



# MADONNA CATHOLIC SCHOOL

2013-2014

*Uplift the Heart*

*Engage the Mind*

*Inspire the Soul*

15 Main Boulevard  
Sherwood Park, Alberta  
T8A 3N3

<http://madonna.eics.ab.ca/>

Telephone: (780) 467-7972

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

## **INTRODUCTION**

This handbook has been prepared for the students, parents and guardians of Madonna Catholic School. It is designed to help students achieve success by giving them information and a better understanding of school expectations, policies, practices and procedures. The intent is to assist students in making informed decisions about their role in the learning process and to foster a co-operative spirit in achieving the goals of our Catholic School.

## **MISSION STATEMENT**

Madonna is a Christ Centered School, working together with Parents and Parish to nurture the children placed in our care and to provide them learning opportunities that prepare them for life.

## **MESSAGE FROM THE STAFF**

Welcome to Madonna Catholic School. As we journey together – students, parents and staff, we pray that God will continue to protect us and guide us in this, our Catholic school community. The challenge we gladly take up is to recognize each student as an individual and to help all our students develop a sense of self worth. Leading by example we affirm high moral and ethical standards based on treating everyone with dignity and respect. If today's world is characterized by change, it is essential for us to provide our students with the learning tools necessary to successfully meet the challenge of change. As students respond to learning opportunities provided, it is our hope that they will recognize that education is a challenge, a privilege, a responsibility, a right, and a reason to celebrate as they are encouraged to reach their fullest potential.

## **SCHOOL COUNCIL and SCHOOL SOCIETY**

Madonna Catholic School has an active School Council. All parents/guardians, teacher representatives and administration are members of the Council. The School Council operates under a set of bylaws, which are available at the school or from the School Council Chairperson.

Schools wishing to fundraise through bingos and raffles in order to earn resources to enhance learning in their school are required to incorporate as a Society. The Madonna School Society is NOT the same as School / Parent Councils as it is created and run entirely independently from our School / Parent Council.

The annual meetings of the School Council and Society take place each year. An election is held for executive positions for the following year. Please check the school monthly newsletter for announcements of School Council and School Society meeting dates.

## SCHOOL CALENDAR 2013-2014

(please refer to the EICS website [www.eics.ab.ca](http://www.eics.ab.ca) or Madonna School website [www.madonna.eics.ab.ca](http://www.madonna.eics.ab.ca) for more details)

Operational Day (Staff only)	August 28
Labour Day	September 2
First Day of Instruction (Full Day)	September 3
School Photos	TBA
School Mass – OLPH Parish	October 11 9:30am
Thanksgiving Day	October 14
Picture Retakes	TBA
School PD Day (Staff Only)	November 1 <sup>st</sup>
Remembrance Day	November 11
Fall Break	November 12, 13, 14, 15
Fall Evidence of Learning Conferences	November 26 & 27 (no report card until January)
Christmas Concert	December 12
Christmas Break	December 23- January 5
Classes Resume	January 6
Report Cards	January 30
Teachers' Convention (Staff Only)	February 6 & 7
Family Day (School Closure)	February 17
School PD Day (Staff Only)	March 7
Spring Evidence of Learning Conferences	March 25 & 26
Day in Lieu of Interviews (School Closure)	March 28
Spring Break	March 31- April 6
Classes Resume	April 7 <sup>th</sup>
School PD (School Closure)	April 11
Good Friday (School Closure)	April 18
Easter Monday (School Closure)	April 21
Classes Resume	April 22
School /Community Mass 5pm OLPH Parish	May 10
May School Closure	May 16
Victoria Day	May 19
Last Day of Instruction	June 26
Evidence of Learning and Report Cards home	June 26
Operational Day (Staff only)	June 27

