



# St. Michael's School Student Handbook



## WELCOME !

Welcome to St. Michael's School for the 2025-2026 school year. We trust that within our walls, you will find an atmosphere conducive to learning, for sharing experiences, for pursuing academic and athletic excellence, and for feeling a sense of belonging.

We are exceedingly proud of the many achievements by our students over the years. It is our hope that you will add to these accomplishments during the years you are a student at St. Michael's School.

The policies, rules and regulations of the school are for the benefit and protection of every student, not a selected few. As in any society, these rules and regulations have been adopted for the proper operation and function of the school and to protect the rights and privileges of everyone. Underlying all policies are the following principles:

- Over 85% of success depends directly on attitude.
- All students must take responsibility for their education.
- All students have the right to their education.
- All students must not jeopardize the rights of others to their educational success.
- All parents should share in responsibility for the success, actions and attitudes of their child in the educational process.
- All students should be aware of the expectations placed on them and thereby become choosers of their actions and consequences.

The years spent in school will go by extremely fast. It is important that you take full advantage of the opportunities afforded you during these years. The hard work and effort you put forth will enable you to leave St. Michael's School with the attitudes, skills, and knowledge needed to make you a contributing member of society. If you can leave St. Michael's a little better place than you found it, you will have the satisfaction of knowing your time here was truly worthwhile.

As a Catholic school we are dedicated to imparting a message of faith, hope, and values. We are a Christian community and family united together from our earliest learners in Playschool Plus to our curious middle schoolers up to grade nine. It is this spiritual dimension that helps us achieve the development of values, character, self-worth, and excellence.

In addition to providing its students with a very solid academic program, St. Michael's also offers a strong and developing extra-curricular program. These programs can provide opportunities to perfect skills and attitudes learned in the classroom and further develop human qualities such as co-operation, mutual respect, self-control and sportsmanship.

The extra-curricular program is made possible through the voluntary involvement of teachers and parents and is organized and managed by the staff, School Council, volunteers, and the Students' Council. All students are strongly encouraged to become involved.



## SCHOOL STAFF AND ADMINISTRATION



Mrs. Jill Weatherhead	Principal	<a href="mailto:weatherheadj@holyspirit.ab.ca">weatherheadj@holyspirit.ab.ca</a>
Fr. Wojciech	Parish Priest	
Dr. Dylan Adkins	School Counselor	<a href="mailto:adkinsd@holyspirit.ab.ca">adkinsd@holyspirit.ab.ca</a>
Mrs. Megan Schwab	Teacher	<a href="mailto:schwabm@holyspirit.ab.ca">schwabm@holyspirit.ab.ca</a>
Ms. Marci Sweet	Teacher	<a href="mailto:sweetm@holyspirit.ab.ca">sweetm@holyspirit.ab.ca</a>
Miss Sarah Crooymans	Teacher	<a href="mailto:crooymanss@holyspirit.ab.ca">crooymanss@holyspirit.ab.ca</a>
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Mrs. Cassandra Kielstra	Ed Assistant, Librarian, Nutrition	<a href="mailto:kielstrac@holyspirit.ab.ca">kielstrac@holyspirit.ab.ca</a>
Mr. Bill Kuystermans	Custodian and Maintenance	<a href="mailto:kuystermansb@holyspirit.ab.ca">kuystermansb@holyspirit.ab.ca</a>
Mrs. Erin Biegel	Art Specialist	<a href="mailto:biegele@holyspirit.ab.ca">biegele@holyspirit.ab.ca</a>
Mrs. Monique Pollock	Drama & Music Specialist	<a href="mailto:pollockm@holyspirit.ab.ca">pollockm@holyspirit.ab.ca</a>

### SCHOOL AND OFFICE HOURS

The school office will be open Monday to Friday, 8:00 a.m. to 4:00 p.m. It will be open on Friday PD days, with the exception of divisional professional and spiritual development days. Due to staff meetings on these days, please be patient and call again or leave a voicemail, if the phone is not answered the first time. Due to bussing and an excess of instructional hours, St. Michael's school has ten non-operational Fridays throughout the year. See the school calendar for more details. On these days, limited or no staff will be in the building.

