

## HAND BOOK

### ABOUT Madonna Catholic School

Madonna Catholic School is a Pre-Kindergarten to Grade 4 School. We have a caring and supportive culture that is faith based and inclusive. We endeavour to provide quality teaching and learning. We provide strong academic programming that supports all learners.

*We Believe ....*

- that each child is a precious gift and sacred responsibility
- in the goodness, dignity and worth of each person
- that Christ is our model Teacher that learning is a lifelong journey
- that all can learn and develop their gifts
- that all have rights, roles and responsibilities for which they are accountable
- that Catholic education is a shared responsibility in which parents have a primary role

**Mrs. K. Antoniuk, Principal**  
**Mrs. S. Lindbeck, Assistant Principal**

### FAITH

We support the relationship between school, parent and parish. We have a close relationship with OLPH parish and the residing pastors: Father Jim, Father Sathia and Father Balraj.

The Catholic faith is imbued throughout the school and in all instruction, and activities. We follow the liturgical calendar closely and

continually provide opportunities for faith development and we support social justice programs. Currently we support Valeda House, Chalice Child, and Holy Childhood Association, Marian Center and the Food Bank.

In addition to this, students have designated religion classes. Please note the resource that is used:

### **Student-Home Website**

(<http://www.pearsoncanada.ca/school/growinfaith/student-home/>)

user name: eics99 / password:  
Student99

### **Additional Resources through the parish**

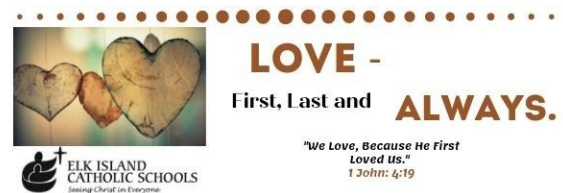
[www.formed.org](http://www.formed.org) and enter our Parish Code of **J4YZ4K**

### **Our School Chaplain: Mrs. A. Prenoslo**

### SCHOOL MISSION STATEMENT

Up lift the Heart  
Engage the Mind  
Inspire the Soul

### DIVISION THEME FOR 2019-2020



### PARENTS & VOLUNTEERS

All volunteers need to complete a Criminal Record Check with the RCMP and an Intervention Check with Child and Family Services. Please note that one can attain a

letter from the school that waives the fee with the RCMP.

We have a strong and dedicated commitment from our parent community. We encourage parents and family members to volunteer, by supporting the teacher in the class, reading to students, helping with hot lunch, field trips and with a variety of school events.

We have a School Council that consists of parents, teachers and school administration. We meet on a monthly basis. All parents are invited to be a part of the School Council. We work together collaboratively to ensure that Madonna Catholic School can be the best that it can be.

### **VISITORS /CLASS VOLUNTEERS** **Protocols**

In order to ensure the safety of the students and staff we would like to please ask **all visitors to stop and check in at the office** (Everyone except students and staff are visitors). *This includes parents bringing forgotten materials or picking up students for appointments.*

All visitors are required to check in at the office and pick up a visitor badge. Checking in reduces interruptions to instructional time and stops unauthorized people from speaking with students.

### **ATTENDANCE**

Regular and punctual attendance is the key to academic success.

Parents please try to:

Communicate the importance of regular school attendance to your child.

- Schedule family events with our school calendar in mind
- Whenever possible try to make appointments during non-school hours on non-instructional days.
- Use Safe Arrival to report your child's absence or call the school.

## **SAFE ARRIVAL**



### **Student Absence Reporting**

**1-877-246-9970**

<http://elkislandcs.schoolconnects.com>

Planned absences can be reported in advance.



Please note that the cut off time to report an absence using the Safe Arrival tools is 8:45 am, as this is the start of period 1 and all students are expected to be in class at that time.

### **LATES**

Students arriving late are required to report to the office so their name can be removed from the absence list, please check in at the office before going to class.

### **SCHOOL HOURS**

#### **Pre- K and BB**

am classes -- 8:30 - 11:30

pm classes -- 12:30 - 3:30

#### **Gr. 1 to Gr. 4**

8:30 am outdoor play and supervision

8:40 am bell to come into school

8:45 am First class begins

12:00 pm Outdoor Lunch Recess

12:20 pm Lunch

3:15 pm End of Day

Please note that there is no supervision in the playground afterschool. Students are to go directly to their pickup location.