## STAFF LIST

<b>Principal</b>	Mrs. A. Littlemore
<b>Assistant Principal</b>	Mr. J. Harmata
<b>Kindergarten</b>	Mrs. J. Jacobs
<b>Grade 1</b>	Mrs. S. Mittelsteadt
<b>Grade 1</b>	Ms. C. Kuchmak
<b>Grade 1</b>	Mrs. M. O'Connell
<b>Grade 2</b>	Mrs. V. Aloisio
<b>Grade 2</b>	Mrs. S. Matheson
<b>Grade 2</b>	Mrs. C. MacDonald
<b>Grade 3</b>	Mrs. L. Lampka
<b>Grade 3</b>	Mrs. A. Ambler
<b>Grade 4</b>	Mrs. L. Nay
<b>Grade 4</b>	Ms. A. Wiunow and Mr. Harmata
<b>Grade 4 and FSL</b>	Ms. S. Bennett and Mrs. Prenoslo
<b>Literacy Support</b>	Mrs. Prenoslo
<b>Music</b>	Mrs. E. Driedger
<b>Facilitator</b>	Mrs. A. Wiunow
<b>Counselor</b>	Mrs. A. Wiunow
<b>Brighter Beginnings</b>	Mrs. M. Schimpf
<b>Brighter Beginnings</b>	Ms. S. Dexter

## SUPPORT STAFF

<b>Secretary/Accounts</b>	Mrs. L. Roberts
<b>Librarian</b>	Mrs. L. Mishio
<b>Educational Assists.</b>	TBA
<b>Custodian</b>	Mr. G. Hampel
<b>Night Custodian:</b>	Mrs. E. Cloutier

## **ATTENDANCE**

*If your child will be absent please contact the school directly at 467-7972 before 8:30a.m., stating your child's name, grade and the expected duration of absence. An answering machine is operational for your convenience when the school is closed. In the event that your child cannot be accounted for, the school will immediately contact you for information. Please ensure the school has current information for care givers, emergency contact persons, after school care arrangements or other details that will assist us in accounting for students and ensuring their safety.*

Students are expected to be in regular attendance. Under section 126 of the school act continued absenteeism could result in a referral, to the Attendance Board.

## STUDENT EMPOWERMENT AND LEADERSHIP

At Madonna Catholic School we pride ourselves on our courtesy and respect for one another. This creates a warm and friendly atmosphere that we feel is a necessary characteristic of a Catholic School.

As children called by Christ to be leaders of peace, our goal at Madonna Catholic is to create a safe and caring environment for everyone where improper behavior that alienates others or oneself is not acceptable. We expect everyone to treat each other with respect and dignity. Rather than leading an 'anti-bullying campaign', our mandate as a staff is to continually work proactively with all students and in a variety of ways so that students develop the lifelong skills to make appropriate choices for their behavior. When situations do occur in the school, consequences and follow-up will be taken seriously with input from all parties – student, parent and staff.

## HOMEWORK

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may *vary according to grade, ability and study habits*. Communication with the teacher is encouraged if you need more information.

## STUDENT EVALUATION

Our school has adopted evaluation principles based on *Assessment for Learning*. This has involved the evolution of new evaluation techniques that encourage students to take more responsibility and be engaged in the learning process. In addition, teachers have instituted the use of Evidence of Learning portfolios in which students demonstrate their growth over time in the majority of areas. Evidence of Learning Conferences are set for the fall and spring. Attendance at these conferences is critical for both parents and students as communication and key goals for learning are set during these times. Please see the *school website under 'student assessment'* for more detailed information. Report cards will go home in January and June.

## PARENT-SCHOOL COMMUNICATION

Communication between the home and school is essential and your child's teacher will have prepared a classroom procedures list on how to best contact them. ***If you have any questions or concerns, first contact your child's teacher for information or clarification. If this does not prove to be satisfactory, then contact the school administration for assistance.***

If an unexpected situation occurs and you must contact your child during the school day please contact the school office and we will notify you child *during the next available school break*. Students are not called down to the office to receive phone calls from parents or other callers.

## VISITORS

Visitors should be aware that they are not allowed to disrupt classes in any way by their presence in the school. We ask all visitors to use the front entrance and report to the office to make enquiries. If the visitor is to stay at the school for a period of time, we require them to sign in and wear the visitor's badge during their time at the school. On completion of their business they can return the badge and sign out. Only students registered at Madonna Catholic School are allowed on school property or at school sponsored events without prior authorization.

## IN-SCHOOL VOLUNTEERS

Volunteers are an integral and essential part of our school community and the safety of your children is paramount. Madonna Catholic School appreciates your time and commitment in volunteering for specific activities or on a regular basis. Help is always needed with a busy and energetic student body that enjoys different activities.