Scheduled supervision does not begin until 8:15 a.m., and the school will be open to students at 8:25 a.m. Students will not be admitted to the school prior to that time unless a teacher appointment has been arranged. In case of inclement weather, the entry boot rooms will be open to students at approximately 8:15am.

## BELL TIMES

Block	Start Time	End Time	Lunch	Start Time	End Time
Warning Bell	8:25am		Block 6	12:07pm	12:34pm
Block 1	8:27am	9:05am	Block 7	12:34pm	1:11pm
Block 2	9:05am	9:43am	Recess/Break	1:11pm	1:48pm
Recess/Break	9:43am	9:58am	Block 8	1:48pm	2:03pm
Block 3	9:58am	10:36am	Block 9	2:03pm	
Block 4	10:36am	11:14am			
Block 5	11:14am	11:52am			
Recess/Break	11:52am	12:07pm			



## SCHOOL FEES

With generous support from our School Council Auction, students in 2025-26 will have no school fees to pay. This includes athletics, arts, field trips and option classes.



## PARENT TEACHER COMMUNICATION

Communication among parents, teachers, and students is essential for students to reach their potential. This can occur through online methods such as Spaces messaging, email, as well as phone calls, and face to face interviews. Scheduled dates for interviews will be posted in early September. If you cannot attend these dates or if you have more immediate concerns, all our staff are very willing to meet with you at a mutually convenient time.



## PARENTS NEEDED AND WELCOME!!!

There are several ways that you may become an integral part of your son or daughter's educational growth and experience. We strongly encourage you to feel welcome at any time in our school. Listed below are a few of the ways that you may become involved. If you think of others, please let us know.

### St. Michael's School Council

Our School Council is an integral part of the operation of St. Michael's School. They serve as an information centre for various activities, have sponsored and organized various activities, and have played an important role in fund-raising to meet many school needs. The contact person for the 2025-2026 school year is the chairperson, Jaap Remijn.

Annual Auction

For 22 years, our Auction Committee has organized our Annual Event the first Friday of every December. This Event raises funds for our School so no families have fees to attend our School. They are always looking for more help so please let the School know if you are interested in this very impactful Committee.

### **Sport Coaches, Assistants, Managers, or Officials**

We welcome volunteers to assist or coach within our sports programs. If you have a talent in any extra curricular area, please contact the school before the season gets underway.

### **Parent Volunteers**

Parents can volunteer in the classroom, with classroom projects or plays. We also ask for volunteers to help in our Concession.

### **Resource People**

We are always looking for resource people to share a skill, a talent, a trip, an adventure, an experience, knowledge, etc.



## **SCHOOL RESOURCES**

### **School Library**

The school library will be accessible from 8:30am-3:00pm Monday-Friday for students to work on school assignments. If students require the use of a computer after school to complete an assignment, teachers

will be available by appointment to supervise their use.

All student library books are signed out for a one week or a two week period. The books may be re-issued for another one or two week period. All student textbooks and electronic devices (if applicable) are signed out for the Semester, or school year and are due back after the final project or exam is written.

Library Guidelines:

- encyclopedias, reference texts, magazines, and files must remain in the library.
- all books must be checked out by the librarian or a supervising teacher.
- overdue books could result in loss of library or extracurricular privileges until the book is returned.
- lost or damaged library books are the responsibility of the student and replacement costs will be assessed to the responsible student .
- report cards or credits will not be issued to students with outstanding library books or replacement costs.

### **Concession**

A school concession is operated by staff and parent volunteers during noon hours. Concession lunches are not available on the days that an external or school council provided lunch is offered, but will remain open for milk and snacks. Concession credit will be adjusted daily and notification of any outstanding amounts will be sent home at the end of each month. During after-school games, it is operated by the students and parent volunteers.

### **School Bus Service**

New residents to the County of Forty Mile No. 8 who may require bus service are asked to contact the Prairie Rose Regional School Office at 527-5516.

### **Lost and Found**

Any lost articles found on school property should be turned in to the office. Lost articles may be retrieved by contacting the office. Items left beyond June each year will be donated to

charity.

## Lockers

Lockers will be provided to all students. The school is not responsible for articles missing from lockers.

Students are responsible for keeping their lockers clean. Students not doing so may lose the privilege of having the locker.

