbols or meanings that would be considered inappropriate for the Catholic nature of the school.
15. I am expected to focus on my studies and class work, therefore, electronic devices are not allowed during class time. **Cellphone/electronic music devices/etc. use is only allowed before the start of the school day, during lunch break and at the end of the school day. They will be confiscated if used at other times.**
16. I am expected to follow all school rules when on a school sponsored event.

EXPECTATIONS FOR STUDENT BEHAVIOR ON THE PLAYGROUND

The playground is a place for all students to play safely and without interference from others. It is also an area where students often hurt themselves because they do not play safely or others do not play safely. To ensure everyone has fun on the playground, the following guidelines will be implemented:

1. No fighting, play fighting or aggressive physical conduct.
2. Respect others and the playground equipment.
3. Immediately proceed to enter the school when the bell rings.
4. Listen to all staff members on duty. When given a time out, proceed to the designated area immediately.
5. No throwing objects unless it is part of a supervised activity such as soccer or baseball and other students will not be hurt by the activity.
6. Put all your garbage in the bins provided.
7. Appropriate language is expected at all times.

Any behavior that violates the above expectations will result in the privilege of playing outdoors being rescinded or further disciplinary action being taken.

EXPECTATIONS FOR BEHAVIOR ON THE SCHOOL BUS

Student's Responsibility

1. Students are expected to be at the road at their designated stop 5 minutes prior to the scheduled pick-up time.
1. Stay off the traveled road way at all times while waiting for the bus.
2. Watch your step and use the handrail when getting on and off the bus.
3. Upon discharging and if you lie on the opposite side of the road, cross only in front of the bus and at least 5 meters ahead. Cross only when safe to do so and under the guidance of the driver.
4. Be seated promptly in your regular seat.
5. Remain seated during the entire trip.
6. You must not hang any object or part of your body out the bus window.
7. Smoking and use of vulgar language is not permitted on the bus.
8. Noise on the bus is to be kept to a minimum. You may talk quietly to the person beside you. Loud noises, shouting, etc. are dangerously distracting to the driver.
9. Try to inform the driver when absence is expected from school.
10. Any student who insists on misbehaving shall be denied the privilege of riding the school bus.
11. The bus driver is in full charge of the bus and students must obey his or her directions.

Parent's Responsibility

1. Be certain that your children are at the bus stop on time and are on the pick-up side of the road when the bus stops.
2. Provide the necessary protection of your children when going to and from the bus stop.
3. Accept responsibility for the proper conduct of your children prior to boarding the bus, during the daily trips and upon discharge until they reach home.
4. Make certain that your children are properly dressed in case of emergencies during cold or wet weather.
5. Parents will be responsible for any damage to the bus by their children.
6. Encourage children to obey all traffic rules and school bus regulations.
7. Make reasonable effort to understand and cooperate with those responsible for pupil transportation.

It is our hope at St. Anthony's School that students and staff work collaboratively and respectfully in order for the students to obtain the best quality education possible.