Free Play after school in the school-yard is the parents responsibility to supervise.

### **PARKING**

Please click on the link for very important details. The school parking lot is not designed to be used to drop off students.

[Student Drop Off/Pick Up Map](#)

### **COMMUNICATION**

Please communicate with your child's teacher through the mode of communication they establish. Your child's teacher is your primary contact. Your teacher will send home Newsletters and messaging to you about programing, events and issues. Administration, will send home an electronic newsletter weekly. Any hard copy notes will go home in your child's Agenda. PLEASE USE YOUR CHILD'S AGENDA to communicate how your child will go home if it has changed from the regular routine.

### **EARLY LEARNING PROGRAMING**

We have Three Early Learning Programs.

**Brighter Beginnings:** is an intensive Early Intervention Program specifically tailored to meet the individual needs of each child between the ages of 2 1/2 to 5 1/2 years who may have a moderate and/or severe delay in one or more developmental areas, such as speech and language, fine and gross motor, or a medical condition. Brighter Beginnings offers a rich literacy, communication and numeracy experience for children with loving, experienced educators and consultants.

**Pre-Kindergarten:**Pre-Kindergarten classes are taught by knowledgeable and caring certified teacher with the support of a multidisciplinary team.

As part of a well-rounded, learning through play curriculum, children:

- build relationships with peers, teachers and school community.

- develop independence and confidence

- experience dramatic and imaginative play

- explore early literacy and numeracy concepts and expand their language and communication skills.

**Kindergarten:** Kindergarten programming helps develop independence, initiative, decision making, creativity, confidence and the ability to learn, relationships and feelings of self-worth. Each child is unique and, together with parents as our partners, we build upon children's natural curiosity and spontaneity, encouraging and supporting them as they take their first step into school.

### **LITERACY AND NUMERACY**

Our teachers are highly trained in Literacy and Numeracy, and we continually revisit programming and instruction to ensure your child is learning at optimum. Guided Reading is scheduled into the calendar daily. We stress the use of manipulatives to optimize numeracy instruction. We encourage parents to read with their children regularly and play math games whenever possible.

We offer **FLEX** programing on many Friday afternoons. FLEX programing is highly engaging. It is liken unto an option class. Some of the classes have been: Break out Boxes, Ukrainian Dancing, Owling, Crafts and Cooking, Coding with Dot and Dash,

Leadership, STEM Parachutes and Fairy Tales, Active Play, Painting, Sewing, Art & Science experiments etc. Parents need to sign up their child for the program they wish for them to attend. A letter will go home with details of the programming and when the sign up is open. Register right away as sessions fill up quickly. School Council pays for all FLEX programming.

### **ENHANCED PROGRAMING**

Fees will be charged for field trips, enhanced programming and cultural activities. Fees will be put directly on to your Powerschool account. Parents have a choice to opt out of the trip or program. Please speak to your child's teacher.

### **ALLERGY AWARENESS → NUT AWARE SCHOOL**

Because foods such as nuts can cause **severe**, life-threatening reactions in some people, we ask that you:

- Please DO NOT send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction in others.
- On occasion, classroom activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is the parent's responsibility to communicate with the teacher and ensure that alternate food arrangements are made.
- We have a **no food sharing policy** to further protect our students. Students are not to share their lunches or snacks

with other students.

*Thank you for helping to provide a safe environment for all students, staff and volunteers.*

**Healthy Snacks** When bringing in food for the class please ensure that the snacks are healthy. We often offer suggestions and recipes in the weekly newsletter (SMORE). Please avoid foods that are heavy in sugar.

### **MADONNA SCHOOL IS AN APPLE SCHOOL**

Madonna Catholic School partners with APPLE Schools to create a sustainable healthy school community. APPLE Schools is an innovative school-focused health promotion initiative proven to make a difference in schools. It impacts the lives of more than 20,000 students annually in schools across Western Canada by improving their healthy eating, physical activity and mental health habits. We provided fresh fruit for all on a daily basis.