Students can be expected to pay for full repair or replacement costs to damaged lockers.

## Parking

Students and parents are reminded that the zone in front of the school is designated a school bus zone which is effective from 8:00 a.m. to 4:00 p.m. Monday to Friday. Parking is available in the east and west lots.



## SCHOOL POLICIES AND PROCEDURES

### 1. ATTENDANCE

#### Goals:

- to generate student responsibility regarding attendance and lates.
- to have each student realize the positive rewards associated with regular attendance.
- to have each student realize that it is their responsibility to make up the work missed regardless of the reason for the absence.

#### Policies and Procedures:

Regular attendance at school is crucial for student success. The responsibility for regular attendance, as outlined in the School Act and Board policy, is a shared responsibility between home and school. Students missing 15% or more of a grade or course could be asked to repeat that course or grade.

- Students are expected to attend all their classes.
- Parents or guardians are responsible to see that the school is called or a note sent explaining the reason for each absence of the student. It is not acceptable to send a note without a specific reason for the absence.
- All absences will be classified as excusable or inexcusable.

#### Excusable Absences:

- Personal illness of the student.
- Serious illness or death of someone in the student's immediate family or a close relative (e.g. aunts, uncles, grandparents, etc.)
- Absences required by the school program, e.g. field trips.
- Those days designated as religious holidays to the student and his/her family.
- Absences for the student to perform duties necessary for the family to survive. Please advise the school if students are to be absent for a three or more days.
- As approved by the School Administration in consultation with the Superintendent of Schools or his/her designate.

### **Inexcusable Absences:**

All absences not regarded as excusable will be classed as inexcusable absences.

Regardless of the reason for the absence, students are responsible for the completion of all work assigned during classes that have been missed. The following procedures are in place to monitor attendance.

Attendance and lates are recorded each period by the teacher and reported to the office.

#### **Attendance**

1. It is preferable that notes for absences that are known to be coming up are sent in before the absence.
2. All absences that are not accounted for by the parent or guardian will be automatically deemed inexcusable until contact is made with the school. It is the responsibility of the parent or guardian to make the contact.
3. Parents will be specifically notified if student attendance is a concern.
4. Administrative action may be taken at any time depending upon the severity of the problem.
5. Continued truancy will be turned over to the Division Attendance Officer in accordance with the School Act.
6. Special circumstances will be considered by the school

#### **administration. Tardiness**

1. Students are expected to be in class ready to work when the bell sounds.
2. Teachers will keep track of student tardiness.
3. Students with habitual tardiness will be referred to Administration and parents will be contacted.
4. When a student is again referred to administration for tardiness, the student may be referred to the Division Attendance Officer.

## **2. HOMEWORK AND ASSIGNMENTS**

It is important that students and parents understand that studying at home is an integral part of the educational process. Learning and studying cannot, and should not, take place solely during school hours. It is also important that all students complete all assignments on time to the best of their ability in order to learn the objectives set out by Alberta Education. It is also necessary for each student to complete all assignments to expected standards to the best of their ability.

In order to help ensure that all students understand the importance of this concept, the following guidelines are in place:

1. Students will consistently be informed of completion dates and deadlines.
2. Homework completion will be monitored on a regular basis by each teacher using a variety of methods.
3. When assignments are due, a student has the following choices:
  - hand the assignment in completed and on time.
  - at the discretion of the teacher, hand an incomplete assignment in on the due date. Depending upon the nature of the assignment, it is also up to the discretion of the

teacher as to whether or not the remainder of the assignment must be completed to receive credit for the course.

4. All assignments must be completed to the expected standard regardless of the mark.
5. Special circumstances will be considered by the staff.
6. In order to help students organize their homework, students in grade 3 to 6 will have agendas. Students will be expected to use these agendas, and teachers are encouraged to use them as part of the students participation mark.

### **Missed Assignments Due to Absences**

It is the direct responsibility of each student, who has been absent, to determine from his or her teachers what assignments have been missed. It is also the responsibility of the student to arrange for alternate deadlines or assistance from the teachers. Completion of missed assignments will be monitored using the same guidelines as for homework assignments.

