



GOOD SHEPHERD SCHOOL
STUDENT HANDBOOK

Table of Contents

School Profile	1
School Philosophy	1
Bell Schedule	2
Visitors	2
School Year Calendar	3
Evaluation	4
Communication	4
Volunteering.....	5
Co Extra-Curricular Activities	6-7
Canteen/Milk Program	7
General Student Information	7-8
Social Programming	8
Student Homework.....	9
Dress Code	9
Cold and Inclement Weather.....	10
Medical/Anaphylaxis and Severe Allergies	10-12
Accidents Procedures/Concussions.....	12-13
Discipline with Dignity	13
Playground Expectations and Rules	13-14
Personal Electronic Devices	14-15
Low Risk Activities	15
Handbook Parent/Student Signature Page	16

School Profile

Located in beautiful Peace River, Good Shepherd School offers English & French Immersion programming to approximately 380 students in E.C.S to grade six. Good Shepherd has a highly dedicated group of teachers and support staff. They reflect a strong commitment to student success and a willingness to give of their time to promote student achievement. Good Shepherd has many dedicated parents who understand the importance of a strong home and school partnership and who give tirelessly of their time in order to make Good Shepherd a place where children are valued.

Our Chapel and Courtyard serve as a focal point for our school where staff and parents are invited to share in daily prayer and morning assemblies.

There is a strong link with the Church community, working as partners in our Catholic faith. Our staff, parents and school council are committed to providing the best-possible Catholic education for our students as they develop the knowledge and skills necessary for a Christian life.

School Philosophy

Our Educational Philosophy is based upon our vision for our school – a place where Catholic values are taught in a Christian environment. Our school has a reputation for being a strong school that provides high quality education and a school climate that says “It is our belief that children can develop individual gifts and talents to their full potential.” Our aim is to create a truly Catholic community where each child, parent, staff and visitor feels loved, appreciated, needed and respected. Within our community, we strive to have “One Heart and One Soul”. We endeavor to help each member of the school community to develop his or her abilities and skills.

Our Purpose

At Good Shepherd School our purpose is to help each child reach their full potential in a Christ- centered loving, caring and sharing environment.

“We are a Loving, Caring and Sharing school”

Bell Schedule

8:45	First Bell
8:50 - 9:05	Assembly
10:35 - 10:50	Recess
11:50 - 12:10	Lunch
12:10 - 12:40	Lunch Recess
2:15 - 2:30	Recess
3:30	Dismissal

Staff

A complete list of staff members and their emails can be found on our website at <https://gss.hfcrd.ab.ca/eteachers> under the tab eTeachers.

Visitors

Please remember to “check-in” at the office when you enter the building through the front entrance. Our Safe School Policy requires that all visitors and volunteers sign in and out at the office when entering the school. A “Visitor/Volunteer ID TAG” will be given to you after you check-in. This tag must be worn while you are in the building or on the playground. When you have completed your visit, please check out and return the tag to the office.

School Year at a Glance

August	29	-	Division Mass
	30	-	Teacher Prep Day
September	02	-	Labour Day No School
	03	-	First of School
	23	-	PD Day No School
October	11	-	Day-in-lieu of PTI No School
	14	-	Thanksgiving No School
	28	-	ATA PD Day No School
November	08	-	Teacher Prep Day No School
	11	-	Remembrance Day No School
	29	-	Staff Meeting/PD Day No School
December	21	-	Christmas Break Begins No School
			(December 21 – January 5)
January	06	-	Students Return from Christmas Break
	31	-	PD Day No School
February	14	-	No School
	17	-	Family Day No School
March	05-06	-	Teachers Convention No School
	09	-	Teacher Prep Day No School
	23-27	-	Spring Break No School
			(March 23-27)
April	10	-	Good Friday No School
	13	-	Easter Monday No School
	20	-	Division Faith Day
May	04	-	Staff Meeting/PD Day
	15	-	Day-in-Lieu of PTI No School
	18	-	Victoria Day No School
June	01	-	Teacher Prep Day No School
	25	-	Last Day for Students
	26	-	Last Day for Staff

Evaluation

Alberta Education

Students are assessed according to Alberta Education curriculum standards. A variety of assessments for learning practices are used to assess student progress according to curriculum outcomes. If parents are interested in detailed information about curriculum, a copy of Alberta Learning's curriculum resource "My Child's Learning: A Parent Resource" can be obtained from the Alberta Learning Web site:

<http://www.learnalberta.ca/content/mychildlearning/>

Outside and Other Evaluations

Parents and/or teachers who have concerns regarding children with physical, emotional and or academic issues should talk with the Student Services Coordinator. Arrangements may be made for any necessary testing and/or referrals for therapy.