The Elk Island Catholic School Board requires that all persons who volunteer on a regular basis or **more than 2 to 3 times a year** provide a Criminal Record Check, a Child Welfare Check and sign a Confidentiality Undertaking. The two record checks can be obtained at no fee and the Confidentiality Agreement is a School Board document we will provide for your signature. During the first week of school, your child will be sent home with an information sheet on how and where you can obtain the Criminal Record and Child Welfare Checks.

## LEAVING SCHOOL GROUNDS

Students are normally expected to be on the school grounds all day unless they go home for lunch. Please contact the office if your child is required to leave the school grounds during the school day. An adult must sign children out if they are leaving the school for an appointment. This is done at the office.

## INJURY OR ILLNESS

In the event that a student has a mishap and is injured and requires attention, or becomes ill during the school day, the parent or guardian of the student will be contacted.

## PLEASE NOTIFY THE OFFICE IF YOUR CHILD HAS A SEVERE ALLERGY

Madonna Catholic School is *an allergy aware zone rather than a peanut free environment*. Should your child have an epi-pen please provide one with the child's name and effective date visible on the packaging. It will be kept available in the office or travel with students on field trips.

## PRESCRIPTION DRUGS

Sometimes a student must receive medication *prescribed by a medical practitioner* during the school day or during an extracurricular or co-curricular activity. Please see the school secretary for the appropriate paperwork and procedures if your child requires the administration of a prescription drug during the school day.

## STUDENT BUS PASSES

Alberta Education defines *eligible* students for transportation funding as those residing greater than 2.39km from their designated school. Applications for transportation can be found at the Elk Island Catholic Schools website: <http://www.eics.ab.ca/> or EICS Transportation Direct Line: (780) 449-6480

## LOCKERS

Students in grade 3 and 4 may be issued a locker for textbooks and personal belongings. If a lock is required, then only locks rented from the school are to be used on these lockers. School administration has the right to perform a locker search according to the Alberta School Act. Students will only be assigned lockers when a completed Elk Island Catholic **Schools Locker User Agreement** form has been completed and submitted to the school.

## INCLEMENT WEATHER

In the event of inclement weather, students will remain indoors during the recess breaks. During cold weather, the Environment Canada Weather Guide will be used to determine if students go outside for recess. Students will stay indoors if the temperature is colder than -22°C or if the wind chill factor is greater than 1600 watts/sq. meter. ALL students must remove their soiled footwear when they enter the school during inclement weather.

## TELEPHONE and CELLULAR PHONES

Students do not require the use of cellular phones during the school day. Should parents, guardians, family members or others, need to communicate with a student during the school day they can call the office and dependent on the urgency of the call the student will be called to the office or message passed to the student during break periods. Any student needing to callout can request to go to the office and use the school phone. Students are **REQUIRED** to shut cell phones off and store in lockers. If students are using their cell phones during class time it will be taken away and may be returned at the end of the day at the teacher's discretion. *Repeat offenders will require the student to ask the parent or guardian to come to the school to pick up the Cell Phone.*

*\*\*\*Other electronics are to be used only at the discretion of the classroom teacher.\*\*\**

## DRESS CODE

Although not a formal code at the K-4 school level, students are expected to dress appropriately for school activities. Students arriving at school dressed inappropriately will be asked to change their clothing. Examples of this may be hats or shirts with inappropriate language, graphics, revealing clothing etc., that does not fit with the school catholicity and/or mission.

## SCHOOL SAFETY DRILLS and EMERGENCY SITUATIONS

At various times throughout the school year, students are expected to participate in a wide variety of school safety and evacuation drills. Required by division policy, students are prepared before a drill with a conversation about the drill, the reasons for it, as well as the procedures to follow in order to keep them safe. Drills include - fire, bus safety, internal drills ( if there is a weather or safety concern outdoors, as well as external drills – such as a school lockdown. This drill is to prepare students in the event of a school intruder. Understandably, some drills may cause students to be fearful or warrant further discussion at home. Teachers and staff, at all times, are cognizant of these questions or fears and attempt to prepare the children both mentally and physically for these drills. If you require any further information about these procedures, please contact your child’s teacher or the school Principal.

***The intent of this school handbook is to give parents and students general information about the school climate as well as basic information on the general day to day procedures in the school. If you are unable to find more specific information please do not hesitate to contact the school office.***



ELK ISLAND  
CATHOLIC  
SCHOOLS

Madonna Catholic School is associated with Elk Island Catholic School Division No. 41.