### **3. PLAGIARISM POLICY**

#### **Definition of Plagiarism**

Whenever a writer includes in an essay, or any form of writing, information, ideas, or words obtained from any other written source, the writer must acknowledge the source in accordance with the conventions of documentation. Failure to document sources may result in plagiarism, a sophisticated term that means, quite simply, cheating.

Plagiarism, whether intentional or not, occurs when the writer fails to credit information, ideas, or words that are not his/her own. Penalties for plagiarism are severe.

#### **St. Michael's Plagiarism Policy**

Students guilty of plagiarism will be subject to penalty. Plagiarism may result in an incomplete grade on the assignment, loss of credit in that course, suspension or other administrative action. This includes the use of AI.

### **4. LUNCH**

Students staying for lunch should eat in the designated areas. Eating is not permitted in the halls, the library, the lab, the computer room, or the gym. The lunch areas must be left in a neat and clean fashion after the lunch period.

Microwaves are provided for student use in various areas in the school. These microwaves are a privilege provided by the school and the school council. With this privilege comes the responsibility for the students to ensure that the microwaves are clean at all times. Homeroom teachers are willing to encourage students to keep the microwaves clean; it is not their responsibility to clean them. Failure by the students to keep these machines clean at all times will result in having the microwave removed until such time as the students can demonstrate a plan to keep it clean. Parents will be notified the same day as to this loss of privilege so that they may make the appropriate lunch adjustments.

Kindergarten to grade 6 students are strongly discouraged from bringing microwaveable instant soups to school. These soups pose a significant safety risk for younger students due to boiling water.

### **5. RECESS**

All elementary students have recess outside, weather permitting. Any elementary student who is unable to go outside must bring a signed note from his/her parents. During inclement weather, elementary students will stay indoors in designated, supervised areas, as per the school's cold weather policy.



It is very important that all parents remember to send proper winter footwear, jackets, headwear, and gloves with their children, as children will be encouraged to go outside as often as possible.

## **6. SMOKING**

By Board policy, the school buildings and property are designated non-smoking areas.

## **7. REPORTING**

### **a. Gr. 1 – Gr. 6 use SPACES**

Ongoing assessment and reporting is available through the SPACES reporting system for students from Gr. 1 to Gr. 6. Parents are encouraged to sign up in order to have immediate feedback as to what students are working on. This online portfolio system allows parents direct communication with teachers. Teachers will post student work every week.

### **b. Gr. 7-9 use PowerSchool**

Students in Gr. 7-9 will have their marks entered in PowerSchool and parents have access to all marks through their own online portal.

### **c. Kindergarten students receive the **Early Years Evaluation (EYE)** report.**

### **Report Cards**

Report Cards will be given out in November and March for Gr. 1-9. Marks, assessments, and ongoing work is accessible either through SPACES or PowerSchool. There will be a year end report card sent out to all students at the end of June.

## **8. ILLNESS OR INJURY DURING SCHOOL HOURS**

If a student is not feeling well during school hours, the school secretary or a teacher will notify the parents and make arrangements for parents to have the student picked up if necessary.

In the case of an injury, a member of the staff will either administer minor first aid for cuts or scrapes, or request parents to pick up the student if transport to hospital is recommended. In urgent situations, administration may accompany the student to the Hospital Emergency department, or call for ambulance services if such action is deemed necessary and parents notified immediately. At all times the health and welfare of the student will be of paramount importance.

All injuries should be reported immediately to the teacher in charge, or the office.

## **9. STUDENT BEHAVIOR**

It is our desire to encourage and reward students who conduct themselves in the best interest of their education and respect the rights of all other students to their education. It is the responsibility of our staff to protect the rights of all students to their education.

Students are encouraged to give input into, and conform to, the policies and regulations of the school, the school system, and the Department of Education.

Minor and major infractions will be recorded and consequences will take place for those who deviate from this policy.

All students are encouraged to contribute to the best of their ability to the realization of a Christian school community.

It is expected that, from time to time, corrective measures will have to be taken with individual students to encourage more successful behavior. It is our goal that this will be done as firmly, fairly, and consistently as possible.