Reporting Periods

Students receive report cards in November, March and June. Early Learning Conferences will be held in October with Parent-Teacher Interviews following March report cards. These interviews are set up and scheduled by the class parent representative or the teacher. You are welcome to request a conference with the teachers at any time to discuss your child's progress.

Other less formal reporting of a child's progress will be done by phone, notes and interviews.

Communication

Newsletters

School newsletters/calendars are sent home electronically on the last day of every month. Newsletters may also be accessed online or via our website. The school also supports a Twitter and Facebook page. If you require a paper copy, please contact your teacher.

When special events happen, announcements are sent home with students. The electronic telephone messaging system may also call to remind you of upcoming events.

An internet based program called Power School is used for our Student Information System. This program has the capacity for parents to review marks, contact the school or review bulletin board notes. Please contact the office regarding accessing your protected logon information.

Volunteering in the School

School Council

The executive is comprised of parents only. All parents and staff are members of the school council. Everyone is encouraged to attend meetings. Meetings are held every second Wednesday of the month. This is a good opportunity for parents to work closely with staff in shaping education at Good Shepherd School.

If you are interested in volunteering please obtain Criminal Record Check (RCMP) and Intervention Check (Child and Family Services). All volunteers are also required to sign a yearly Oath of Confidentiality before working with students or in the school. This form can be requested from the office or your child's teacher.

YOU CAN HELP BY:

Clerical Tasks:

- . Coloring, cutting, pasting, to create classroom materials
- . Making charts
- . Making learning games
- . Telephoning for field trips, parent teacher interviews, contacting resource people
- . Reading Recovery Reader Support

Classroom tasks:

- . Assisting children in the classroom
- . Decorating bulletin boards
- . Distributing, collecting, washing, storing equipment

Working with Children:

- . Assisting and supervising on field trips.
- . Assisting children with crafts, cutting and pasting
- . Playing with children at various centers
- . Reading stories to children, listening to children read
- . Supervising/guiding children during computer time
- . Writing stories children dictate
- . Academic Support

Co Extra-Curricular Activities

Assemblies:

Daily at 8:50 am our school family meets to pray and commemorate special occasions at assemblies. We celebrate birthdays and have special presentations. As well, we sing and create the school spirit for which Good Shepherd is well known. Parents are always welcome to attend. Parents are asked to turn off their cell phones to show consideration for assemblies.

School Masses/Celebrations:

These are celebrated monthly. You are always welcome to come and participate with your child. Classes take turns preparing these masses/celebrations. All students are expected to attend.

Virtue Awards:

Once a month, we will celebrate our virtue awards. We will follow the virtues as laid out in our school agenda. K-2 and 3-6 will have separate assemblies.

Year-end Awards:

At the end of June we will be celebrating students that have maintained excellent achievement, both personally and through citizenship and academically.

Daily Physical Activity:

30 minutes of physical activity a day for optimal growth and development. Teachable moments abound as role modeling; principles of fair play and cooperation are taught and implemented.

Examples:

- . Classroom movement breaks
- . Snowshoeing
- . Skating
- . Fun Day (Grades K-3)
- . Intramurals (Grades 3-6)
- . Skiing (Grades 5-6)
- . Water safety programs (Grades 1, 3 and 5)
- . Track and Field (Grades 4-6)

Community Awareness:

We encourage awareness of those less fortunate than us through various projects. As well, we promote environmental and community awareness.

Examples:

- . Christmas Almsgiving for Charity
- . Development and Peace Projects
- . Green Shepherd Recycling Club
- . Milk program

School Programs:

- . English as a Second Language/French as a Second Language
- . Indigenous awareness
- . Gr. 6 Band
- . Inclusive Education
- . English & French Resources

Canteen/Milk Program

Good Shepherd maintains a kitchen where students are able to purchase canteen items for lunch daily. Milk may also be purchased daily by students. Both canteen and milk cards are purchased from the office for \$10.00. These cards are valid until all monies are used up.

General Student Information

School Supplies: You can place your order online at www.schoolstart.ca . Visa, MasterCard, and PayPal are accepted. You can also fill out the supplied order form, and return to your school with payment. Please make cheques payable to **School Start**. The supplies will be packaged and delivered directly to the school in August before your child arrives, labeled with his/her name on the School Start Package. *This is not a mandatory program*; however, it is an optional way to purchase school supplies for the upcoming school year.