Please visit [www.appleschools.ca](http://www.appleschools.ca) to learn more.

**Our Apple School Liaison is:**

**Mrs. Lindbeck**

**Our Health Champion is: Mrs. Fortier**

### **MEDICAL FORMS**

Students that require medication to be given at school must complete the Student Focused Medication Management Plan. This is located in the [Parent Portal](#) under forms. These plans are to be updated yearly. All medications must be kept in the office. Students that require an epi pen must wear it on their person at all times. Click link to access more information.

[Admin Procedures](#)

## **LOST AND FOUND**

Students are responsible for all personal property. The Lost and Found Box is located in main hallway across from the Library. The office has a lost and found for jewellery, glasses, electronics etc.

All unclaimed lost and found items will be donated to charity at Fall Break, Christmas Break, Spring Break, and at the end of the school year.

*Note: The school is not responsible for loss or damage to personal property.*

## **LIBRARY BOOKS –LOST OR DAMAGED**

Students are responsible for lost or damaged textbooks or library books. Replacement costs are dependent upon the condition of the book. The school library catalog is at [destiny.eics.ab.ca](http://destiny.eics.ab.ca).

## **DIGITAL CITIZENSHIP**

As we are educating 21st Century learners and technology is more prevalent than ever, it is important that our students become positive and responsible digital citizens. Students will be introduced to digital citizenship using Common Sense Media. Common Sense Media brings a child-friendly approach to discussing important topics regarding responsible technology use.

Students in kindergarten and grade 1 will be exposed to lessons on the topics of media balance & well-being and privacy & security. They will build on these lessons as they move on to older grades.

We will also be sharing tip sheets for each of the topics listed above so that you can support your child at home. Our hope is that we can work together to build responsible digital citizens here at Madonna Catholic School.

For more information and parent resources please visit the division webpage on parenting in the digital age <https://www.eics.ab.ca/parents-and-students/parenting-in-the-digital-age>

Students from grade 1 to 3 have access to the schools Chromebooks.

The grade 4 Students are part of the Elk Island Catholic's One to One program. Students are required to bring in their own Chromebook to use in school, Please click the link to access more information.

[One to One](#)

Students, that bring cell phones should not be using them at school. They are to be kept in the child's backpack.

- please use messaging as per your child's teachers method of communication

Please note that all students have access to the school classroom phones for emergency circumstances.

All students and parents/guardians are required to sign the EICS technology use agreement. This policy is in effect for all technology use within the school.

**Our Technology Lead is: Mrs. LaRose**

## **INDIGENOUS PEOPLES**

All students and staff will have opportunities to learn about the Indigenous Peoples of

Canada. This is represented in artifacts and teaching at assemblies and in class. Elders may be invited in to teach.

**Our First Nation, Meitis, and Inuit Lead is: Miss Podobronzy.**

### **DISCIPLINE WITH DIGNITY**

At Madonna Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

We believe in the responsibility model of discipline. By implementing appropriate and progressing consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviours, their choices, and their impact on others while still maintaining their dignity. Discipline matters will be handled on a case by case basis.

We Utilize Sharing Circles to ensure that everyone has a voice when problem solving.

*Our GOAL is* to continue to build a faith filled safe and caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are **unacceptable**.

### **Bullying is:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the

person being victimized feels that they can't defend him/herself.

- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

### **STUDENT SERVICES**

We have staff in place that can assist students with their spiritual, academic, social and psychological needs.

**Chaplain:** Angela Prenoslo

**Collaborative Response Coordinator:**

Agnes Wiunow

**Family Wellness Worker:** Danielle Bussiere

Student Service staff assist students and parents with:

- Counseling and help with difficult issues such as personal and family relationships
- Learning supports in all areas.
- Enrichment programming
- Individual Program Plans
- Spiritual issues and struggles
- Social issues

This team meets with all teachers and regularly to discuss and address the needs of each child every 6 weeks.

### **SCHOOL LIAISON OFFICER**

We have access to an RCMP Constable who can work as a liaison to students, staff, and parents in solving problems that may arise at school, at home, or elsewhere.