In order to contribute to an academic, learning, and Christian environment for our school, the following guidelines are in place:

1. Respect and work cooperatively with fellow students and staff.
2. Be punctual and regular in school attendance.
3. Respond positively and promptly to directions from staff members.
4. Refrain from fighting or other abusive behavior directed towards any student or staff member.
5. Refrain from the use of profanity or vulgarity.
6. Respect all school property. Volunteer along with a staff or board member to help repair or upgrade various areas of the school.
7. The use or possession of alcohol, illegal drugs, or dangerous weapons on school property, at school functions or on trips of any nature while representing St. Michael's School is prohibited at all times.

Normal wear and depreciation of school property is expected. All school property will last much longer, and the Board will incur less expenses, if everyone helps look after it in a responsible manner. However, students causing deliberate damage to school property of any type will be expected to pay full or pro-rated repair or replacement costs. This applies in particular to all textbooks, desks, lockers, computer equipment, and phys. ed. equipment. Textbooks that are damaged because of lack of care by students must be replaced on a full or pro-rated basis. All of the above fees will be assigned by the office and communicated to the parents.

#### Anti-bullying Policy

Bullying means the repeated and hostile or demeaning behavior by an individual where the behavior is intended by the individual to cause harm, fear, or harm to the individual's reputation. Bullying often occurs, but is not limited to circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities with a social setting. Parameters for addressing bullying are outlined within this policy.

The four most common types of bullying are:

- **Verbal Bullying**—name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
- **Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, damaging someone's social reputation, gestures or graffiti intended to put others down.
- **Physical Bullying**—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
- **Cyber Bullying**—using the internet, social media or text messaging to intimidate, put down or spread rumors about someone.

St. Michael's community will have the following expectations with respect to bullying:

1. No action toward another student, regardless of the intent of that action will cause harm, fear, or distress to that student.
2. No action toward another student within the school community will diminish the student's reputation within the school community.
3. Any action that contributes to a perception of bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by

the school if it is determined that the actions impact the well-being of the alleged victim within the school community.

4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status of parents, source of income of parents, family circumstances, or sexual orientation of a student is deemed to be an act of bullying.
5. No report by a student that he / or she is being “bullied” will be ignored by a school official. The official will respond as if an incident has happened and report the incident to a teacher or principal.
6. Any incident(s) that constitute bullying, based on the above definition will be reported to the principal, as well as the initial action taken by the teacher in charge. The principal will then determine, based on the specifics of the incident as well as history of those involved, if further disciplinary action should be taken, and/or if parents should be notified.
7. Students who are bystanders to an act of bullying have a responsibility to report observed incidences to school staff. Students are expected to either exercise communication dedicated to prevent bullying behavior, or failing this, immediately report such incidences to school staff.
8. Students do not have a role in disciplining other students who have allegedly participated in bullying behavior. They are encouraged to discourage these actions by labeling the behavior through communication to others as bullying, requesting that the behavior cease, and report the incident to a school official.
9. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioral history of the students involved, and the age / stage of development of the student.
10. If, in the opinion of the teacher or principal an act of bullying has occurred, interventions will be applied dedicated to stopping the behavior in the future, and educating the student victimized about how to address the issue in the future. Those disciplined for their involvement in bullying will be told what to “stop” doing, and “start” doing in order to further a safe and caring culture within the school.
11. Parents play a primary role in assisting with the resolution of matters pertaining to bullying. Apprising them of issues in this area as they have impacted their children will occur at the earliest opportunity.
12. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of school suspension policy as outlined in the student handbook and Sections 24 or 25 of the School Act.

### **13. STUDENTS & SCHOOL BUSES**

#### **Prior to Loading (on the road and at school):**

1. be on time at the designated stop-help keep the bus on schedule
2. stay off the road or street at all times while waiting for the bus. Passengers must conduct themselves in a safe manner while waiting and must not interfere with other students who are also at the bus stop.