Insurance: Student accident insurance is available. This insurance covers students while at school or attending any school function. The cost is covered by the Division; however, non-compulsory school accident insurance is available from Seaboard Insurance. If parents wish to access this extra insurance, it is the parents' responsibility to send the forms directly.

Student Absences: We request parents to report student absences to the school. If you know that your child will be absent please call or email taylor.nelson@hfcrd.ab.ca and state reason for your child's absence. This procedure is to ensure the protection of your children and to keep accurate records of your child's attendance. If your child is late arriving to school, s/he must report to the office and will be given a late pass.

Messages: Parent/Guardians should attempt to contact the school prior to 3:00pm to get messages to students regarding alternate pick-up arrangements.

BUS PROCEDURE: PRSD Transportation requires school authenticated bus notes be submitted to them at least 24 hours prior to the day of the request. As a result, Good Shepherd School office will require notification of bus changes at least 24 hours prior.

Medication: is not administered to students except under the guidelines of Administrative Procedure 316. The appropriate forms, available at the school office, must be completed by parent and doctor and kept on file.

Students Leaving School Grounds: Students leaving the school grounds must have permission in writing from a parent/guardian and notify the office. Students must sign out in the office.

Social Programming

“Working together to help youth and their families with the challenges of life”

Project PEACE is one of 39 projects in a province-wide Mental Health Capacity Building in Schools Initiative. Project PEACE provides mental health programming for all students, staff and families – to help increase mental health awareness and capacity. The program works to build resiliency skills in children, youth and families and to support children and youth to stay in school and succeed. The initiative is an integrated, multidisciplinary team approach in providing information, prevention and early intervention addiction and mental health services to children, youth and their families within a school-based setting. If you would like more information, please feel free to contact the school. You can also visit our website at www.projectpeace.citymax.com

Roots of Empathy Program- Roots of Empathy is an evidence-based classroom program that has shown dramatic effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy. The program reaches elementary schoolchildren from Kindergarten to Grade 8. In Canada, the program is delivered in English and French and reaches rural, urban, and remote communities including Aboriginal communities. Roots of Empathy is also delivered in New Zealand, the United States and the Isle of Man. This is year will see a pilot program being offered in our school’s grade one classroom.

Student Homework

Good Shepherd School strongly supports the belief that homework is critical to each student's individual academic success. Research indicates that regular homework has beneficial results in instilling good work and study habits therefore small amounts of homework will be given daily.

Student Dress Code

BELIEF STATEMENT

Good Shepherd School believes that the dress of students should contribute to a school atmosphere that promotes learning and facilitates rather than distracts from the learning process.

All students should be dressed appropriately according to the school's guidelines.

GUIDELINES

1. Dress should be appropriate to a Catholic school setting and should reflect Christian modesty.
2. No offensive or inappropriate slogans, crests or pictures permitted on clothing, jewelry or accessories.
3. Hats may not be worn in school.
4. Shirts/tops should cross the pant top.
5. No makeup is to be worn during school hours.
6. In cold weather, students are expected to dress appropriately. Inclusive of ski pants, winter coat, boots, gloves and hat.
7. All students are expected to have indoor running shoes and outdoor footwear.

Cold and Inclement Weather

BELIEF STATEMENT

It is the belief of the school community that outdoor recesses stimulate and refresh students which help them become more productive learners. Therefore, students will be expected to go outside before school, during recesses and after school, weather permitting.

OUR SCHOOL PRACTICE

The following measures shall be taken to promote safety for students during cold and inclement weather.

- a) The administrator in charge of supervision and playground will monitor on-site temperature and conditions daily. If the administrator determines the conditions appear to be unfavorable, he/she will make a judgment call about whether students should be inside or outside. As a ‘rule of thumb’, Good Shepherd School uses -25 Celsius, inclusive of the wind-chill, as a measure for keeping student inside.
- b) All supervisors will carry keys so that they can access any door to let students warm up.
- c) Parents are expected to ensure their children are dressed appropriately for weather conditions.
- d) Supervisors and teachers will ensure students are dressed appropriately for weather conditions and send them inside if they are not.
- e) One supervisor will take out the hand bell so that it can be rung if conditions warrant. The supervision team will consult before ringing the bell.