3. wait until the bus comes to a complete stop before attempting to enter.
4. if your child needs a bus pass to take another bus, please  
child. have a signed note or call into the Office to get one for your

#### **While on the Bus:**

1. the driver is in full charge of the school bus at all times and students must obey him promptly and cheerfully.
2. If the Principal appoints one of the students as monitor or patrol on the bus, the other pupils are to co-operate fully with him in the carrying out of his duties.
3. the driver may assign a seat for which the student will be held responsible and he will retain this seat until directed otherwise by the driver.
4. students must be on time and any student who habitually delays the driver is to be reported to the Principal.
5. unnecessary conversation with the driver is prohibited.
6. classroom conduct is to be observed on the bus and any disturbance which may take the driver's attention and endanger the safe operation of the bus is prohibited.
7. There is no smoking or possession of alcohol or drugs on any school bus.
8. students must not litter on the bus with waste paper or other rubbish or throw any articles out of the bus windows.
9. students must not extend any part of their body out of the windows.
10. students must remain seated while the bus is in motion.
11. students will be debussed at their regular stops unless a note from the parent is presented to the driver.
12. When leaving the bus, students must observe the direction of the driver and should always pass in front of the bus.
13. Any student who is not normally a bus passenger may be transported by a bus to a scheduled stop, only if permission is granted by the school office and if there is room available on the bus.

*Students violating these rules may be reported to the school principal and may be suspended from riding the bus until assurance is received from both parents and the student that these rules will be observed.*

#### **After Leaving the Bus:**

1. If necessary to cross the road, cross at least 10 feet in front of the bus only after looking to be sure that no traffic is approaching from either direction.
2. The Driver will not discharge passengers at places other than their regular bus stop at home or at school unless by proper authorization of parents.

### **Special Trips (Extracurricular and Field Trips):**

1. These rules apply to all school trips and all passengers on such trips.
2. Passengers on special trips shall additionally respect the wishes and directions of school appointed chaperones provided for the bus.

### **Bus Driver Responsibilities:**

1. Bus drivers are responsible for the discipline of passengers while entering, leaving and riding on the bus.
2. Bus drivers may recommend to the Principal the suspension for a specified period of time, any passenger from riding on the bus for breaking any of the busing rules.

### **1. STUDENT DRESS**

#### **General**

Students at St. Michael's School are expected to project in their appearance and dress a standard of modesty and courtesy that is appropriate and fitting for the educational environment of the school and for making a smooth transition to the work place. Clearly not appropriate for school are: torn pants exposing underwear; sleeveless tops exposing underwear; spaghetti strap tops; abbreviated shirts/blouses/shorts that expose the midriff, buttocks, obvious cleavage; and clothing with symbols, insignias, and printed messages that are inconsistent with the District Mission Statement.

Such judgment will be the responsibility of all staff members. In such cases the student may be asked to change at school, asked to go home to change, or the parents called to bring more appropriate clothing.

Appropriate footwear must be worn at all times. Dirty or wet footwear must be cleaned, dried, or changed before entering the main hallways of the school.

Students may not wear hats and headwear in the school during the school day with the exception of planned special events.

#### **Physical Education**

Dress for physical education class shall be in accordance with the following guidelines:

1. Kindergarten to grade 4 student expectations are at the discretion of the teacher.
2. Students in Grades 5-9 must wear appropriate physical education attire as requested by the Phys. Ed. teacher.
3. All students must have separate, non-marking athletic footwear for all phys. ed. and sports activities.

### **15. ASSEMBLIES**

Assemblies will be held once a month.. They provide an opportunity to bring all staff and students together to ask questions, share information, to recognize achievements, and to

participate in religious celebrations. At assemblies, student birthdays are acknowledged. In addition, assemblies help us to further build upon the family atmosphere which characterizes St. Michael's.

## **16. ATHLETIC AND EXTRACURRICULAR REQUIREMENTS**

### **Eligibility and Participation Requirements**

Participation in extracurricular or athletic activities contribute to a student's development and add to the enjoyment of their program. However, it is understood that academic excellence comes first. If a student experiences difficulty completing homework and other classroom assignments because of extracurricular involvement or any other reason, the student will be removed from the activity until a change of priorities occurs.

Each student who participates in any school sports or activities must meet the following requirements.

1. attend all practices as designated by the coaches.
2. meet the eligibility requirements as stated in the A.S.A.A. rules, the league rules, or both.
3. be a respectable representative of the school.
4. dress in an appropriate manner for games as designated by the school and/or coaches.
5. maintain a minimum 50% average in each course they are taking at the time of participation.
6. attend all games or functions of said activity in the school bus or school transportation provided.
7. a student absent on a day when extracurricular activities occur shall not participate in the activities that day (or weekend) unless arrangements have been made for the absence prior to being absent or an emergency has occurred.
8. Special circumstances can be reviewed by the administration.

### **Sports and Academics**

It is important for all coaches to understand and support the philosophy that learning and academic study are paramount in the school setting. The school also recognizes that a strong, viable sports program is an integral part of the school setting and contributes to the overall development of participating students.

Cooperation between coaches and teachers is necessary for both the academic and sports programs to be successful. If at all possible, teachers are encouraged to:

- A. not assign heavy workloads on league or provincial game nights;
- B. not schedule significant unit or chapter exams on days following league or provincial game nights.

It must be recognized by both coaches and players that course scheduling does not always permit this.

In order to accommodate this, it is important for coaches to communicate game schedules to the school as soon as possible.

In supporting the success of the academic program, the following guidelines are in place:

1. students will not have more than three scheduled practices and/or games per week not including weekend tournaments.
2. coaches should not penalize players absent from practice because of academic obligations, nor should they use the peer pressure of the team. If player absences are a

problem, time should be taken to discuss the concerns with the player, the parents, and the staff to help the player make a decision.

3. there are to be no scheduled practices or games during the week of Semester I or II exams. It is the coaches' responsibility to be aware of these dates.

Students must remember that their first commitment at school is to succeed in academics. However, students must also recognize that they must make a commitment to the team and participate to the best of their ability without jeopardizing their academic program.

### **17.FIELD TRIPS**

Students are under the direction of the school and the supervisors and teachers while on a field trip. The standard of conduct on such an excursion is expected to be within present school policy. Failure to abide by school policies while on field trips will be handled more severely than at school as students are representing the entire school when they are in public places.

Permission slips for field trips must be received by the school before any student will be allowed to travel with the class or group.

### **18.SCHOOL TRAVEL POLICY**

The following guidelines are designed to promote the transportation safety of all students, teachers, supervisors, and coaches:

1. When an approved bus is being used to transport the team, all players and coaches must ride on that bus.
  - A. Students may travel to and from events with their parents. Parents should notify the coaches of this decision either verbally or in writing.
2. When approved parental transportation has been arranged as an alternate to a bus, all students must travel in these vehicles. Coaches may take their own vehicle but are encouraged to travel in one of the approved vehicles. Coaches may also use their own vehicle for transporting team players.
  - A. Students may elect to travel with their parents. Parents should notify the coaches of this decision either verbally or in writing.
3. All drivers must be approved by the Board. This is done by completing an online information sheet with the school, that includes driver license and insurance information, including a minimum of \$2 000 000 liability, current driver abstract and a police record check with vulnerable sector check. Once this is done, this approval will remain in effect on file for the remainder of the current school year. Requests for this approval will come from the school office as necessary.
4. If, in any circumstances, a student wishes to travel to or from a game with parents other than their own, written permission should be received by the school at least 48 hours in advance.
5. Under no circumstances may students transport themselves to school or athletic events in which they are participating.
6. Under no circumstance may students be transported by other students to and from events or games in which they participating.
7. If non-team members elect to travel with the team or group as fans, they are considered to be under school supervision and must abide by all school travel guidelines and codes of conduct until they return to the home school.

8. Request for special circumstances may be reviewed and permission given by either the Principal or Vice-principal (e.g. staying overnight with relatives during out-of-town tournaments).
9. This policy is subject to review by the Superintendent and is conditional upon any future Board transportation policies.

#### **19. MEDICATION**

The school staff are highly restricted in dispensing medication of any type. The School Board has specific policies dealing directly with this area. Anyone wishing additional information is asked to contact the principal.

#### **20. FIRE DRILLS**

Each student should become familiar with the fire exit routes posted on or near the doorway of each classroom. Fire drills will be held on a regular basis and the building must be cleared each time the fire alarm rings. Students will assemble away from the building at a safe distance and participate in the attendance being taken by their teacher.

#### **21. LOCK DOWN PROCEDURES**

In an effort to secure the school building, and for the safety of all students, all exterior doors except the East entrance door will be locked throughout the school day.

All parents and guests must sign in at the office, so they can be accounted for in any emergency situation.

Lock down procedures will be practiced throughout the year. Students are expected to follow instructions of their teacher in all such situations.

#### **22. STUDENT COUNCIL**

There will be one grade representative from grades 7-9.