Medical

Sick Children: The parents, guardians or emergency contacts are called if a child is sick at school. If a student becomes ill there is a bed in the infirmary to lie down on until a parent/guardian/emergency contact can pick up the student. Students who have contracted a communicable disease will only be readmitted to school after the period of time specified by Alberta’s public health guidelines, i.e. chicken pox, strep throat, etc.

Anaphylaxis/Severe Allergy Procedure

BELIEF STATEMENT

It is Good Shepherd School’s belief that all students have the right to be educated in a healthy, safe and secure environment. It is recognized that some

individuals in our school community have severe allergies that can affect their ability to function and may be life threatening. The school community has a responsibility to promote educational awareness regarding allergies and to help prevent allergy emergencies.

The school community will work to create a healthy, safe and secure environment for all individuals through the following areas:

Information and Awareness in Accordance with HFCRD Administrative Procedure 316:

Identification of the individual(s) with severe allergies and creation of a school-wide understanding of the procedures for exposure prevention and treatment of emergencies is the cornerstone of successful implementation of this procedure. All staff are made aware of the allergies in the school (at the beginning of each year and as new cases are identified) through distribution of allergy lists with applicable photos. All staff is involved in a demonstration in the use of epinephrine (Epi-Pen). Substitute staff, parent volunteers and others in occasional contact with school individuals are made aware of those with allergies by the home room teacher. Home room teachers are required to leave allergy information in an organized, prominent and accessible format.

Avoidance of the Allergen:

The school will maintain “allergen free” areas to ensure that individuals with severe allergies are protected from exposure. Certain public areas of the school, such as the courtyard, auditorium, hallways, some pods and the library will be designated as “allergen free zones”, and this will be communicated frequently to all staff, students and other school personnel. In these areas, the presence of identified allergens will be restricted. The school promotes safe eating procedures, such as restricting consumption of certain foods (i.e.: nuts and nut products) to certain areas, cleaning and hand-washing routines. Special precautions will be considered during holidays, school/classroom celebrations, field trips and extra-curricular activities.

It is further recognized that some individuals have severe allergies to strong scents such as perfumes, aftershaves and hair sprays. These can cause migraines and respiratory distress in the affected individuals. It is strongly recommended that use of these products be avoided by all individuals in the school.

Emergency Response Procedures:

In case of accidental exposure: when accidental exposure triggers an anaphylactic reaction, staff will respond immediately by:

- administering the epinephrine (kept on hand for each individual with a potential for anaphylaxis)
- contacting 911
- contacting the student’s parent/guardian, and

- Ensuring a familiar adult accompanies the student to the hospital.

LEGALITIES

Both common law and common sense suggest that all school staff and other personnel have a responsibility to respond to medical emergencies caused by allergic reactions. When reasonable precautions have been taken, neither staff nor students should feel responsible for accidental exposure.

For further information, please ask the office for a copy of HFCRD #37 Administrative Procedure 316.

Accident Procedures

In accordance with Administrative Procedure 315: If an accident should occur, a staff member or Principal is responsible for taking prudent action in dealing with the injured student. A staff member trained in first aid should be summoned. If no one with such training is available the staff member in charge must take whatever action s/he judges to be necessary.

Where the extent of the injury is undetermined, but especially if the injury appears serious (including, but not limited to internal injury or where fracture of the skull, spine or limb is suspected), the student is not to be moved but is to be made as comfortable as possible and kept warm until expert assistance is secured. Where the extent of the injury is unknown, an ambulance shall be called immediately to transport the student to hospital for treatment.

The parent(s)/guardian(s) shall be contacted and advised of the steps taken and asked to get in touch with the medical practitioner. If the injury appears to be minor and the student is able to walk or can be safely carried, s/he is to be taken to the medical room of the school and made as comfortable as possible. If required, additional first aid measures may be taken. The parent(s)/guardian(s) shall be telephoned and fully advised of the situation and subsequent action taken in accordance with their wishes.

CONCUSSIONS

As per HFCRD #37 Administrative Procedure 314: Concussions, Head trauma is a serious matter and the consequences of concussions have direct effects on the educational progress of those diagnosed with one. The management of students with concussions is a shared responsibility between staff, parents/guardians, students, coaches and medical professionals. Parents will be contacted regarding any potential head injuries.

Should your son/daughter/ward sustain an injury where a concussion is suspected then the Holy Family Catholic Regional Division No. 37 School Board

Concussion Protocol must be followed. If your son/daughter/ward is diagnosed with a concussion, the “Monitoring/Medical Examination Form” outlined in AP 314 must be completed and the Holy Family Catholic Regional Division No. 37 School Board Concussion Protocol must be followed before the student returns to physical education classes and intramural/club activities.

The school administrator or school’s lead will provide further information should it be required.

Discipline with Dignity

At Good Shepherd 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 behavioral changes than teaching individuals to be obedient in order to avoid punishment.

We believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others while still maintaining their dignity.

Playground

PLAYGROUND EXPECTATIONS

- o Have fun
- o Not take unnecessary risks that may cause injury
- o Be kind and show good sportsmanship
- o Follow directions and use equipment safely
- o Report problems to the supervisors
- o Stay visible to supervisors
- o Ask permission to come inside

PLAYGROUND RULES

- o No climbing on backstops, buildings, fences or swing supports
- o Do not throw objects which could cause harm (rocks, sticks, snowballs), etc.
- o Keep your hands to yourself: no shoving, hitting or tackling
- o No running on playground equipment
- o No skipping ropes on the playground equipment

- o No running or sliding on icy patches
- o Jumping from swings is not permitted
- o No standing or walking on top of monkey bars
- o Personal computing devices are not permitted on the playground

Personal Electronic Devices

School Practice: The uses of Personal Electronic Devices (PED's) during instructional time are solely at the discretion of the classroom teacher. PED's are to be used in compliance with the HFCRD No. 37 Administrative Procedure 140 Acceptable Use Agreement and need to be for instructional purposes only.

Personal Electronic Devices include, but are not limited to: Phones, I Pods, tablets, MP3 players, hand-held gaming devices, cameras, video cameras, and personal computers

The responsibility to keep personally owned electronic devices secure shall rest with the owner. Good Shepherd School is not liable for any device lost, stole or damaged.

In the event of an emergency, such as a lock down or an evacuation, the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs for the specific emergency only.

Classroom: During class time teachers will direct students' in the use of PED's. Students may be allowed to access appropriate websites, apps and features that assist in student learning. Teachers will guide and ensure students are within the division's guidelines of appropriate digital citizenship, in accordance with HFCRD No. 37 Administrative Procedure 145 Use of PEDs.

PEDs will, under no circumstances, be used by any student for the capture of photo, video or audio recording or for sharing/posting of individuals or groups. Any photography, audio recording or video recording of any person (staff, student or community member) in a school setting must be done so under direct teacher supervision. All FOIP regulations and division guidelines for posting and displaying personal information in public domains will be followed.

Unauthorized student photography, audio recording or video recording of any person (staff, student or community member) in a school setting (i.e. bathroom or change room) will be subject to further discipline, appropriate to the circumstances.

PED's which are temporarily taken by the teacher for misuse must be securely stored prior to being returned. Teachers are not to go through devices in their care and devices must be returned to parents, and not the student, if confiscated.

Outside during recess: No electronic devices will be allowed on the playground. Staff at Good Shepherd School support that students require a technology free opportunity to interact with peers and to get physical activity/exercise.

Inside during recess: Electronic devices may be allowed during inclement weather conditions, providing that the teacher monitor student use to ensure appropriate content is being accessed.

Low Risk Activities

As per Administrative procedure 260 each school may create a list of low risk activities that parents may... *A list of local very low risk off-site activities shall be annually approved by May 1st by the Superintendent. At the beginning of the year, Principals will ensure that the approved list has been signed by parents/guardians. Principals will also ensure that parents/guardians are notified prior to the activity.*

Low Risk Activities for Good Shepherd include the following:

Bus to: Heritage Towers, Points West Living, Music Festival, OLOP Church, River City Cinema, Peace River Museum, Bowling, Riverfront Park, Kinsmen Park, PR Library, Glenmary, TA Norris, EQV and Springfield Schools.

Multiplex field house use

Terry Fox Run (around pool and arena block)

Use of fields behind school for runs and snowshoe activities

Cemetery Walk

Use of the Normand Boucher Arboretum

Walking/biking path to Golf World on the Peace, PR Museum, Bowling, Riverfront Park, Kinsmen Park

Walking to Reddi Mart, Glenmary, TA Norris, EQV and Springfield Schools

GOOD SHEPHERD SCHOOL

STUDENT HANDBOOK

Student Name

Grade

Parent/Guardian Signature

Date

Our signatures indicate that we have read and understand the information in this Student Handbook.