The Students' Council has the following responsibilities:

1. Promote all school student participation in extracurricular activities
2. Work towards the improvement of our school spirit and overall environment
3. To organize and oversee all extracurricular events
4. To promote St. Michael's School within the community of Bow Island

#### **25. RELIGIOUS STUDIES COURSES**

1. All students are expected to register in and attend one Religious Studies Course in each year of their attendance at St. Michael's School. All students will have the grade appropriate Religion Course included in their timetable.
2. Any student failing a senior high Religion Course at any level will be required to repeat that Course in order to advance to the next level.

#### **27. SUSPENSION POLICY**

Suspension from class or school is a serious matter and generally results from one or more of the following areas:

- a. open opposition to authority
- b. willful disobedience
- c. habitual neglect of duty
- d. use of improper, profane or obscene language



- e. possession of, consumption of, and/or being under the influence of alcoholic beverages, tobacco or drugs for non-medical purposes
- f. other conduct injurious to the Christian moral tone or well-being of the school
- g. tardiness
- h. irregular attendance for which there is no valid reason
- i. destruction, damage, loss or conversion of school property.

The following forms of suspension may be used in the school at the discretion of the teachers, the principal, or the Board:

### **1. Short Term Suspension**

Goal: to reduce a potentially volatile situation until the teacher and student can address the situation with the administration and/or parents.

This refers to one period or less given by the teacher, or one day or less given by the Principal. The student may be excluded from class or classes but will not be sent home. Parents will be notified accordingly.

### **2. Out-of-School Suspension**

Goal: To remove a student who does not appear willing to change the behavior or attitude that caused the incident.

Parents will be notified that day if at all possible and the student will receive a letter to take home to inform both the parents and the student of the suspension details. The student will be sent home as soon as parents can be notified or at the end of the school day.

### **3. In-School Suspension**

Goals:

- a. to provide a positive alternative to out-of-school suspensions
- b. to provide a consequence for serious infractions of school policies
- c. to provide the student the opportunity to remain current with course assignments and to have access to teachers if time permits.

Parents will be notified that day if at all possible and the student will receive a letter to take home to inform parents of the suspension details.

### **4. Suspension of Extracurricular Privileges**

Goals:

- a. to remind a student that academic responsibilities come first
- b. to remind a student that extracurricular activities are privileges to be earned
- c. to hopefully provide an incentive for the student to earn back their privileges.

This will include the loss of any or all extracurricular privileges for a specified period of time. Details will be decided by the administration.

### **5. Suspension from a Specific Course**

A student may be suspended from a specific course and/or have credits withheld from a specific course. This may occur if a student is not completing assignments, is not attending regularly, or is disrupting the education of other students. Other reasons may also apply in this area. The length of the suspension will be determined by the administration upon review of the situation.

## **28. AWARDS AND SCHOLARSHIPS**

The following is a list of awards and scholarships currently presented:

### **Elementary**

- \* Track & Field
- \* Book Awards
- \* Mini-Volleyball & Mini Basketball Recognition
- \* St. Michael's Citizenship Awards
- \* St. Michael's School Positive Growth

### **Awards Junior High**

- \* CWL Academics
- \* Knights of Columbus Academics
- \* Knights of Columbus Spiritual Leadership
- \* St. Michael's Citizenship Awards
- \* St. Michael's School Positive Growth Awards
- \* Award of Merit
- \* Sport Recognition Award
- \* St. Michael's School Community Foundation Award
- \* Klimb for Kids

## **29. RECOMMENDS**

Grade 7 and 8 students who have a mark of 85% or higher in a core subject may be exempt from final examinations at the end of the school year with the following exceptions:

- Students in grade 7 and 8 must write at least 2 of their core subject exams as well as Religious Studies. If they meet criteria for being exempt in more than 2 subjects, they will be given the choice from which exam they want to be exempt.
- All students in grade 7 and 8 must write one of the Math or Science final exams as well as one of the English or Social final exams. (i.e. Students may not choose to be exempted from both Math and Science or both English and Social exams.)
- Students must maintain the required average until the last day of class in order to have the exemption.
- Students must receive parent permission to be exempted from an exam. This permission must be granted by signing this form and returning it **by mid June**.